



MLA Style Report

What is an **MLA style report**?

An MLA style report is an academic report widely accepted in schools and universities today. There are many acceptable formats for reports. One of the most common is MLA style, which stands for Modern Language Association. This writing convention is widely accepted among teachers, scholars, and librarians. MLA style will dictate line spacing and paragraph alignment, as well as text citation and bibliography format. For complete and specific current rules on MLA documentation, check with the latest edition of the *MLA Handbook for Writers of Research Papers*.

Why is using a **report** important?

Whether informal or formal, reports serve as an important writing tool. Reports are not just for students or researchers. Most business organizations use reports to give details about financial data or marketing research.

Examples

- Informative report
- Persuasive report
- Research report
- Business report

Goal

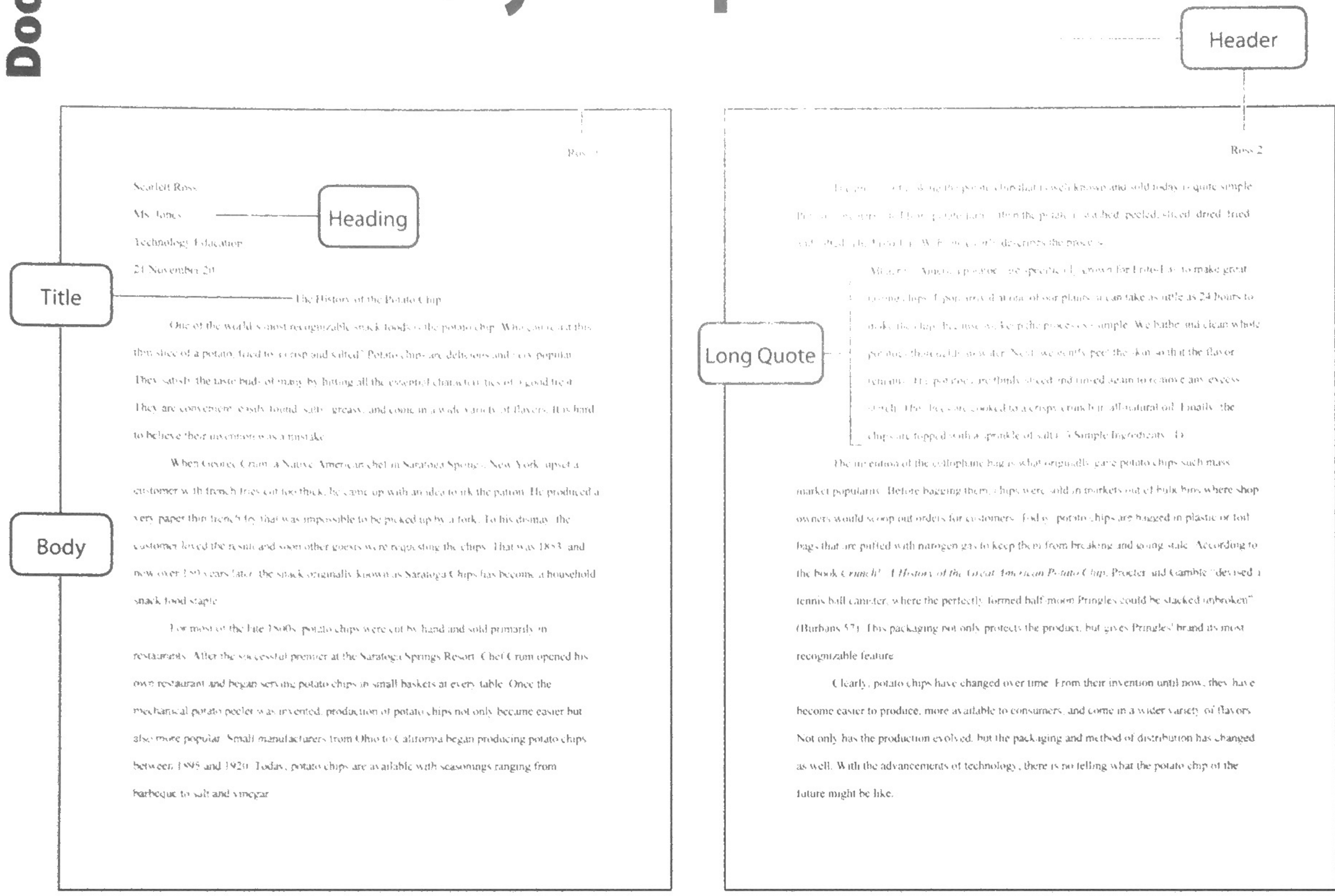
Use word processing software to learn and practice how to create and format an MLA style report.

Skills

- Understanding the parts of a report
- Using proper report format in MLA style
- Inserting page numbers
- Using first line indents
- Using block indents

MLA
Handbook
for Writers of
Research Papers

MLA Style Report



Parts	Description
Header	Includes the author's last name and page number.
Heading	Includes the author's name, instructor's name, course name, and date (day, month, and year).
Title	Includes the title of the report keyed in initial caps style.
Body	Includes the introduction, body, and conclusion of the report.
Long Quote	Used to indicate the quotation is longer than four lines. Start the quote on a new line, indenting the entire quote one-inch from the left margin. Omit quotation marks from the quotation.



MLA Style Report

Scenario

Once the outline was prepared and her research was complete for the MLA style report about the history of the potato chip, Scarlett Ross composed the report. She formatted the report using MLA style that includes a header with her last name and page number. The MLA style also requires a heading, which appears only on the first page. It includes her name, her teacher's name, Ms. Jones, the class she did the assignment for, and the date. The date is formatted as day, month, year. The title is centered using initial caps, the entire report is double spaced, and long quotes are left-indented 1".

Document Setup

Start Up	Using word processing software, create a NEW document.
File Name	Save the file as: Doc11_Practice
Orientation	Portrait
Margins	Top 1", Left 1", Right 1", Bottom 1"
Line Spacing	Double, no additional spacing before and after paragraphs
Font, Size	Times New Roman, 12 pt.



Instructions

1. Follow the Document Setup instructions provided.
2. Refer to the Practice Document as you follow the instructions below.
3. In the header of the document, key the writer's last name, followed by the page number, right-aligned.
4. Key the heading as shown.
5. Continue to key the title and the body of the report. Be sure to indent the first line of each paragraph and block indent the long quotation as shown.
6. Carefully proofread your work for format and grammatical accuracy.
7. Resave the file.
8. Print a copy of the document if required by your instructor.

Document 11: MLA Style Report

LEFT 1"

TOP 1"

Ross 1

RIGHT 1"

Scarlett Ross

Ms. Jones

Technology Education

21 November 20__

The History of the Potato Chip

TAB → One of the world's most recognizable snack foods is the potato chip. Who can resist this thin slice of a potato, fried to a crisp and salted? Potato chips are delicious and very popular. They satisfy the taste buds of many by hitting all the essential characteristics of a good treat. They are convenient, easily found, salty, greasy, and come in a wide variety of flavors. It is hard to believe their invention was a mistake.

TAB → When George Crum, a Native American chef in Saratoga Springs, New York, upset a customer with french fries cut too thick, he came up with an idea to irk the patron. He produced a very paper thin french fry that was impossible to be picked up by a fork. To his dismay, the customer loved the result and soon other guests were requesting the chips. That was 1853, and now over 150 years later, the snack originally known as Saratoga Chips has become a household snack food staple.

TAB → For most of the late 1800s, potato chips were cut by hand and sold primarily in restaurants. After the successful premier at the Saratoga Springs Resort, Chef Crum opened his own restaurant and began serving potato chips in small baskets at every table. Once the mechanical potato peeler was invented, production of potato chips not only became easier but also more popular. Small manufacturers from Ohio to California began producing potato chips between 1895 and 1920. Today, potato chips are available with seasonings ranging from barbeque to salt and vinegar.

BOTTOM 1"

Document 11: MLA Style Report

Ross 2

TAB → The process of making the potato chip that is well known and sold today is quite simple. Potatoes are harvested from potato farms, then the potato is washed, peeled, sliced, dried, fried, and salted. The Frito-Lay Web site clearly describes the process.

1" BLOCK INDENT →

All across America potatoes are specifically grown for Frito-Lay to make great tasting chips. Upon arrival at one of our plants, it can take as little as 24 hours to make the chips because we keep the process so simple. We bathe and clean whole potatoes thoroughly in water. Next, we gently peel the skin so that the flavor remains. The potatoes are thinly sliced and rinsed again to remove any excess starch. The slices are cooked to a crispy crunch in all-natural oil. Finally, the chips are topped with a sprinkle of salt ("3 Simple Ingredients" 1).

TAB → The invention of the cellophane bag is what originally gave potato chips such mass market popularity. Before bagging them, chips were sold in markets out of bulk bins where shop owners would scoop out orders for customers. Today, potato chips are bagged in plastic or foil bags that are puffed with nitrogen gas to keep them from breaking and going stale. According to the book *Crunch!: A History of the Great American Potato Chip*, Procter and Gamble "devised a tennis ball canister, where the perfectly formed half-moon Pringles could be stacked unbroken" (Burhans 57). This packaging not only protects the product, but gives Pringles' brand its most recognizable feature.

TAB → Clearly, potato chips have changed over time. From their invention until now, they have become easier to produce, more available to consumers, and come in a wider variety of flavors. Not only has the production evolved, but the packaging and method of distribution has changed as well. With the advancements of technology, there is no telling what the potato chip of the future might be like.

Works Cited Page

What is a **works cited page**?

A list of sources used for a research paper and formatted in MLA style is called a works cited page. This page appears as the last page of the research report and its page number reflects that. It is double spaced and is formatted using hanging indents. Citations are alphabetized and formatted according to the type of source it is. It is recommended that writers consult a current MLA Style Guide for the order of citation components and the punctuation between those components.

Why is using a **works cited page** important?

Providing evidence of your research gives your paper credibility and validity. Each in-text citation gives only an abbreviated reference to the full work in which you quoted or paraphrased the material. By offering an alphabetized, properly formatted works cited page, readers of your paper can reference the original work you quoted from.

Examples

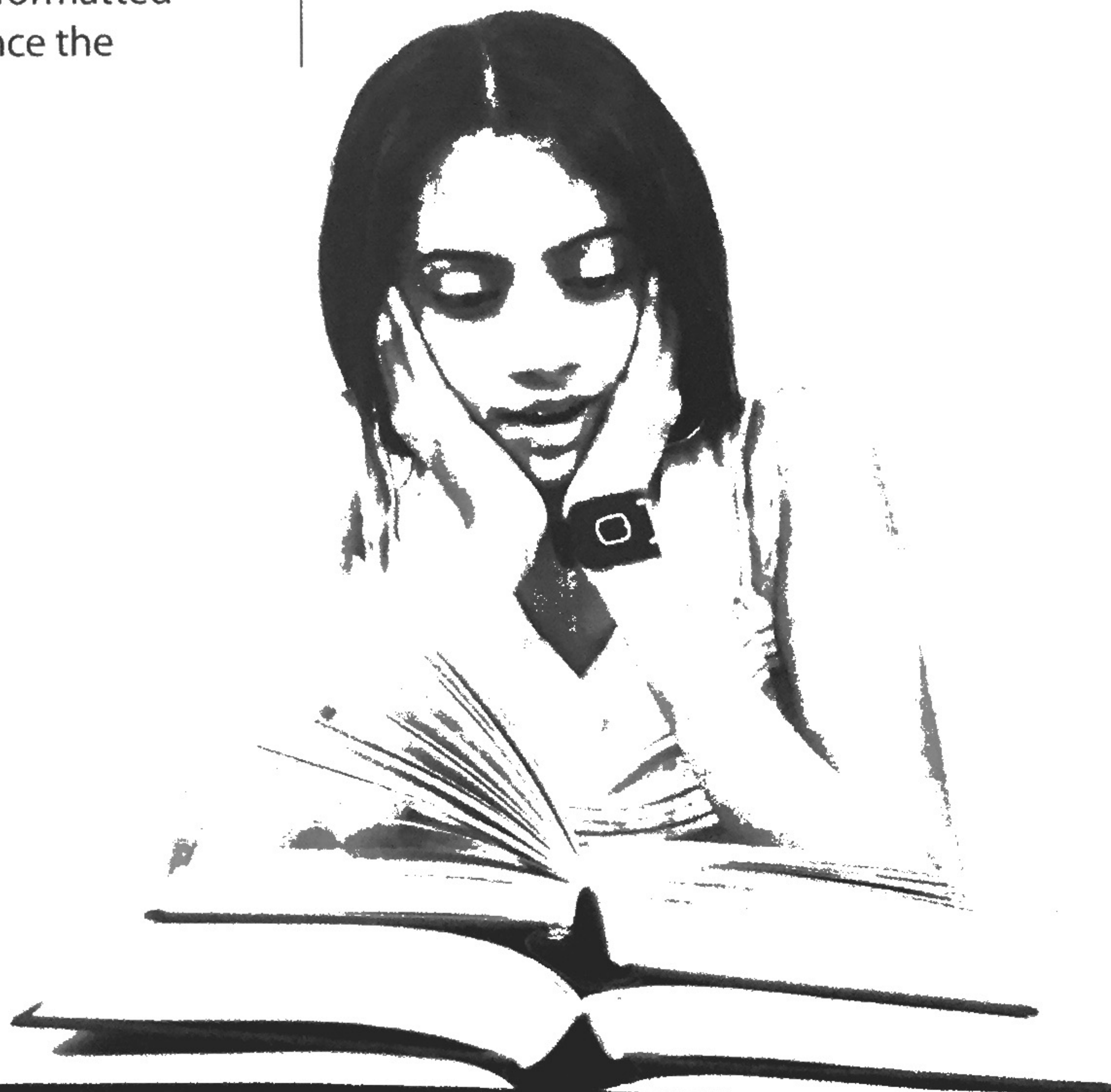
- Works cited page used in an informative report
- Works cited page used in a persuasive report
- Works cited page used in a research report
- Works cited page used in a business report

Goal

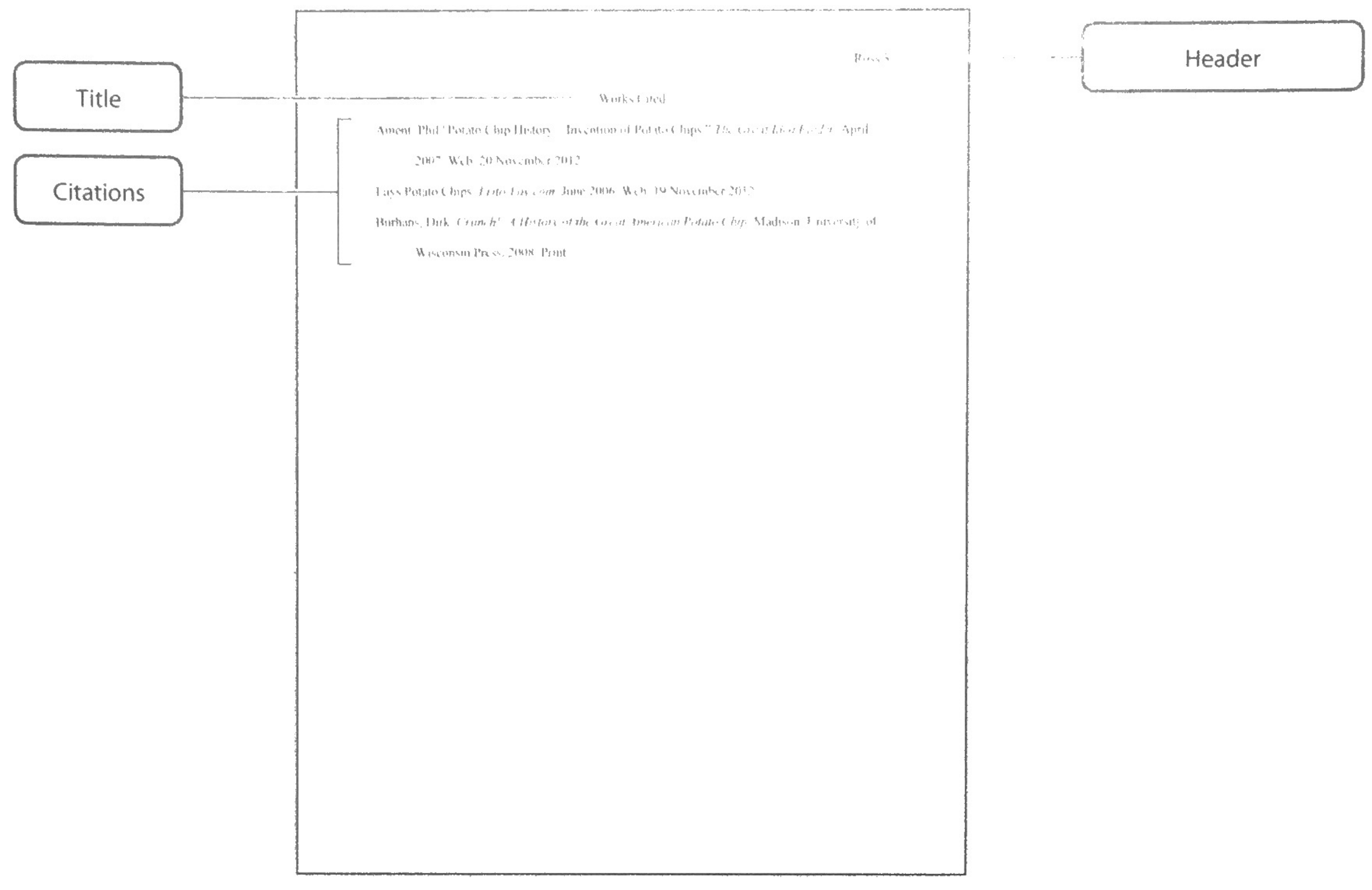
Use word processing software to learn and practice how to create and format an MLA style works cited page.

Skills

- Understanding the parts of a works cited page
- Using proper format on a works cited page in MLA style
- Inserting page numbers
- Renumbering page numbers
- Using hanging indents
- Sorting text A-Z



Works Cited Page



Parts

Description

Header	Includes the author's last name and page number. Often renumbered to reflect the last page of the report.
Title	Identifies the sources/references page of the report with the text "Works Cited." Text is center-aligned and written in initial caps.
Citations	Includes a list, in alphabetical order, of all of the sources used in the report. Sources/references may include any of the following: books, journals, newspaper articles, magazine articles, Web sources, and personal interviews. Note: It is important to consult the guidelines in the <i>MLA Handbook for Writers of Research Papers</i> for proper works cited format.



Works Cited Page

Scenario

During her research on the history of potato chips, Scarlett Ross kept track of the books and Web sources that she referred to, quoted, and paraphrased in her report. Using that information, she has now created the works cited page. Her report finished on page 2, so her works cited page is numbered page 3. She has formatted the header's page number to restart at page 3 since she has created this document as a separate file from her report. As proper MLA format dictates, the page has a centered title, double spacing, hanging indents, and is alphabetized.

Document Setup

Start Up Using word processing software, create a NEW document.

File Name Save the file as: Doc12_Practice.

Orientation Portrait

Margins Top 1", Left 1", Right 1", Bottom 1"

Line Spacing Double, no additional spacing before and after paragraphs

Font, Size Times New Roman, 12 pt.



Instructions

1. Follow the Document Setup instructions provided.
2. Refer to the Practice Document as you follow the instructions below.
3. Insert a page number in the header preceded by the writer's last name. The header should be right aligned and formatted to begin on page 3 in Times New Roman.
4. Key the title "Works Cited" as shown.
5. Using a .5" hanging indent with each entry, key the citations as shown.
6. Sort the list of citations from A-Z.
7. Carefully proofread your work for format and grammatical accuracy.
8. Resave the file.
9. Print a copy of the document if required by your instructor.

Document 12: Works Cited Page

LEFT 1"

TOP 1"

Ross 3

RIGHT 1"

Works Cited

Ament, Phil. "Potato Chip History – Invention of Potato Chips." *The Great Idea Finder*. April
HANGING INDENT .5" → 2007. Web. 20 November 2012.

Lays Potato Chips. *Frito-Lay.com*. June 2006. Web. 19 November 2012.

Burhans, Dirk. *Crunch!: A History of the Great American Potato Chip*. Madison: University of
Wisconsin Press, 2008. Print.

BOTTOM 1"

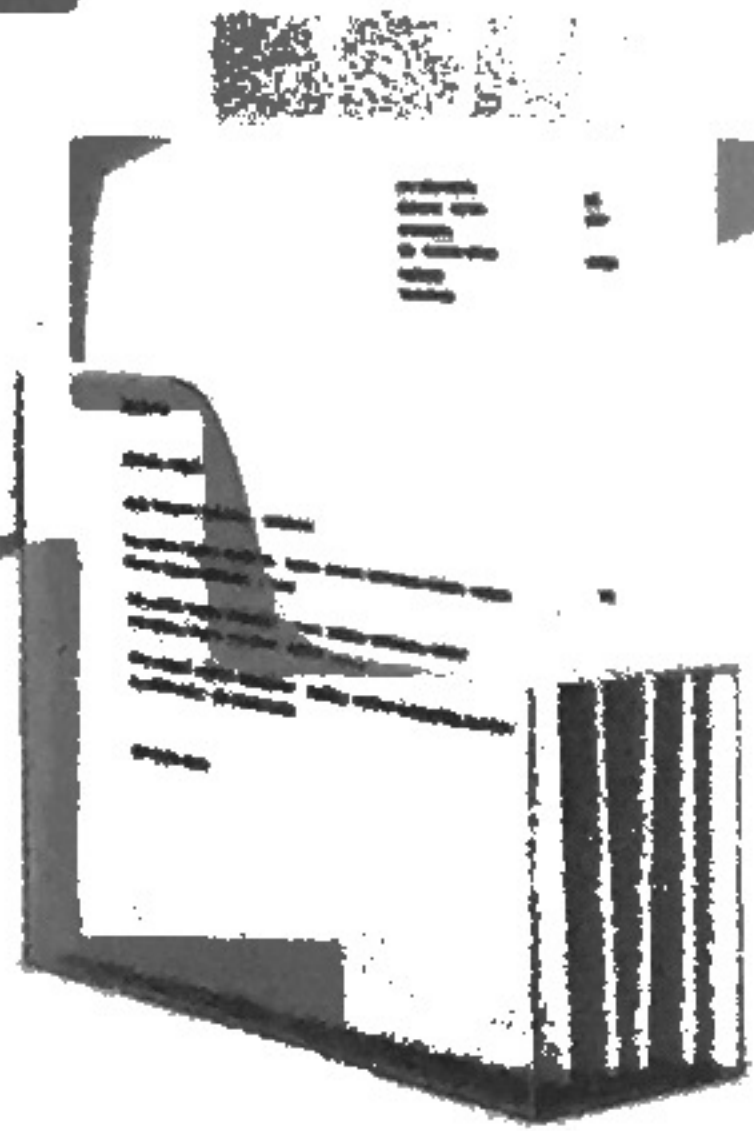


Table of Contents

What is a **table of contents**?

Very often known as a TOC, a table of contents is a list of sections within a document. Using the TOC feature within word processing software offers the option of hyperlinking each section in the TOC to the appropriate section within the report. This makes working with electronic versions of documents much easier. However, for the creation of this document, only tabs and dot leaders will be used.

Why is using a **table of contents** important?

The table of contents is found at the beginning of the document and provides a quick reference to different sections within a document. If a reader wishes to jump to a particular topic, the use of a table of contents can eliminate having to skim, search, or read the document for the necessary text.

Examples

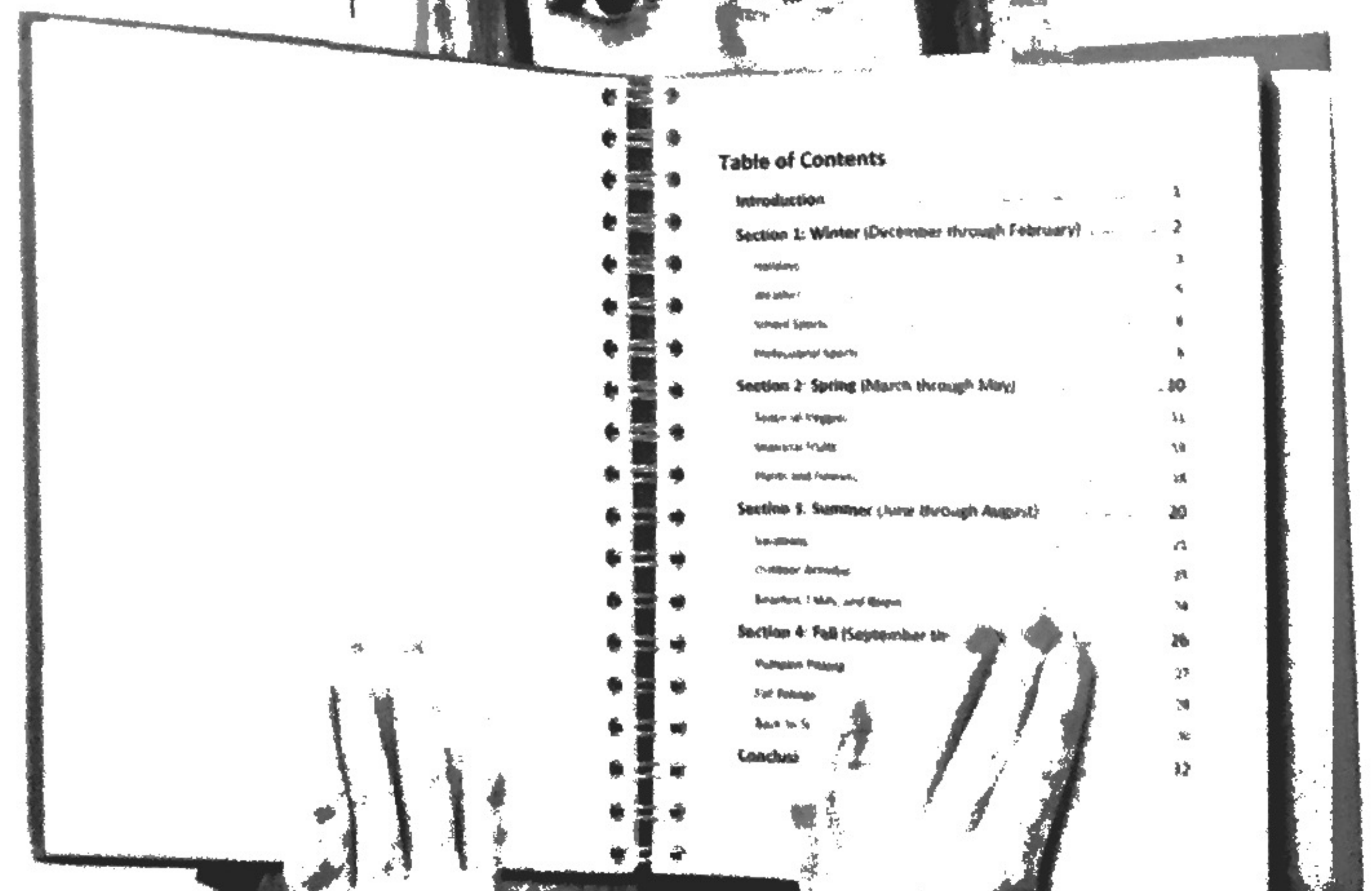
- A table of contents used in an informative report
- A table of contents used in a persuasive report
- A table of contents used in a research report
- A table of contents used in a business report
- A table of contents used in an academic report

Goal

Use word processing software to learn and practice how to create and format a table of contents.

Skills

- Understanding the parts of a table of contents
- Using tabs
- Using dot leaders



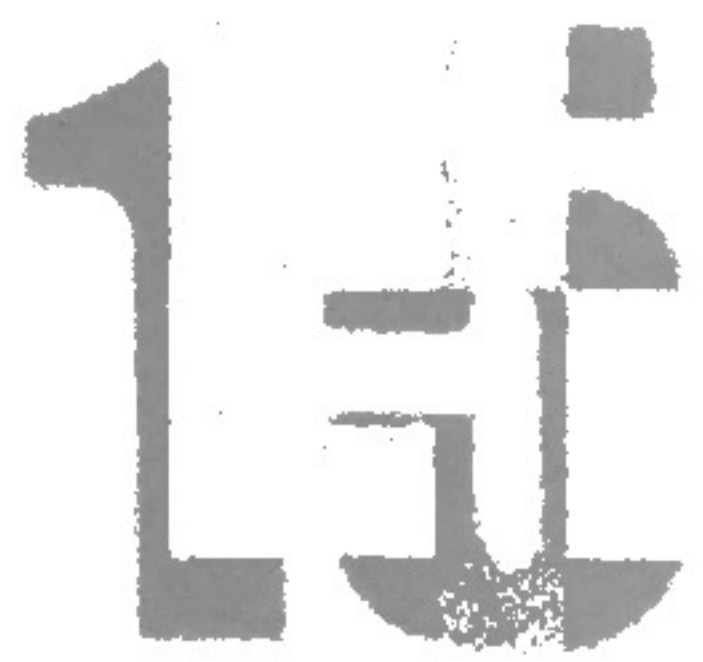


Table of Contents

Page Numbers

Title	Table of Contents	1
	Introduction	1
	Section 1: Winter (December through February)	2
	Holidays	3
	Weather	5
	School Sports	6
	Professional Sports	8
Section Headings	Section 2: Spring (March through May)	10
	Seasonal Veggies	11
	Seasonal Fruits	13
	Plants and Flowers	18
Sub-headings	Section 3: Summer (June through August)	20
	Vacations	21
	Outdoor Activities	23
	Beaches, Lakes, and Rivers	24
	Section 4: Fall (September through November)	26
	Pumpkin Picking	27
	Fall Foliage	28
	Back-to-School	30
	Conclusion	32

Parts

Description

Title	Indicates the title of the page with the text: "Table of Contents."
Section Headings	Include the subject headings within the report, followed by a series of dot leaders and the corresponding page numbers.
Sub-headings	Include the sub-headings within the section heading in the report, followed by a series of dot leaders and the corresponding page numbers.
Page Numbers	Often preceded by dot leaders, the page numbers correspond to each heading or sub-heading within the report.



Table of Contents

Scenario

Aggie Hicks has completed her report on the "Seasons in New England." She is required to submit a table of contents for her work to include the different sections and sub-sections of her report. She had the option of using the table of contents feature in her word processing software, but decided to use tabs and dot leaders only.

Document Setup

Start Up	Using word processing software, create a NEW document.
File Name	Save the file as: Doc15_Practice
Orientation	Portrait
Margins	Top 1", Left 1", Right 1", Bottom 1"
Line Spacing	Single, no additional spacing before and after paragraphs
Font, Size	Calibri, 11 pt., unless otherwise noted



Instructions

1. Follow the Document Setup instructions provided.
2. Refer to the Practice Document as you follow the instructions below.
3. Key the title of the document as shown, then double space.
4. Set a left tab at .25" and .5".
5. Set a right tab with dot leaders at 6.5".
6. Using the tab key, key the Introduction followed by a tab and the page number. Dot leaders should appear before the page number.
7. Using the tab key, key the section heading followed by a tab and page number. Dot leaders should appear before the page number.
8. Continue keying the table of contents paying careful attention to the tabs as shown.
9. Format the text "Table of Contents" to 14 pt. bold.
10. Carefully proofread your work for format and grammatical accuracy.
11. Resave the file.
12. Print a copy of the document if required by your instructor.

Document 15: Table of Contents

LEFT 1"

TOP 1"

RIGHT 1"

Table of Contents

TAB	Introduction.....	1
	Section 1: Winter (December through February)	2
TAB	Holidays.....	3
	Weather	5
	School Sports	6
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	Section 2: Spring (March through May)	10
	Seasonal Veggies.....	11
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	Plants and Flowers	18
	Section 3: Summer (June through August).....	20
	Vacations.....	21
	Outdoor Activities	23
	Beaches, Lakes, and Rivers	24
	Section 4: Fall (September through November)	26
	Pumpkin Picking.....	27
	Fall Foliage	28
	Back-to-School	30
	Conclusion	32

RIGHT TAB

BOTTOM 1"