

# MLA STYLE SHEET

1. Remove all first- and second-person pronouns: I, me, my, you, your, we, us, our

**How?**

"**My** memorial..." **change to** "This memorial..."

"**We** Americans..." **change to** "All Americans..." or "Americans..."

Pronouns that are okay: they, them, their, she, her, he, his, it, its

2. **Capitalize proper nouns** (*specific* names and places): Twin Towers, Pentagon, Battery Park. **Capitalize proper adjectives**: European hotels, Japanese soldiers, Martian aliens

3. Make sure you use an MLA style heading (see front)

4. The title of any book, poem, article, encyclopedia, magazine, or any other publication needs to be italicized in the paper's title as well as in the body of the text.

5. Don't start a sentence with a number.

**Example:**

9/11 was a fateful day. **change to** The events of 9/11 were fateful.

6. Pick and STICK WITH a **consistent verb tense** throughout.

**Examples:**

Don't switch from "**is** located" to "**will be** located,"

Don't switch from "**is** made of steel" to "**will be** made of steel"

\*\*\* When writing about fiction, always use present tense. Fictional characters don't have a past or a future.

7. Never, ever use "etc." or "and more." That goes for "and such," too!

8. ~~Don't~~ Do not use contractions.

9. To **remove space after paragraphs**:

\* Highlight your entire document

\* Click on the Line Spacing button ("uppy-downy-arrow-thingy") on the toolbar, and:

- On new versions of Word, pull down to "Remove Space After Paragraph"

- On older versions of word, click on "More," then make sure that the "Before" and "After" boxes under "Spacing" both say 0.

10. Avoid exclamation points (!) like the plague.

11. The numbers zero through ten should be spelled out. You can use numerals for 11 and up.

12. Maintain a formal, academic tone throughout your paper.