Creating An MLA Reference Guide 创建MLA格式文档

Introduction 简介

In this project you will create an MLA reference guide that shows some of the most important MLA document requirements. Keep in mind that MLA has many different rules and regulations, and new regulations are being added every year. Since it will not be possible for us to review every rule in MLA in this course, we will focus on some of the biggest and most important rules.

在本项目中将创建一个MLA格式文档。MLA格式有许多不同的规则和条例，每年都会增加新的条例。在这里我们将着重关注其最重要的几个要点。

> **NOTE:** *Keep in mind that since there are many regulations in MLA you should always check with your teacher about any specific requirements they have for their projects.*

> 注意：由于*MLA*有许多规定，务必记住咨询老师项目的具体要求。

The key aspects that we will focus on are: Formatting a document correctly using project "headers", "leaders", "titles", "body paragraphs", and "footers".

重点关注的几个方面是"页眉"、"标题"、"正文段落"和"页脚"的正确格式。

We will also review regulations relating to the proper use of information that has been found during the research stages of your project. This will include reviewing the differences between "**COPYING**", which is not allowed, "**quoting**", and "**paraphrasing**" information in your project.

还包括在搜索文献时怎么正确引用文献的格式，正确区分"复制"、"引用"和"释义"之间的差异。

> **NOTE:** **DO NOT PLAGIARIZE**. *Although you need to support your projects with creditable facts, there is a difference between stealing someone else's ideas, and using these ideas to support your own ideas in your project.*

> 注意：千万不要抄袭。虽然你需要用可信的事实来支持你的项目，但窃取别人的想法和正确引用这些想法是有区别的。

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Think about this: What is the difference between including a "**short quote**", and an "**extended excerpt**" or "**passage**" in your project? How might we be required to format these differently in a document using MLA regulations?

思考：在项目中插入"简短引语"和"扩展摘录"或"文章"有什么区别？如何正确引用MLA格式?

Project Instructions 项目说明

You project will need the following components of MLA:
项目须包含以下MLA构成:

-Changed the document type, or page layout to the "**A4**" paper size.
将文档类型更改为A4
-Include a "**header**" with your last name and auto page number.
带有本人姓氏的页眉自动页面#
-Create a project leader with your name, teacher, class, and date.项目左上角包含以下：姓名、老师、班级和日期
-Use **12pt.**, "**Times New Roman**" or "**Arial**" font.
使用12号 Times New Roman或 Arial字体
-Use the spacing tool to "**double space**" the body of your essay.
正文部分双倍间距
-Make sure you have correct spelling for the entire document.
拼写正确
-Make sure that all formatting that is shown in the example is applied correctly.
参考示例确保所有格式正确
-Check to make sure that you project looks exactly like the example.
确保项目与示例相同
-Include a "**footer**" with the school's name.
带有学校名称的页脚

When you are done your assignment save your work as:
按照以下格式命名文档：
"First Name"_"Last Name"_MLA.doc

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Example: MLA Reference Guide - Page 1 例：MLA格式-第1页

Name: Include your first and last name

Teacher: Your teacher's name

Class: The class the essay is for

Date: Todays date

Project Title: MLA Reference Sheet

(Centered 12pt. Arial or Times New Roman)

The body of your project should be doubled space so that the teacher has space to write comments about your work in-between the lines of your essay. You should only use a font size of 12pt. and use an easy to read font such as "Arial" or "Times New Roman". Your page margins for a standard essay is 1 inch from the left and right edges of the paper.

You also need to cite all of your research material. You can give credit to the author by including their name in brackets at the end of the sentence like this (Author's last name). This is called an **in-document citation**. There should also be a complete citation at the end of your essay on the **Works Cited** page for every author or publication you cited in your essay or report. You can also cite a source by stating according to (the name of the individual or organization) followed by the relevant facts.

> If you include an extended excerpt or "quote" from an author that is more than 50 words, or more than 2 lines, you must indent the text 1 full inch from the left page margin and include the authors name in brackets at the end of the excerpt or quote (Author's name).

Footer Section (School Name Goes Here)

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Example: MLA Reference Guide - Page 2 例：MLA格式-第2页

Works Cited:

(The last page of your essay should include all your sources)

Your citations should be in alphabetical order. Make sure you include all the important information and use the correct citation format for either print, internet, or other. A proper formatted citation has a **hanging indent** which looks like the examples below.

(The authors last name, first initial). (*The Title of the Book).* (The City The Book Was Published in): (The company that published the book), (The year the book was published). Print.

(The authors last name, first initial). (The name of website). (The sponsoring organization). (The date you accessed or went to the website) <URL (the complete web site address)>.

Academic Paper Sentence Starters:

The (author) states that (what the author said).

According to (organization's name) (relevant fact).

According to (person's name) (what makes them a reliable source) (relevant fact).

(Authors name) quotes (original source) in their recent article (title) that (details).

On (date) (person's name) said "(what they said)".

New research suggests that (a research fact that proves an old fact wrong).

A recent discovery reveals that (what was discovered).

The novel (books title) discusses the theme of (what is the central idea of the book).

Footer Section (School Name Goes Here)