

MLA Essay Format

The diagram shows an MLA-style essay page with the following elements and annotations:

- Header:** "Orlov 1" is positioned in the top right corner, with a vertical double-headed arrow above it labeled "1/2\"", indicating a half-inch margin.
- Author and Course Information:** "Anna Orlov", "Professor Willis", "English 101", and "17 March XXXX" are centered on the page. A vertical double-headed arrow to the left of "Anna Orlov" is labeled "1\"", indicating a one-inch margin. A horizontal double-headed arrow to the left of "English 101" is labeled "1\"", indicating a one-inch margin.
- Title:** "Online Monitoring:" is centered. Below it, "A Threat to Employee Privacy in the Wired Workplace" is also centered. A horizontal double-headed arrow to the left of the first line of the first paragraph is labeled "1/2\"", indicating a half-inch margin.
- Text:** The first paragraph begins with "As the Internet has become an integral tool of businesses, company policies on Internet usage have become as common as policies regarding vacation days or sexual harassment. A 2005 study by the American Management Association and ePolicy Institute found that 76% of companies monitor employees' use of the Web, and the number of companies that block employees' access to certain Web sites has increased 27% since 2001 (1). Unlike other company rules, however, Internet usage policies often include language authorizing companies to secretly monitor their employees, a practice that raises questions about rights in the workplace. Although companies often have legitimate concerns that lead them to monitor employees' Internet usage—from expensive security breaches to reduced productivity—the benefits of electronic surveillance are outweighed by its costs to employees' privacy and autonomy." A horizontal double-headed arrow to the right of the first line of this paragraph is labeled "1\"", indicating a one-inch margin.
- Text:** The second paragraph begins with "While surveillance of employees is not a new phenomenon, electronic surveillance allows employers to monitor workers with unprecedented efficiency. In his book *The Naked Employee*, Frederick Lane describes offline ways in which employers have been permitted to intrude on employees' privacy for decades, such as drug testing, background checks, psychological exams, lie detector
- Annotations:** A vertical double-headed arrow at the bottom center of the page is labeled "1\"", indicating a one-inch margin.

Title is centered.

Double spacing is used throughout.

Marginal annotations indicate **MLA-style formatting**.

Source: Diana Hacker (Boston: Bedford/St. Martin's, 2007).
This paper has been updated to follow the style guidelines in the *MLA Handbook for Writers of Research Papers*, 7th ed. (2009).

tests, and in-store video surveillance. The difference, Lane argues, between these old methods of data gathering and electronic surveillance involves quantity:

← 1" → Technology makes it possible for employers to gather enormous amounts of data about employees, often far beyond what is necessary to satisfy safety or productivity concerns. And the trends that drive technology—faster, smaller, cheaper—make it possible for larger and larger numbers of employers to gather ever-greater amounts of personal data. (3-4)

Lane points out that employers can collect data whenever employees use their computers—for example, when they send e-mail, surf the Web, or even arrive at or depart from their workstations.

Another key difference between traditional surveillance and electronic surveillance is that employers can monitor workers' computer use secretly. One popular monitoring method is keystroke logging, which is done by means of an undetectable program on employees' computers. The Web site of a vendor for Spector Pro, a popular keystroke logging program, explains that the software can be installed to operate in "Stealth" mode so that it "does not show up as an icon, does not appear in the Windows system tray, . . . [and] cannot be uninstalled without the Spector Pro password which YOU specify" ("Automatically"). As Lane explains, these programs record every key entered into the computer in hidden directories that can later be accessed or uploaded by supervisors; at their most sophisticated, the programs can even scan for

Works Cited

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Heading is centered.

1"

1"

1/2"

Double-spacing is used throughout; no extra space between entries.