

MLA Essay Format

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

- Header:** The author's name "Anna Orlov" and title "Professor Willis" are centered. A vertical double-headed arrow labeled "1''" indicates the distance from the top margin to the author's name.
- Page Number:** "Orlov 1" is in the top right corner. A vertical double-headed arrow labeled "1/2''" indicates the distance from the top margin to the page number.
- Course and Date:** "English 101" and "17 March XXXX" are centered below the author's name. A horizontal double-headed arrow labeled "1''" indicates the distance from the left margin to the start of the course information.
- Title:** "Online Monitoring:" is centered below the course information.
- Text:** The main text is centered and double-spaced. The first line is "A Threat to Employee Privacy in the Wired Workplace". A horizontal double-headed arrow labeled "1/2''" indicates the distance from the left margin to the start of the first line of text.
- Paragraphs:** The text consists of two paragraphs. The first paragraph ends with "privacy and autonomy." and the second paragraph ends with "drug testing, background checks, psychological exams, lie detector". A horizontal double-headed arrow labeled "1''" indicates the distance from the right margin to the end of the first paragraph.
- Bottom Margin:** A vertical double-headed arrow labeled "1''" indicates the distance from the bottom margin to the end of the text.

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

Orlov 7

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Heading is centered.

1"

1"

1/2"

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