

MLA Formatting

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Date

Page Format for Your MLA Papers

All of your papers for English courses should be typed and printed in the MLA style described in this essay. MLA style, one of the most common and widely-accepted college formats, provides you with an attractive, orderly way to present your written work. In this essay you will find the basic MLA requirements for such things as margins, spacing, titles, and page numbers. You will also find the requirements for types and type sizes.

Headings and titles are easy in MLA style. Begin with **your name** at the left-hand margin, one inch from the top of the page. Double-space and type **the teacher's name**, double-space again and type the **course and section**, and double-space again and type **the date**. Double-space again and **center the paper's title**. Double-space again and start your first paragraph. Double-space all the sentences of your paper. Don't insert any extra space between paragraphs, and remove the extra spaces before and after paragraphs if using MS Word (under the spacing option). Most word processing programs will easily accept MLA's **one-inch margins** on top, bottom, left and right sides. Also set the program for **left justification**, so the left edge of type is smooth and the right edge of type is uneven, as you see in this essay. The only complication you might encounter might be setting **the header**, located one-half inch from the top of the page in the upper right hand corner. The header, which appears on every page, should have **your last name, one space, and the page number**, and it should line up with the right margin, as you see

in the headers for this essay. Most word processing programs have a command for automatically inserting the correct page number in the header. To do this in MS Word, choose “insert” from the top menu. Then, click the page number option. From the drop-down list, select the right-aligned option. Once inserted, place your cursor next to the page number. Insert one space and then type your last name. Double-click anywhere in the body of the page to close the header menu. When choosing font, select **Times New Roman, 12 point**, double-spaced, with 23 lines of your writing per page, not counting the header, the same as you are now reading. Final essays, when submitted for seated classes, should be stapled.

You will find that the requirements for MLA style quickly become a matter of habit, and so, with little effort, you will give your college papers a standard and professional appearance. This will give a good first impression to your readers and will leave them free of distractions as they concentrate on the ideas you are presenting in your writing.