

Guide for Formatting Formal Writing Assignments in Modern Language Association (MLA) Format

Basic Guidelines for Handwritten Papers:

- Use a full sheet of 8 ½" x 11" paper.
- The paper should have no spiral notebook edges.
- Use only blue or black ink.
- Write on only one side of the paper.
- Double space your paper by skipping lines.

Word-Processed Papers (in Microsoft Word):

- Font Style: 12 point Times New Roman
- Full sheet of 8 ½" x 11" paper
- Double spaced
- Indent/Tab for a new paragraph
- Use Standard/Default Margins set by computer (1" margins)

Formatting the First Page of Your Paper:

- In the upper-left hand corner of the page, list the following information:
 - Your name
 - Your instructor's name
 - Course Name (Example: English I CP)
 - Date in MLA Format (Example: 12 June 2009)
- Double space again and center the title of your paper.
- Double space between the title and the first line of the text.
- Do not use a cover sheet unless it is required by your teacher.

Formatting the 2nd and Subsequent Pages of Your Paper:

Student's last name and then the page number in the upper-right hand corner. (ex: Smith 2)

Sample Pages MLA Format

<p>Jane Smith</p> <p>Mr. John Doe</p> <p>English I CP</p> <p>12 June 2010</p> <p style="text-align: center;">Creative, Original, Engaging Title</p> <p style="text-align: center;">Begin writing your first paragraph here.</p> <p>Remember, you should use 12 point font, Times New Roman. Do not forget to double space and use 1" margins.</p>	<p style="text-align: right;">Smith 1</p> <p style="text-align: right;">Smith 2</p> <p style="text-align: center;">Page two of your paper should have the proper header with your last name and the page number of your paper in the top right hand corner.</p>
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