MLA Formatting & Style Guide

General Formatting Notes
- Print your essay on 8 ½ x 11 white paper.
- Double-space the entire text of your essay (no extra spacing between paragraphs).
- Use a standard font (Times New Roman) and type size (12 pt).
- Leave one space after periods or other punctuation.
- Do not include a separate title page.
- Use one side of the paper only.
- Set all margins (top, bottom & sides) to 1 inch (2.5 cm).
- Include your last name and page number on the top right-hand corner of every page. In Microsoft Word go to "Insert Page Number", choose the page number on the right and type your name, leaving a space between your name and the page number. You should only have to do this once and all your pages will have the proper formatting.
- The first line of each paragraph should be indented 0.5 inches (5 spaces/press Tab once).

The First Page of Your Essay
- Do not include a separate title page (unless specifically requested by your instructor).
- One inch from the top of the first page and flush with the left margin, include the following information on separate (double-spaced) lines: your name, your instructor's name, the course name, and the date.
- After the date, double-space and type your title. The title should be centered. Do not underline or use quotations marks or a special font (unless to note the title of a book, article, etc.).
- The first page of your MLA-formatted essay should look like this:

John Doe

Instructor

Course

Date

<center>Title</center>

Start your first paragraph here. Remember to indent the first line of your paragraph. **<u>Do not</u>** leave extra blank lines between paragraphs like this:

New paragraph.