

First Name Last Name

Professor Doctor

English 1101

Day Month Year

Original Title: How to Format a Paper in MLA

The most commonly-used style for papers written for English courses is Modern Language Association (MLA) formatting. Other departments may sometimes utilize this formatting style, as well, or they may use MLA-style citations. The remainder of this essay details the specifications of this format.

There are several specifications for MLA formatting. MLA requires Times New Roman size 12 font. The title should be centered at the top of the document, and should be in the same font and size as the rest of the document. The heading information consists of the author's first name and last name. The instructor's name should appear on the next line, and the third line should state the course designator. Finally, the date the assignment is due is listed inverted in European style, for example, "20 March 2015." The header of the paper consists of the author's last name and the page number, beginning on page one. Everything is double spaced with only one regular double space between paragraphs.

Sometimes, it is difficult to figure out how to apply these specifications to a Word document. These are the directions for Microsoft Word 2010, and they are similar for other Word programs. Font and size can be changed under the "Home" tab. To adjust margins, go to "Page Layout," then "Margins." To insert a header into the document, go to "Insert," then "Header." Next, insert "Page Number," then type your last name in front of the page number. Finally, make sure the header is in Times New Roman size 12 font by highlighting the text of the

header and going to “Home” and selecting the correct options. To make sure there are no extra spaces between paragraphs or new lines, go to “Page Layout,” then “Paragraph,” (click on the arrow at the bottom corner of the tab). Then, make sure to select “Don’t Add Space Between Paragraphs of the Same Style.”

Finally, for assignments in MLA, you will be required to include a Works Cited page. This example document has a Works Cited page so you can see what it looks like. Note that, in a regular MLA paper, the Works Cited page should begin at the top of a new page, not immediately after the last paragraph of the document. Also note that different media publications (e.g., books, articles, websites, etc.) have different citation formats. Below is the citation for an essay in an anthology (a collection of essays). In the paper, as well as in the citation, articles are always in quotations, while books or magazine titles are in italics. Citations are an important part of academic writing. Citations are a way to acknowledge others’ ideas as well as give credibility to your own written work. Any time you use a summary, paraphrase, direct quotation, or specialized idea from another source or person, it must be cited. For additional information on citation styles and formatting, reference the *MLA Handbook* or the Purdue OWL’s website.

Works Cited

Last Name, First Name. “Essay Title.” *Title of Book: It’s Where the Essay Comes From*. Place of

Publication: Publisher, Year. Pages. Medium of Publication.

MLA. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Author, 2009. Print.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2012.

Web. 24 Aug. 2012.