

FORMATTING A PAPER IN MLA

TEMPLATE:

The file with the MLA essay set up for you:
Brightspace>Content>MLA
Help>mla_essay_template.docx.

FIRST PAGE HEADING:

In the upper left corner of the FIRST PAGE ONLY (flush with the left margin), place the following information:

Your Name

Instructor's Name

Class Info (ENG 1113.section)

FIGURE 1 SET LINE SPACING OPTIONS

Due

date as Day Month Year

PAGE NUMBERS:

For work two pages or longer, place page numbers in the upper right-hand corner page header area of the document (1/2" from the top). Access this area by double-clicking in the top margin.

Use the "insert page number" function in Word to add page numbers.

Put your last name before the page number (e.g., Smith 2).

MARGINS:

Use 1" margins all around for typed work (the page header of your document will be ½ inch from the top, but WORD

automatically adjusts for that if you set 1" margins).

FONT:

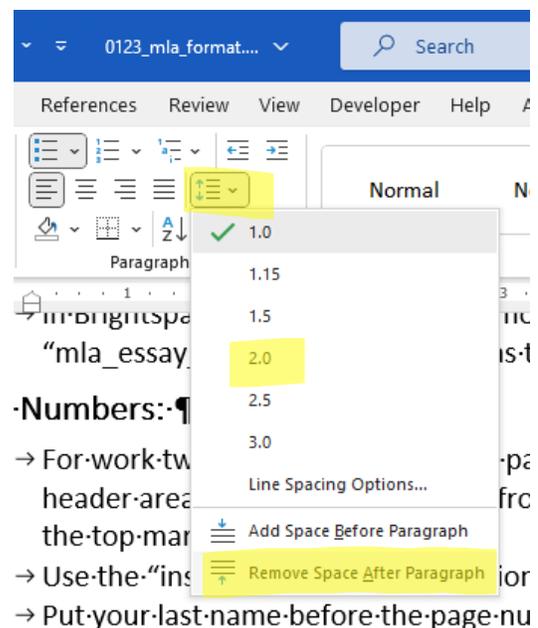
Type: Times New Roman or Calibri

Size: 12-point

LINE SPACING:

MLA papers double-space ALL lines.

To properly double-space, have the computer do this for you rather than hit enter twice at the end of each line. These options are on the Paragraph menu on the HOME tab of Word. Word automatically adds extra space after each line, so you must turn that off. See Figure 1 for where to adjust line spacing. Make sure both of the bottom lines say ADD SPACE and choose 2.0 as the correct overall line spacing.



RULES FOR TITLING YOUR ESSAY

Center on the line after the date in your first page heading (this should be line 5 of the document)

Use MLA Title Case (capitalize the first word of the title and all other words afterwards except for prepositions, coordinating conjunctions, articles)

Do not use quotation marks, italics, or ALL CAPS.

Use a title that reflects your assignment. Do not use titles that merely describe the assignment, such as Paragraph One.

Example: Finding Value in Volunteering

PARAGRAPH FORMATTING:

The text of the essay should be left justified - not centered or full.

Use paragraph indent for the essay: first line indented, all other lines flush with the left margin, no extra space between paragraphs.

SAMPLE FIRST PAGE:

Below is a screenshot of what page one should look like if properly formatting in MLA.

Doe 1

Jane Doe

Professor Kelli McBride

ENG 1113.14

4 Nov. 2024

Don't Stand So Close to Me

My parents loved having a big family, so personal space and privacy was not a top priority. As I got older, I struggled with this disrespect of my personal space, and it has become a pet peeve. At times, I react irrationally when someone steps over the line because I am so sensitive to the issue. Some people may think nothing is more important than family, but this is not just an inconvenience. A pattern of disrespect, no matter how innocent the reasons, can create resentment and break down the very closeness that is often the motive.

Family can violate personal space by ignoring boundaries. Most people have the need