How to Format an MLA Paper

General Guidelines

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.
- Double-space the text of your paper
- Use Times New Roman 12pt. font.
- Leave only one space after periods or other punctuation marks
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of paragraphs by using the tab key.
- Create a header in the upper right-hand corner that includes your last name followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. (Note: Your instructor or other readers may ask that you omit last name/page number header on your first page. Always follow instructor guidelines).

Formatting the First Page of Your Paper

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- Use quotation marks and/or italics when referring to other works in your title, just as you would in your text. Examples: Fear and Loathing in Las Vegas as Morality Play; Human Weariness in "After Apple Picking"
- Double space between the title and the first line of the text.
MLA Format

1. Set your margins to 1 inch on all sides.

2. Before you start typing, set the spacing of the paper to double space.

3. Set your font to Size 12. Choose a font that is easily legible. Times New Roman is recommended.

4. MLA format does not require you to make a title page.

5. Your header should be in the upper right hand corner of your page. It should include your last name and the page number. Some instructors may ask you to not to include a header on the first page.
6. On the upper left hand corner of your first page you should include the following information in a double spaced list:
   a. Your name and last name
   b. Your instructor’s name
   c. Course name
   d. Date(day-month-year)

7. Make sure that your title is centered. It should not be underlined, italicized, or placed in quotation marks. However, if you are using the title of a book or poem, be sure to adhere to the regular MLA rules. Remember, larger works are italicized, while shorter chapters, poems, song titles, and television episodes are in quotations.

8. Indent the first line of each paragraph from the left margin. A tab, which is one half-inch, is recommended.

9. Some professors may ask you to include endnotes. If so, include them on a separate page before your Works Cited page. The title should “Notes” and it should be centered.

10. Your Works Cited page should include all works you cite or reference in your paper. The title should be in the aligned in the center of the page. If you only cite one literary work, the title should be Work Cited.