

MLA Format Guidelines

When formatting your paper, remember:

- 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 **entire** paper, using 12 point Times New Roman Font
- Set the margins of your document to 1 inch on all sides.
- Insert a header using your last name and page #
- In the upper left-hand corner of the first page, list:
 - Your name
 - Your teacher's name
 - Your class/hour
 - Date (day month year) 8 September 2011
- Insert a title: center text and do not underline
- Indent first line of each new paragraph using the "TAB" key
- Leave only one space after periods or other punctuation marks
- DO NOT add extra spaces or skip lines. The entire page should be double spaced—no more, no less.
- DO NOT skip extra lines between paragraphs. Hit Enter and indent (tab) to start a new paragraph.
- Continue typing your paper and remember to *save* as you go.

SEE SAMPLE BELOW

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Miss Schmitz

Communication Arts 3

8 September 2011

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Remember to indent your first paragraph and double space your entire paper, including the heading. Do not over-space the line between your title and your first paragraph. Your heading should include your name, your teacher's name, your class and hour, and the date. Take note of the layout of the date: Day Month Year with no commas or slashes. The title of your work does not need to be underlined, italicized, or bolded. And always remember a paragraph in Miss Schmitz's class contains at least 5-7 sentences.