

FirstName LastName

Teacher's Name Period Number

Day Month Year (of when assignment is due - Ex: 02 December 2011)

Assignment Title

Title (Centered, 12 point New Times Roman or Arial font)

This sheet of paper demonstrates the correct format for MLA style. Please read it carefully. Note the heading; includes the class and period number. The date should indicate the day the assignment is to be submitted to the teacher, not the date it was assigned. Papers should be 12 point New Times Roman or Arial font. Each paper should have a title. The title is in the same font as the rest of the paper. Later, when you get famous and someone else quotes your research, they will do the bolding, italicizing, or quotation marking. Your own title is plain.

As for the look on the page, MLA has specific guidelines. Top and bottom margins as well as side margins are all one inch. To do this, simply click on the *Page Layout* and choose the *Margins* icon. The heading and the title are only double spaced, not triple or quadruple spaced. To double space the lines in a document, you will need to click on the *Home* tab and then the *Paragraph* tab where you have the option of choosing *Double* for *Spacing*. The *indentions* for the paragraphs indicate to the reader that a new idea is being introduced; skipping extra lines gives the impression of padding for the sake of lengthening a paper.

If a paper is more than one page, put your last name and the page numbers in the upper right hand corner of the paper. Page numbers should appear one half inch

from the top of the paper. You can set the computer to number the pages for you; simply click the *Insert* tab at the top of your word document.

Finally, if your teacher requires a word count, simply click on the *Review* tab at the top of your word document. Count the words in the body of the essay only. Do not include the words in the heading or title.

Thanks for your kind attention to these matters. Learning to follow a format is an important skill. By clicking the *question mark* icon on the top right-hand corner, you will be able to seek answers for all of your typing needs. I will help you learn this skill by awarding points for properly formatted papers!

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