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. Margins are set at 1” top/bottom/left/right.

The heading information consists of both right and left components:

The right header of the paper consists of the author’s last name and the page number, beginning on page one.

The left header information consists of:

1. student’s first name and last name.

2. teacher’s name should appear on the next line

3. course name

4. date the assignment is due is listed inverted in - for example, 20 March 2015.

Everything is double spaced with only one regular double space between paragraphs.

Use the sample essay for citation guidelines

MLA format Page 1 Example:

Last Name 1

Jane Doe (student name)

Mrs. Maldonado

English 10 Honors

Day Month Year

Original Title: How to Format a Paper in MLA **(read for specific directions)**

 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 Last Name 2 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. 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. See sample essay