

General Guidelines for Formatting a Paper in MLA Style

- Double-space the text of your paper and use Times New Roman font. The font size should be 12 pt.
- 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 a paragraph one half-inch (five spaces or press tab once) from the left margin.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.
- Use italics throughout your paper for the titles of longer works: book titles, magazine and Journal titles, web site titles, etc.

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. Don't underline your title or put it in quotation marks; do not write the title in all capitals.
- Use quotation marks and italics when referring to other works in your title, just as you would in your text, e.g.,
 - *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.
- 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. **Refer to the example provided by your teacher or on the media center web page.**

Works Cited Page

According to MLA style, you must have a **Works Cited** page at the end of your research paper. All entries in the Works Cited page must correspond to the works cited in your research paper

Works Cited Page: Basic Rules

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not underline the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations and between citations.
- Indent the second and subsequent lines of citations five spaces.
- List page numbers of sources efficiently. If you refer to an article that started on pages 201 through 241, list the page numbers on your Works Cited page as 201-41.
- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind* or *To Kill a Mockingbird*
- Use italics or for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles, chapters)
- **If in doubt, refer to the example provided by your teacher or the example on the media center web page.**