

Modern Language Association

MLA Formatting Basics

Why Use MLA?

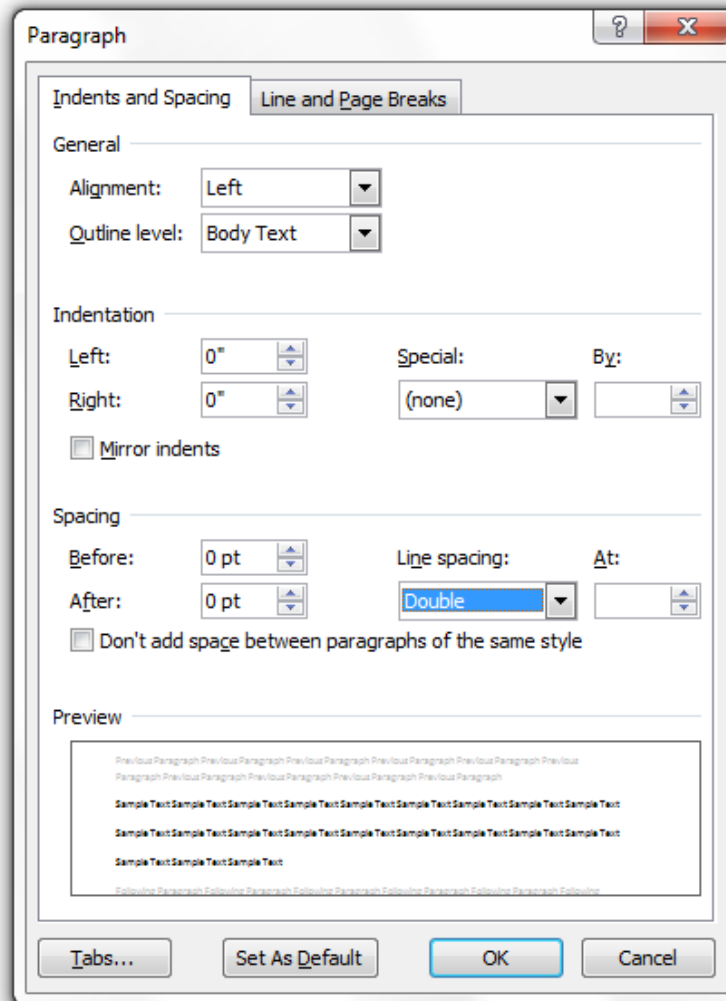
Using MLA Style properly makes it easier for readers to navigate and comprehend a text by providing familiar cues when referring to sources and borrowed information. Editors and instructors also encourage everyone to use the same format so there is consistency of style within a given field.

Standard Font

Times New Roman in 12-point size

MLA style specifies guidelines for formatting manuscripts and using the English language in writing. MLA style also provides writers with a system for referencing their sources through parenthetical citation in their essays and Works Cited pages.

Double Space



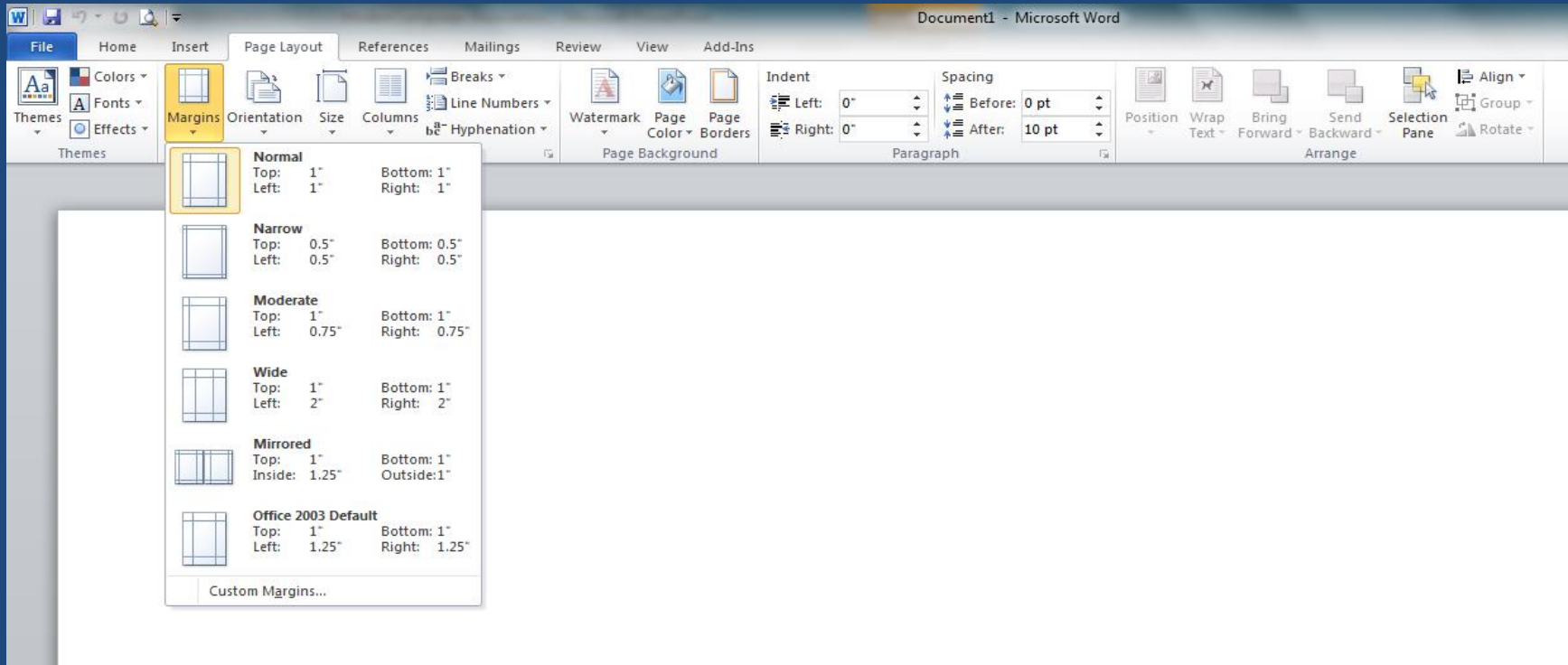
Left Justify Text

Center the Title

Left justify your entire document except the title. Your title should be centered. Do not right justify text within the body of your document. Do not center parts of your document except the title.

Normal Margins

1-inch margins at top, bottom, and sides



Indent Paragraphs

Tab ½ inch or 5 spaces

Abiding by MLA's standards as a writer will allow you to provide your readers with cues they can use to follow your ideas more efficiently and to locate information of interest to them. Following MLA format will also allow readers to focus more on your ideas by not distracting them with unfamiliar or complicated formatting.

No Title Page

Name, instructor's name, course, and date are typed on the first page and left justified

Walter Wellington

Mrs. John

ELA

11 September 2012

Center your Title

Do not underline, “set in quotes”
or USE ALL CAPITAL LETTERS

Walter Wellington

Mrs. John

ELA

11 September 2012

How to follow MLA format

Body of the Paper

Below the title, Justified left, Indented

Walter Wellington

Mrs. John

ELA

11 September 2012

How to follow MLA format

If you are asked to use MLA format, be sure to consult the *MLA Handbook for Writers of Research*

Papers.

Number all Pages

Use the Header, ½ inch from top
Last Name and page number

Wellington 1

Walter Wellington

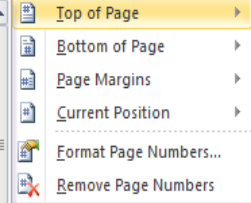
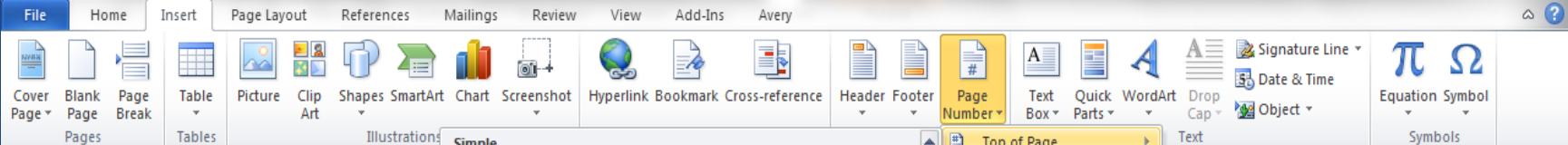
Mrs. John

ELA

11 September 2012

How to follow MLA format

Number all pages consecutively. Put numbers in the upper right-hand corner, one half inch from the top of the page. Do not use “p” before the page number. Type your last name before the number.



Simple

Plain Number 1

1

Plain Number 2

1

Plain Number 3

1

Page X

Accent Bar 1

1 | Page

Accent Bar 2

Page | 1

Page X of Y

Bold Numbers 1

Page 1 of 1

Save Selection as Page Number (Top)

Consult Proper Sources in Print or Online

Joseph Gibaldi's

MLA Handbook for Writers of Research Papers

Purdue OWL online Writing Lab

<https://owl.english.purdue.edu/owl/resource/747/01/>



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