**Position Paper Final Draft:**

**MLA Guidelines**

One of the requirements for your argumentative position paper includes following the MLA (Modern Language Association) guidelines for formatting. This is an important skill to learn because you will need it in high school and beyond.

1. In your header on each page, you should have your last name and the page number with one space between them.
2. In the top left corner on the front page, you should include the following items:
* Your Name
* Teacher’s Name (Mr. Cooper)
* Subject (English/Language Arts)
* Date (3 March 2016)
1. The title of your paper is center-aligned, uses proper capitalization, and is in regular font. Do NOT bold, underline, italicize, or change the font in any way.
2. There are no spaces between paragraphs in MLA format. Only hit enter one time.
3. The last page of your document is your “Works Cited” page. At the top of the page, center-align the words “Works Cited.” Each of the citations should follow MLA format. This includes indenting by one tab any line after the first in a citation.
4. You have two choices of fonts:
	1. Times New Roman, 12 pt.
	2. Calibri, 11 pt.

1. Margins should be set at 1” for each side, top, and bottom.

**TO SET UP YOUR WORKS CITED PAGE:**

 Google Docs: Type your entire citation list

 On the ruler at the top, move the triangle to the right 5 spaces

 Move the rectangular box on the ruler to the left 5 spaces

 Microsoft Word: Go to the arrow next to “Paragraph”

 Under “Indentation” choose “hanging”