**MLA Typing Format**

**Margins:** 1-inch margins surround the left, right, top and bottom of the paper.

**Spacing:** The entire paper is typed in Double Space (DS); this includes the name block at the top!

**Name Block:** The name at the top should appear on the LEFT hand side of the paper and should include the following in order (one on each line) Your Name, Instructor Name, Class Name, Due Date in Military Style (2 October 2002).

**Title:** There must be a title for every paper. It should directly follow the name block and should be centered in the middle of the page. The title should capitalize the first letter of every major word. There should be NO quotation marks, underlining, bold, increased font etc. Remember the entire paper is Double Space, which means there should be no added spaces (triple or quadruple space) between the title and the name block, or the title and the text of the paper.

**Text:** The text of the paper again is typed in Double Space. Each paragraph should begin with a five-space indention. There should be no added or blank lines between paragraphs.

**Page Numbers:** Your last name and page number should appear on every page on the top right hand side of the paper. This last name and page number should appear WITHIN the 1 inch margin (this is called a header on your computer). You should NOT come down 1 inch, place the last name and page number, and then come down another inch and begin the text—this would give the top margin a two inch space before the text and is unacceptable.

**Font:** All papers should be written in 12 size font in a basic readable text such as Times New Roman—no fancy script (or colors).

**Example:**

**MLA Typing Format on back**

Your Name

Instructor Name (Mrs. Powers)

Class Name (Language Arts – Green Team)

Date

Yes, You Must Have a Title

This is the MLA typing formation for all English papers. Notice the entire document is typed in Double Space with no extra spaces between name, title or paragraphs.

Your margins are to be one inch on the top, bottom left and right side. Also you should notice the size of the font printed on this page; the font size is 12.

Also notice the five-space indention for each new paragraph. Use the tab key to indent. All pages will include your last name and the page number, 'Smith 2,' on the top right hand side of your paper inside the one inch margin (approximately one half inch from the top of the page). You can insert this automatically with the “header” option on your computer.

Look at the Title on this page; take note that it is centered and the first letter of each major word is capitalized. Your title should not be in CAPS or underlined or in “quotation marks!”

Lastly, you may use your creativity, pictures, and color on a title page if you so desire. A title page is not required since you have a heading on the first page, but if you choose to create one, have fun!