

Margins & Font

MLA requires 1-inch margins on all sides. The recommended font is 12 point Times New Roman. Everything is double-spaced.

Title Page

MLA does not require a separate title page. Instead, at the top of the first page type the following at the left margin, each on its own double-spaced line: your name, your instructor's name, the course number, and the date. Double-space again and type the title, centered on the page (do not bold or italicize the title). Double-space after the title and start the body of your paper at the left margin. (See example paper at the end of this guide.) If your instructor wants you to include a separate title page, create one according to his/her instructions.

Body of paper

The text of the paper should be double-spaced and left-justified (ragged right margin). Indent one half-inch (one tab) at the start of each paragraph. Use headings as needed.

Page numbers – MLA format includes your last name and a page number in the upper right corner of all pages. To set up page numbers in Microsoft Word 2010:

Choose Insert > Header > Blank
Press "Tab" until you get to the far right margin
Type your last name, followed by a space
Choose Page Number > Current Position > Plain Number
Close Header & Footer

Quotations

Direct quotes of four lines or less should be set off with quotation marks. A direct quote that is more than four lines long should be treated as a block quote, meaning it is a separate paragraph, completely indented from the rest of the text. To create a block quote in Word 2010:

Page Layout > Indent Left > 1.0"

There is also an "Increase Indent" button on the Home tab that will indent a whole paragraph by .5" per click (click twice to indent 1.0"). You can increase the indent before typing your block quote (change it back for the rest of your paper) or type the quote, then place your cursor within the paragraph and change the indentation.

(See sample paper at the end of this guide for an illustration of MLA format.)

Mla Handbook 7th Edition

Michal Rosen-Zvi



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