



MLA General Format

When formatting a paper in MLA Format, there are several guidelines to keep in mind to ensure your paper meets the correct format. Unless your instructor asks you to use an alternate format, use the following guidelines to format your paper.

Formatting for MLA Citation Style is as follows:

- 1) The paper should be typed, double-spaced, and in 12 pt. Times New Roman font.
- 2) The paper should have 1" margins on all sides.
- 3) In the top, left-hand corner you will need to list your name, the instructor's name, the course code and section number, and the due date. The date should be listed as day, month, year (5 October 2019).
- 4) Be sure to include the page number, with your last name, in the top, right-hand corner of the document's header (Smith 1).
- 5) The paper's title should be centered on the line following the date. Do not use bold, italics, quotations, or underlining in the title unless using titles of works or direct quotes from select passages. The title should be in standard capitalization.
- 6) Do not place any extra spaces between the divisions within the essay including the student's name, instructor's name, course information, date, title, and paragraphs.
- 7) If you use any outside sources, make sure you include a separate page dedicated to "Works Cited." This header should be centered on its own page. The citations should be formatted identical to the rest of the essay with the addition of a hanging indention instead of a regular indention. The hanging indention should measure ½".
- 8) Make sure your works cited entries are in alphabetical order by author's last name.
- 9) Print your document on 8.5" x 11.5" white paper.

Additionally:

- 1) The first sentence of each paragraph should be indented ½".
- 2) Only use one space after each punctuation mark.
- 3) Only use italics in the paper if there is a title, or if emphasis is being placed on a word or term.
- 4) If your instructor asks you to use a different format, always follow their instructions.

If you have any questions regarding MLA formatting, or any other formatting style, the Writing Center is always ready to help!