# Formatting a Paper Using Modern Language Association Style

*Handout courtesy of Lori Williams & Sally Wallace*

**Introduction:** Many faculty require that their students use the Modern Language Association (MLA) style of paper formatting. Follow these basic requirements when preparing your essay:

1. Type or word-process paper in 12-point font such as Times New Roman.
2. Double-space entire paper and maintain 1-inch margins on all four sides.
3. Your last name and page number are on each page as show in the diagram below. Your full name/instructor’s name/course/date/title are only needed on the first page.

<table>
<thead>
<tr>
<th>½ inch from top of paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your last name page number</td>
</tr>
</tbody>
</table>

Your first and last name

Your instructor's name

The name of the course and its section number

Date the assignment is due

Your Paper’s Title

*The title should be centered but should not be underlined or in quotation marks.*

Begin your first paragraph with the text indented **5 spaces or ½ inch** (one tab). Continue double-spacing your sentences, and indent each new paragraph **5 spaces or ½ inch** (one tab).

Type your last name and page number in the upper-right corner of each new page. An academic essay typically involves an introductory paragraph, several body paragraphs, and a concluding paragraph. Although there is no standard length for an effective paragraph, it usually contains several sentences, not just one or two.