



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.

½ inch from top of paper
Your last name page number

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.