1 inch

Random Student

Gibbons　Double space throughout

1 inch ENGL 201

31 October 2015

Sample Page: A Handy Demonstration of MLA Formatting　Center the title

Indent the first line of each paragraph .5 inches

There are several things to note when formatting your paper according to MLA guidelines. First, the margins are set at 1" all the way around--top, bottom, and both sides.

Next, I direct your attention to the upper right corner. The header is .5" from the top of the page, and should consist of your last name, followed by the page number (with no "#" or "p"), flush with the right-hand margin. The point size and style of the font used in the header should be the same as is used in the rest of your paper. This header should appear on every page of your paper.

Justify the para-graphs on the left side.

Scanning down, the next thing your eye encounters is the heading, on the left side of the pa-per. The heading lists your name, your instructor's name, the course title, and the date. It should only appear on the first page of your paper, flush with the left-hand margin. Note, also, that this heading is double-spaced. New versions of Word add extra space between paragraphs, by default. Make sure to shut off the extra spacing.

Do not justify para-graphs to the right

Following the heading is the title, centered, with no special typestyles employed. It should not be set in bold, italicized, underlined, or in a larger point size than the rest of your paper. Also, you should not include extra blank lines before or after it. Centering is the only special treatment that your title should receive.

Finally, we come to the body of the paper. The first line of every paragraph should be indent-ed .5". All subsequent lines in the paragraph should be flush with the left-hand margin. Do not justify both left and right margins. According to the *MLA Handbook for Writers of Research Papers*, you should "choose a standard, easily readable typeface" (Gibaldi 104). Such typefaces would include Times Roman, Courier and Arial in 10-point or 12-point size. Please refrain from using decorative fonts, such as **Impact**, Papyrus, or *Comic Sans*.

Note the reference to the *MLA Handbook* in the above paragraph. The parenthetical citation at the end of the quotation includes the author's last name and the page number on which the quota-tion can be found. Also note the order of the punctuation in the citation: the quotation is closed, then the parenthetical citation, and finally the period. You do not need a comma or a "p" or a "#" preceding the page number in the citation.

1 inch

1 inch