

MLA Format

Jane Doe (*your first AND last name*)

Mrs. Ballestro (teacher's name)

8<sup>th</sup> Grade LA 2/3 (class and block)

22 Aug. 2011 (date, no commas)

Title: General Essay Format

1. Name, teacher, class, and due date are in the upper **left** corner of the paper.
2. Paper is typed, double-spaced, 12 point, Times New Roman font. To set double spacing, go to "Paragraph," "Line spacing." Select "2.0."
3. Title is creative and expresses the content of the paper. Center your title, but do not underline, italicize, fully capitalize, bold, or put it in quotes. Do not use a larger font size.
4. Margins are 1" all around. Go to "Page Layout," "Margins," and choose "Normal."
5. All pages are numbered at the top right with your last name and the page number. Go to "Insert," "Page number," and choose "Top of page." Choose the third selection. Add your last name before the number. Put a space between your name and number. Press "Esc" to get back to typing mode. Your name will now appear on every page with consecutive page numbers.
6. There is no extra space between paragraphs. You will have to adjust the default setting for every paper. To eliminate the auto format, go to "Paragraph," "Line spacing," "Line Spacing Options." "Before" and "After" should both be set at zero. You can also go to "Change Styles" in the top right and select "Style Set," Word 2003. This will eliminate the extra paragraph spacing.
7. Tab once at the start of each paragraph to indent.
8. Space twice after each END punctuation. This means you will press the space bar two times between sentences.
9. When you are finished typing, click "Save As." Save your paper in multiple places when possible, such as a flash drive and your school folder.
10. NEVER save your paper as YOUR NAME for the file name. You must give your document a title to avoid saving over previous assignments. Every time you set up your paper in MLA format, the computer will automatically give your file a name of your first and last name because it is the first text it sees. Be careful!
11. The paper is neatly stapled in the upper left-hand corner.