



Formatting Your MLA Paper

For more information on formatting, visit the *MLA Style Center* at style.mla.org/formatting-papers/

Margins

- Set your side, top, and bottom margins to 1" because your default margins might not be set at 1".

Formatting the Text

- Use an easy-to-read font and pitch such as 12 point Times New Roman.
- Double-space the whole paper, including your title line and Works Cited.
- Justify only the left-side margin (i.e., do not fully justify your paragraphs).
- Indent the first line of a paragraph ½" from the left margin.
- Leave one space after a period or other ending punctuation marks.

Heading and Title

- A title page is not needed for a research paper. Instead, on the top left-hand corner of the first page, type each of the following on a separate, double-spaced line: your name, your instructor's name, the course name/number, and the submission date.
- Centre your title. Type it in upper and lower case (no underlining, bolding or italics).
- The title is double-spaced with no extra blank line after it.

Running Head with Page Numbers

- Use a header on each page (including the first page) ½" from the top and flush with the right margin that includes your surname followed by a space and then the page number (which you can set with automatic pagination).
- Do not use p., a period or any other symbol before the page number.

List of Works Cited

- The list of works cited appears at the end of the paper.
- It begins on a new page.
- The running head and page numbering continue uninterrupted.
- The title, Works Cited or Work Cited if there is only one entry, is centered 1" from the top of the page.
- Double-space between the title and the first entry.

See the sample on the next page.

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English 1101

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The Persuasive Use of Punctuation

The ‘ornaments’ of rhetoric are many and vary from the commonly used ethos, pathos, and logos to the more obscure mythos and litotes. One ornament that can be used very effectively to draw in the reader, to shape her or her thoughts, and to drive home the writer’s viewpoint is often overlooked as too simplistic: punctuation. However,

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