

MLA Document Format

Paper & Ink

- ❖ Use standard, white, 8½-by-11-inch paper.
- ❖ Print all text in black ink.

Typography

- ❖ Use a single, readable typeface throughout your paper.
(such as Times New Roman or Century Schoolbook)
- ❖ Set the font size for the entire document at 12 points.

For advice on font selection, see: [What Font Should I Use?](#)

Margins

- ❖ Set document margins to 1 inch all around (top, bottom, left, and right).
- ❖ Left-align all text. Do NOT justify text or hyphenate overflowing words.
- ❖ Indent the first line of each new paragraph ½ an inch from the left margin.
- ❖ Indent set-off quotations one full inch from the left margin.

Spacing

- ❖ Double-space the ENTIRE document, including headings, block quotations, and the list of works cited.
- ❖ Do NOT add extra space between paragraphs.
- ❖ Leave one space after a period or other concluding punctuation mark.

Heading & Title

- ❖ MLA style does NOT require a cover sheet or a title page—instead, at the top of the first page, list each of the following items on a separate line, flush with the left margin:

Your name

Instructor's name

Course title and number

Date of submission

- ❖ Center and capitalize your title. Do NOT underline, **bold-face**, *italicize*, ALL-CAP, or otherwise specially format your title in any way.

Page Numbers

- ❖ Insert your last name followed by the page number $\frac{1}{2}$ an inch from the top of every page, flush with the right margin.

Binding

- ❖ Staple your paper together with a single staple in the upper left-hand corner.
- ❖ Do NOT submit papers in a plastic folder or binder.

Downloads

If you use MS Word, you can download the [Sample MLA Paper .doc](#) and use it as a template for your own paper.

If you use another word processor, study the [Sample MLA Paper .pdf](#) and carefully replicate its format in your own document.