

MLA Document Format

Paper and 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 Century Schoolbook, Palatino, or Hoefler Text).
- ❖ Set the font size at 12 point for the entire document.
For advice on font selection, see: [What Font Should I Use?](#)

Margins

- ❖ Set document margins to 1 inch all around (top, bottom, left, 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 block quotations one full inch from the left margin.

Spacing

- ❖ Double-space the *entire* document, including headings, block quotations, and the list of works cited.
In Microsoft Word, use Line Spacing Options to set the Line spacing at Exactly 24 pt for the entire document.
- ❖ Do *not* add extra space after paragraphs.
Microsoft Word's default settings add extra space after paragraphs. Use the Line Spacing Options to remove it.
- ❖ Leave one space after a period or other concluding punctuation mark.

Heading

- ❖ 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

Title

- ❖ Center your title and follow the rules of title capitalization. Capitalize the first and last words of titles and sub-titles and all other words in the title except for articles (*a, an, the*), prepositions (*in, on, of, by, to*), and coordinating conjunctions (*and, but, or*).

Do not apply any special formatting to the title — no underlining, **bold-face**, *italics*, ALL-CAPS, larger font size, different typeface, or any other distinctive formatting.

Page Numbers

- ❖ At the top of every page — ½ an inch from the top and flush with the right margin — insert your last name, skip a space, and insert the page number.

Binding

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

Downloads

Download: [Sample MLA Paper.pdf](#)

This PDF shows how a properly formatted document should look.

Download: [Sample MLA Paper.doc](#)

This MS Word document can serve as a template for your own paper.
