MLA Basic Format
(Rules from the MLA Handbook, 8th edition)

Headings, Page Numbers, and Title:
Adjust the margins of your document to 1 inch from every side. Sometimes this is the standard for Microsoft Word, but always check just in case. Also, change your font to Times New Roman, 12 point, the standard and accepted font.

Your last name and the page number should appear on every page in the header position. To add this in Microsoft Word, go to the Insert tab and click on “Page Number,” “Top of Page,” and “Plain Number 3.” This will put a page number on every page at the top, right corner. To add your last name, click next to the number, type your last name, and hit the space bar once. Your last name should show up on every page following. (Make sure your name is in the same font style as the rest of your paper).

Your heading should start with your name, your professor’s name, the course title or number, and then the date the assignment is due. These should each be on its own separate line and should be double spaced.

Your title should come directly after your heading without any extra spaces beyond the normal double space. Your title should not be italicized, **bolded**, underlined, ALL CAPS, or “in quotation marks.” It should match the rest of your paper and be in standard text. After typing your title, hit “Enter” once and “Tab” once and begin writing your paper while maintaining the double spaced format. Between subsequent paragraphs, no extra lines are needed; just hit “Tab” each time so your paragraphs will be indented.

If your professor has any special recommendations or formats, follow the professor’s guidelines.

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Professor Thomas  --Double Space Everything--  
ENGL 1113  
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Essays are Awesome  

Writing essays is a great way to prepare for real world experiences like reports, memos, and summaries. Everyone should have the invaluable experience of practicing
The Title of Your Paper Goes Here, not Bolded, Underlined, or Italicized

You should start your introductory paragraph on the line right beneath the title. Use Times New Roman, size 12 font. Everything in your paper should be double spaced, but there are NO EXTRA SPACES between the title and the intro or between subsequent paragraphs. According to John Doe, any time you “quote another author’s words in MLA format,” you must include the author’s last name(s) and the page number from which the quote comes (19). You can either include the author in a signal phrase like in the previous sentence, saving only the page number for the end parenthesis, or you can simply “include all of the information together in the end parenthesis” (Doe 20). If you are only paraphrasing, you do NOT need to include a page number, but you DO still need to include the author’s last name (Doe). Also, if no author is listed—which will often happen when citing websites—just use the source’s title in place of the author (“This is My Source”). Just remember that the period always goes AFTER the parenthesis when citing a source, not necessarily “right after the quote” (Doe). If you quote anything that goes over four lines of typed text, format it like this:

This is called a block quote. Whenever you use a block quote, you have to indent each of the lines under the appropriate paragraph and omit quotation marks. Be careful, though, because you want to use these long quotes sparingly. Too many big quotes will imply that you are overusing source material rather than making your own claims. Also, you should put the period BEFORE the block quote’s parenthetical citation rather than after it like normal. (Doe 19)

Continue the paragraph as usual after a block quote. Remember to include all citations that you use in your paper in a separate Works Cited page at the end! For more detailed MLA information, ask for our more extensive MLA packet, consult a complete MLA guidebook, or book an appointment at owl.tulsacc.edu.