



Page Setup and Margins

- Set 1-inch margins on all sides of the page.
- Double space the entire paper. If using Word, mark the box that says "do not add space between paragraphs of the same style."
- Indent the first line of each paragraph one half-inch from the left margin. MLA recommends that you use the "Tab" key as opposed to pushing the space bar five times.

Font

- Use a clear font, like Times New Roman, or Arial.
- The regular and italics font type styles must be distinct.
- The font size should be 12 pt.

Header

- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the due date. Ensure the date is listed as follows: day month year (e.g. 25 Jan 2023). Do not use any punctuation in the date.
- Create a running header in the upper right-hand corner that includes your last name, followed by a space with a page number.
- Number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin.
- Add your last name to the running header with the pagination.

Title Tips

Do not make a title page for your paper unless your instructor specifically requests it or the paper is assigned as a group project.

Use a descriptive title that communicates what your topic is.

Do not underline, italicize, or place your title in quotation marks. Capitalize all the words in the title, except prepositions (e.g. in, at, to from, on) and common coordinating conjunctions (e.g. for, and, or, so).