Your first and last name (e.g. Josephine Smith)

Your instructor’s name (e.g. Professor Jones)

Your class and section (e.g. ENGL 101 CEX)

The due date (not the day it is written) in international/military format (e.g. 5 May 2010)

Title (centered)

The following is a detailed description of MLA format if you are working in Microsoft Word. In many classes, you will be required to follow this format. If your instructor does not specify a format, using MLA is usually a good idea, especially for English classes. Remember: if your instructor asks for something different, always follow his or her directions.

The font should always be Times New Roman, 12 point. You can either look under the “Font” section under the “Home” tab or you can right click on your mouse and set the font to “Times New Roman” and the size at “12.”

The margins should all be set at one inch. The default margins in Word are usually incorrect, so you may need to go to “Page Layout,” then “Margins,” and click on “Normal.” Again, the font should always be Times New Roman, 12 point.

Everything should be doubled spaced. In order to do that, go to “Home,” then the “Paragraph” section, and set “Line Spacing” at “Double.” Under “Page Layout,” “Spacing Before” and “Spacing After” should both be set at “0”. The heading—on the left—should include your name, the instructor’s name, the class, and the due date. The date should be when the assignment is due, in international/military format: day, month, and year with no commas and no abbreviations (e.g. 5 May 2010).

The heading is only on the first page. To get the header—in the upper right corner—follow these directions: go to “Insert,” then “Header,” and click “Blank.” Type in your last name
and hit the space bar. Go to “Page Number” and click on “Current Position” and then “Plain Number.” Make sure your name and the page number are in Times New Roman, 12 point font. (See paragraph 2 for an explanation.) Then make sure the whole header is right aligned: go to “Home” and, under the “Paragraph” section, click “Align Text Right” or Ctrl+R. The header should be on every page (if you follow the above directions, it will happen automatically).

The title should: be centered (Ctrl+E), be normal font, have the first letter of the first word and all main words after it capitalized (e.g. The Detrimental Effects of Television), and be both specific to the assignment and unique to your paper. The title should not be: bolded, italicized, underlined, in quotation marks, in a different font, or in a larger font.

Every new paragraph should be indented half an inch. If you go under “Page Layout,” “Indent Left” and “Indent Right” should both be set at zero. If they are, simply hitting “Tab” should indent your paragraphs properly.

Your research paper should include a separate page of Works Cited to include all of the sources of information you used to write your paper. Please see the CCBC Libraries’ separate publication titled Documenting Research Papers: MLA Style for information about formatting this page.