REMINDERS FOR MLA FORMAT

Typed papers:

1. Use white 8.5” x 11” paper.
2. Type only on one side of the paper in black in size 12-point legible font.
   1. Acceptable fonts: Arial, Times New Roman, or Calisto MT
3. Use 1” margins on the top, bottom, left and right of your paper. Your typing should be left-justified.
4. Double space the entire paper from the heading to the last sentence.
5. Indent the first line of each paragraph. (Hit the tab key once.) DO NOT HIT ENTER/RETURN.
6. Use a running header on the first line of the upper right hand corner. It should include your last name and the page number on every page that you’ve written, hence the name “running header”. The rest of the heading is located on the first page ONLY, against the left hand margin and includes: your name, teacher’s name, class/period and date
7. The title should be creative and descriptive. The principle words capitalized, but it is NOT underlined, in boldface, in quotation marks, nor does it require a period. The tile should be centered and have one live above and below it that is not typed on.
8. To add your header, go to “insert” then “header”. You’ll get to add in your last name and page number from there so it will print automatically.

See example below…

