Your name here

Mrs. McGuire

AP English- F Block

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How to Format Your Paper in MLA style

Beginning with this paper and continuing for the remainder of the year, I will expect you to have your paper formatted according to the Modern Language Association (MLA) guidelines. This paper is my example for you to use as a reference. Notice the heading at the top left of the page; this is what yours should look like. The date looks funny; it is not a mistake- yours should be formatted like this! Everything should be double spaced with no extra spaces between the date, the title or the first line of the essay.

Also, please notice that my title is not underlined, bolded or a different font or size than the rest of the essay. Yours shouldn’t be either. If you reference other works in your title you should use quotation marks and underlining or italics, just as you would in your text. Please also follow the margin rules that word sets for you; usually this is 1” on each side.

You will also need to number your pages. In order to do this, follow the directions below:

1. Go to “View” on the Word toolbar and click on Header/Footer.

2. A box will pop up along with the Header space. Find the button that is “insert page number.” It looks like a piece of paper with a number symbol on it. Click on it and a number should appear in the Header box on the page.

3. Click justify right on the toolbar. The number should move to the right hand corner.
4. Click on the number in the Header box. It should turn grey and the cursor will appear to the left of the number. Type in your last name and leave 1 space between your name and the number. Word will automatically continue this for you throughout your paper.

One more thing! All of your quotations should be formatted according to MLA also. This means that every quotation should have an introduction- no quotation can stand alone as a sentence! The citation should be formatted like this:

- If the phrase preceding the quotation is *not* a complete sentence:
  - Capote argues, “blah, blah, blah,” (Capote 5).

- If the phrase preceding the quotation is a complete sentence and the quotation is used as an example of your thought then it should look like this:
  - Capote depicts Perry as a sympathetic character: “Perry is misunderstood” (Capote 43).

You can also find this format on several different websites. My favorite is The OWL at Purdue (http://owl.english.purdue.edu) The website give examples and rules for the format. You can also borrow one of my writer’s handbooks if you wish.

This may sound strange and even silly; you may be asking yourself why I care what format you use. I do this because this is what college professors will ask of you and because I like the way it looks when everything is uniform. If you have problems with the format or getting the page numbering to work, ask me for help! I love to help!
Works Cited


