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Professor Damon

English 101

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Your Title Goes Here

This template contains the essential features of MLA format: margins, indentations, font, line spacing, title placement, and header. The way this template looks is exactly the way your paper should look too. If you need additional information on how to format in-text citations or your works cited page, please refer to the handouts (58 and 59) at the SAC Learning Center.

Here, just for instructional purposes on margins, is a sample block quotation:

A quotation that occupies more than four typed lines should be indented one inch (or ten spaces) from the left margin. It should be double spaced, without quotation marks at the beginning and end of the quoted material. Its right margin should be set at 1". Its parenthetical citation should be placed after the quote's last period.

("Source" 16)

Feel free to use this handout as a means to format your own paper when the time comes to write an essay!

MLA Format

- 1) To format your paper in MLA format, you must have certain information in the **top left corner** of your first page *only*.

Student Name

Instructor Name

Course

Date (Day Month Year)

- 2) Margins must be **1 inch** all around (the border on this page is 1 in. and is included for instructional purposes—DO NOT add a border in your essay.)

Indenting for paragraphs is ½ inches—to indent, press the TAB key.

- 3) Double space everything.

- 4) The font must be **Times New Roman, 12 pt.**

- 5) The header (your last name and the page number) must appear in the top right corner.

It will be ½ inches from the edge of the page.

To make your header, go to the Insert tab, select Page Number, select Plain

Number 3, and type your last name before the page number that appears. Make sure your font is Times New Roman, pt. 12.

- 6) The title comes after the information (your name, instructor's name, etc.), and must be centered. Do not italicize, bold, underline, or put quotes around your title. It should look plain and neat.

The other side of this paper is an example of how the first page of your essay should be formatted.