MLA Format Handout

This handout both exemplifies and explains MLA (Modern Language Association) format. You can find further information in A Writer’s Reference on page 412. All of your papers should follow this format: double spaced, 12 pt. Times New Roman, 1 inch margins all around. Using MLA format, your papers will adhere to academic standards and each student’s paper will have a consistent length.

In the upper left corner type the student’s name, the instructors name, the course title, and the date. Please pay special attention to the date. Write the number of the day. Do not abbreviate the month, and write out all four digits of the year. Please note that MLA does not use commas in the date format. Center the title of the paper. Do not underline, bold, italicize, or change the font or point size. Note that there are no extra lines between the date and the title and the title and the paper. Everything is simply double spaced (except for block quotes).

In the upper right hand corner type the student’s last name and the page number. Do this on every page including page 1 and your works cited page. Again, please note the lack of commas. On page 2 and the following pages, do not repeat the information in the upper left corner; however, make sure to have the name and page number in the upper right.