

Fall 2008 // WSU // English 101 – Introductory Writing
Sections 4, 36, 38, 43

MLA Document Formatting Guidelines

Following are some basic guidelines for document creation:

- Do not use a title page or report cover.
- Use black ink on white paper.
- The font should be Times New Roman or some other standard legible font (12pt).
- Your page margins should be 1" on all four sides.
 - In Microsoft Word, go to File->Page Setup and change the margins in your new document to 1" on all sides, as the default will give you 1.25" margins on the left and the right.
- Your text should be double-spaced. Do not add extra space between paragraphs.
 - In Microsoft Word, adjust your spacing by going to Format -> Paragraph.

In a typical MLA document, the first page of your paper should include, at the top left, four lines containing:

1. Your name
2. Instructor Name
3. Class Name (and section, if appropriate)
4. Date (inverted)

For instance:

Jane Doe

Ms. T. Johnson

English 101.04

2 September 2008

In addition to this information, you must include your last name and page number in the document header information of every page (including the first page). This information should be flush right. For example:

Doe 1

To put this information in the document header using Microsoft Word:

1. Go to View->Header and Footer. Your cursor will appear in a box at the top labeled "Header".
2. Right-align the text in this box, either by clicking the right-align icon on the toolbar or by selecting Format->Paragraph->Alignment and selecting "Right."
3. When your cursor is right-aligned in the header box, type your last name and press the space bar.
4. In the "Header" dialog box, click on page number icon to insert the page number.
5. Click the "Close" button in the "Header" dialog box to return to your document.

Regarding essay titles: use them! Your essays must have a meaningful title. "Essay #2" is not a meaningful title, but "The Story of How I Overslept and Still Made it to Class" sure is.

After your double-spaced name, instructor name, course name, and essay due date, begin typing your title on the next line. This line, and only this line, should be centered.

Additional information about the title:

- Do not underline your title.
- Do not put your title in quotation marks.
- Do not use all capital letters.
- Do use the title case.
- Do use underlining or italics if you are referring to another work, just as you would in your text.

On the next line after your title, begin typing your first paragraph. The first line of every paragraph should be indented by one tab stop (0.5"). Continue on until you have crafted a beautiful essay.

Jane Doe

Ms. T. Johnson

English 101 (04)

2 September 2008

Insert an Awesome Title Here

Begin typing at this point. The first line of every paragraph should be indented one tab stop (0.5"), and the remainder of the paragraph should flow naturally onto the next line. When typing subsequent paragraphs, do not double-space between them. Hitting Enter/Return just once is sufficient.

For instance, this is paragraph number two. Blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah. Blah blah blah blah blah blah blah blah blah blah blah blah blah blah. Blah blah blah blah blah blah blah blah blah blah blah blah blah. Blah blah blah blah blah blah blah blah blah blah blah blah blah.