MLA PAPER FORMAT

A basic guide

THE BASICS:

- Use _____ in Times New Roman or a similar plain font.
- _____ the entire paper, including block quotations and the Works Cited list.
- _____ each paragraph by half an inch (1.25 cm).

THE FIRST PAGE:

Put your _____, the _____, the _____ and _____, and the _____

Centre your _____ on the line after the date.

Text begins on the line after the title.

The _____ should contain your _____ and the _____ on every page.

Type the text of the paper, adding _____ where required.

- _____: Double space and indent automatically using a word processor such as Microsoft Word or Google Docs.
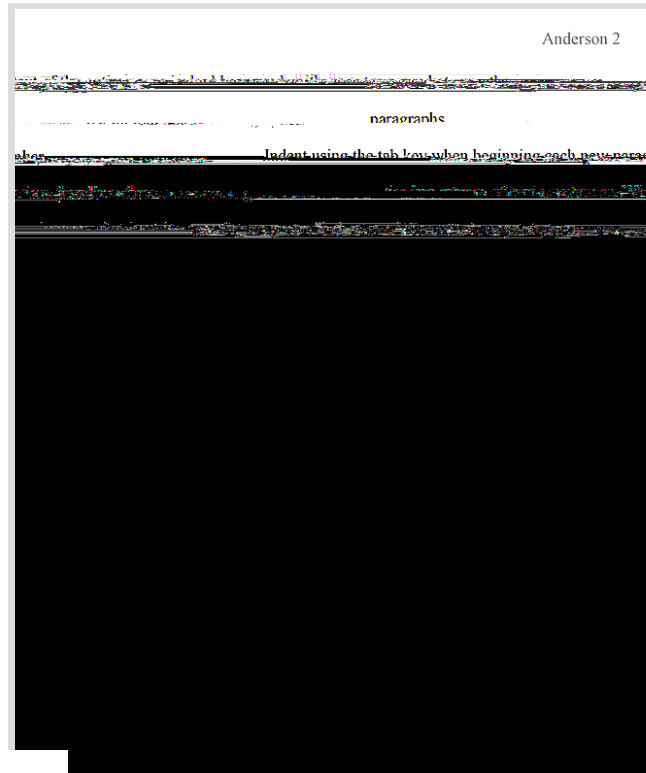
ADDING PAGE NUMBERS:

- In Microsoft Word, click Insert > Page Number." Select the option which places the page number at the top right.
- In Google Docs, click Format > Page Numbers.

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Continued

paragraphs

Indent using the tab key when beginning each new paragraph

A
(more than four lines
long) is introduced
with a   .

          each line once
without quotation
marks. The
comes after the
period.

Short History of Television: 1950–1970. 4th ed. Gilmore.   Abrams
Publishers, 2005