Formatting Requirements for All Essays

These formatting requirements apply only to the final copy. However, you might want to use these settings for all of your documents.

General Settings
1.   Font: Times New Roman 12
2.   Margins: one inch (top, bottom, and side)
3.   Justification: left
4.   Spacing: double
5.   The first line of all paragraphs should be indented with a standard tab.
6.   Do not insert additional line spacing between paragraphs. (In the two most recent versions of Microsoft Word, you must change "space after 10 pt" to "space after 0 pt" in the "Page Layout" tab.)

Header
1.   At the top-right ½″ margin, include a header with your last name and the page number.
     - Use the header function in your word processing program.
     - Include a single space between your last name and the number.
     - The font type and size should be Times New Roman 12.

First Page
1.   Include the 4-line MLA heading beginning at the top-left 1″ margin.
     - Student's Name
     - Instructor's Name
     - Course Name
     - Due date

2.   Center the title of the paper.
     - The font type and size should be Times New Roman 12.
     - Do not underline, italicize, bold or otherwise format the title.
     - Do not use quotation marks around the title.
     - Do use standard capitalization.

3.   Begin your essay directly under the title
     - Do not add additional blank spaces between the title and the first line of the introductory paragraph.

See page 222 in *Literature for Life* for an example of a correctly formatted paper.