Your Name

Mr. Bull

Language Arts

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MLA Format Example Paper

When typing a paper in MLA format, there are some extremely important rules that you will need to remember to follow. If you do not follow these essential guidelines, you will lose the points allotted to you for writing your paper in MLA format. MLA format will be the primary style guide that you will utilize throughout high school and college. It keeps readers and writers uniformly organized. The most important rules to remember when typing a paper in MLA format pertain primarily to page margins, line spacing, font, and the paper’s heading.

Page margins are an extremely important feature of writing in MLA format. For a paper to truly be considered MLA, the margins on the page must be one inch. One inch margins are typically the default setting on Microsoft Word, but it is always important to check before typing. To check and set page margins, simply go to “Page Layout,” “Margins,” and select 1” margins all around.

Line spacing is an imperative feature of MLA formatting. All text on your MLA paper should be double spaced. To select double spacing, click on “Paragraph,” look at the box that says “Line Spacing,” and select “Double,” from the dropdown menu. When you double space a paper, the text is easier to read, and it leaves room for your teacher to write in comments.

The text font and size are essential to a professional appearance in an MLA paper. All MLA formatted papers should be written in Times New Roman font. The size of the font should be 12 point. To select the correct font and size, simply look at the “Home” tab and select “Times New Roman” and “12” from the dropdown menus. Selecting a font other than Times New Roman size 12 will make your paper appear unprofessional and possibly immature. The focus of your paper should be on what you write, not how your font looks.

A paper with a proper MLA formatted header makes it easy for the reader to locate important information about the author and the topic. The header should include four lines, double spaced, of pertinent information. The first line should be your first and last name. The second line should be the name of your teacher or professor. Line three should designate the name of your class or course for which you are writing your paper. The final line in your heading should be a military style date. Military style dates use no commas. See the example in the date above on this paper. These four lines should be left aligned. The title of your paper should be centered in the same size and font as the rest of your paper.

Page margins, line spacing, font, and heading are four essential components of writing a paper in MLA format. In order to receive full credit on your assignment, you will be required to properly demonstrate all aforementioned aspects of MLA format. Follow these simple steps and you will find tremendous writing success for years to come.