Firstname Lastname

Ms. Efford

AP Literature

Due Date

Sample MLA Formatting Paper

This is an example of how an academic essay should be formatted. MLA-style dictates that academic essays should be typed in Times New Roman with a font size of 12. The paper should be double-spaced with 1” margins. Most newer versions of word automatically set the margins to 1”, but you should double-check just in case. You can check the margins of your essay by selecting page layout, and then choosing margins. Please note that the spacing is double and not multiple. Any extra space from between the paragraphs has been removed. In order to ensure that there is no extra space between paragraphs, go to page layout, find the section on spacing, and be sure that both before and after the paragraph is set to 0 pt. It should also be noted that the title of the paper should NOT be underlined or bolded. If you are including the title of a work, it should be *italicized*. Remember to only capitalize major words in a title.

All typed papers should have a proper MLA-style heading, which is a one-time, four-line identification section that occurs only on the first page of a paper. The heading should include the following: your name, the name of your professor, the full title of your course, and the date that the paper is due (fully spelled out). These items should be in order and be double-spaced.

All typed papers should also have a numbered heading in the upper right-hand corner of the paper. This heading will occur on every page. To create a heading, select insert and then page number. Choose the option for top of page and then select the heading for the right-hand side. A number will automatically appear and all the writer needs to do is type in his/her last name and then hit the space bar once. Be sure to go back and adjust the font of the heading to Times New Roman font size 12 as it will not happen automatically.

Please remember to indent at the beginning of every paragraph. You will need to hit the space bar once between words and twice between sentences. Also do not just rely on spell check. To check for grammar and punctuation errors, I recommend that you print out your paper and read it aloud to yourself or someone else. Reading it aloud will force you to read the words on the page and not just what you *think* you wrote or what you *meant* to write. This is often the best way to catch your mistakes.

If you continue to scroll down, you will find an example of a works cited page. It has been formatted correctly. To create a works cited page of your own, simply press enter after the last sentence of your paper until you have reached a brand new page. This way you still get a header in the top right-hand corner with a correct page number, but you also get a fresh sheet for the works cited. The citations on your works cited page come directly from your bibliography cards. Please list only the sources that you actually *used* in your paper.

Works Cited

Appleby, John. Floods. New York, NY: Scholastic. 2010.

“Furious and Frightening Floods” Weather Channel. September 23, 2011. Online. November 12, 2012.

Parker, J. and Smith, A. “The Great Flood of 2011.” The Atlanta Journal Constitution. January 1, 2012. Online. May 7, 2012.

Timmons, B (ed.). Floods. Berkley, CA: Random House Inc., 2009.