MLA FORMAT QUICK STUDY

Type Size: 12 pt.

FONT : Times New Roman

Ink Color: Black
Paper Color: White

ALL Margins: 1" (exception: header will automatically set at ½" from top of the page)

(Header for documents of more than one page)
        On page 1   Your last name plus page EX: Wilson 1 (flush right)
        (The following pages will automatically format)

Spacing : Double (THROUGHOUT – INCLUDING HEADING)

Heading : Your Name   Example: Caroline Luft

        Teacher Name   Mrs. Sinatra

        Class Name   Literature and Composition

        Today's date   29 August 2013

Heading NOTE: The name of the class must be spelled out entirely
        The date has NO PUNCTUATION

Title: Times New Roman, 12 pt
        NO BOLD,   NO FONT CHANGE, NO ITALICS, NO UNDERLINE
        (exception: use italics or underline when punctuating names of literary pieces, as needed)
        Capitalize important words
        Center
Body of the paper: Indent ONE tab (or 5 spaces) Begin with a CAPITAL letter.

At the bottom of a page…just keep typing, typing, typing, typing