

## MLA Guidelines for Formatting a Paper

(Approved by CHS English Department)

The following guidelines are from *MLA Handbook for Writers of Research Papers*, 6th ed. (New York: MLA, 2003).

- 1. Paper:** 8 ½ X 11 inches, white, black ink
- 2. Font:** Times New Roman, size 12
- 3. Heading:** On the first page, type your name, your instructor's name, the course title, and date at the left margin on separate lines (double space between lines).
- 4. Pagination:** Beginning on page one, number each page (preceded by your last name) in the upper right corner, ½ inch from the top of the page at the right margin.
- 5. Title:** Center (double spaced), bold  
Capitalize first, last, and principle words in the title and the subtitle.
- 6. Margins:** One inch on all sides
- 7. Spacing:** Double spacing throughout (including between the heading and title; between title and text; and between paragraphs).
- 8. Indentions:** Indent the first sentence of each paragraph ½ inch (one tab keystroke). Quotations longer than four lines in your paper are set-off on a new line, indented one inch (two tab keystrokes), and double spaced without quotation marks. When quoting more than one paragraph, indent the first line of each paragraph an additional ¼ inch.

### MLA Guidelines for Formatting the List of Works Cited

The list of works cited is the last page(s) of your paper. Entries are arranged in *alphabetical order*.

- 1. Paper:** New sheet of 8 ½ X 11 inch paper, white, black ink
- 2. Font:** Times New Roman, size 12
- 3. Pagination:** Continue numbering each page (preceded by your last name) in the upper right corner, ½ inch from the top of the page at the right margin.
- 4. Title:** Center (double spaced), bold
- 5. Margins:** One inch on all sides
- 6. Spacing:** Double spacing throughout
- 7. Indentions:** Use hanging indentations. (The first line of the entry starts at the left margin; any additional lines in the entry are indented ½ inch.)