

First Lastname

Professor Western

CRSE 1010-06

26 August 2009

### Designing a Paper According to MLA Format

MLA format is used primarily in humanities courses. The Modern Language Association determines formatting for academic essays and published works at universities and colleges around the world. There are some simple rules to remember when using MLA format.

General formatting guidelines cover spacing, font, and information requirements. Your paper must have one-inch margins at the top, bottom, and both sides of the page. The entire document should be double-spaced, as demonstrated here. Acceptable fonts are Times or Times New Roman, 12 point size. Use the header function in the word processing program to place your last name and page number in the upper right corner of the page. The *heading*, on the other hand, goes in the upper left corner of the paper. The heading should include your name, the instructor's name, the course, and the date—follow the sample above. Don't forget to center your creative title after the heading.

When writing a paper with research-based evidence, it is also important to accurately cite your sources. For example, the information contained in the paragraph above is listed in many writing handbooks, but you could indicate the exact source by citing the author's last name in parentheses behind the sentence containing the information, as shown here: (Hacker 121). Include this parenthetical information inside of the sentence, placing the period behind it. It's very important that the name in the parentheses matches up with a name in the Works Cited page, as shown on the back of this document.

Works Cited

Hacker, Diana. A Pocket Style Manual. 5<sup>th</sup> ed. Boston, New York: Bedford/St. Martin's, 2008.

Humanities Department, Capital Community College. "Your Research Paper's Format." A Guide for Writing Research Papers Based on Modern Language Association (MLA) Documentation. May 2004. Capital Community College. 23 June 2009  
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Sorensen, Jennifer. Personal interview. 23 June 2009.

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There are some simple rules to remember when using MLA format.

- Paper must have one-inch margins at the top, bottom, and both sides of the page.
- Entire document should be double-spaced, even in the heading.
- Must use Times or Times New Roman font, 12 point size.
- Use the header function in the word processing program to place your last name and page number in the upper right corner of the page, as shown above.
- The heading, in the upper left corner, should include your name, the instructor's name, the course, and the date—follow the sample above.
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