

MLA FORMATTING GUIDELINES

General Formatting

- use 8.5 x 11” (21.5 cm x 28 cm) white paper one side only
- set all margins to 1” (2.5 cm) on all sides
- double-space everything in your essay, including quotations
- use 12 point Times New Roman font
- indent the first line of every paragraph 1”
- include a header with your last name and a page number in the upper right corner (do not include the word “page” or any abbreviation of the word)
- use Arabic numerals for your page numbers

Formatting the First Page

- literary or research essays do not require a title page
- in the upper left corner of your first page, include:
 - your name
 - teacher’s name
 - class name
 - date (day month year)
- centre the title of your essay
 - do not use a bold or a larger font in your title
 - use italics or quotation marks only for titles and/or quoted material within your own title

E.g.: “Equivocation of the Fiend”: The Role of Witches in
Shakespeare’s *Macbeth*