



MLA (9th Edition): Paper Formatting Guidelines

Formatting:

- Double spaced
- Font size 11-13(default is usually 12)
- Use a clear font
 - The go to is Times New Roman or Arial
- One inch margins on each side

Running Header:

Page numbers will be in a running header on the upper right hand side with the writer's last name and Arabic numeral page number. There is a space between the name and number. The last name and page number will repeat on every page.

Last Name #

Formatting the First Page: There is no title page, only information in the top left corner at the beginning of the page.

- This information should be left aligned
- The information should be at the top of the first page only. The information does not repeat on each page.
- The information should include your name, followed by the instructor name, course title, and the date.
- The title should appear on the line after the date, be centered, written in title case, and be the same font and size as the rest of the paper.

Your name

Instructor's name

Course title-could be name of the course or the course ID, course number, and section number Day(#) Month Year Title

Headings:

- Headings and subheadings should be brief and descriptive
- Title Case
- Center aligned, with the same font and font size as the rest of the paper.
- Does not need to bolded, underlined, or italicized

Subheadings:

- Title Case
- There will be different levels of subheadings that will fall into different formats as you go on
- Subheadings are not typically used, but they can be a way to organize the paper's sections

Speaking and Writing Center [1]: Because Arial is a sans script (while Times New Roman is not), it would be the first choice. There is research to suggest that sans scripts are more accessible.

Speaking and Writing Center [2]: This is different than a heading; a running header appears in the actual header space of the document while a heading appears within body of the document text.

Speaking and Writing Center [3]: To have something in Title Case means that the first letter of each major word is capitalized."small words" like articles such as the, of, etc. would not be capitalized. An example of something in title case would be the title of a book, or an article.

Speaking and Writing Center [4]: Make sure that this is a number and not spelled out





Heading

Level One Subheading		Speaking and Writing Center [5]: Level One will be
Level Two		aligned to the left side of the paper, and bolded. All levels should use Title Case as well.
Level Three		
Level Four		Speaking and Writing Center [6]: Level Two will also be left aligned, but it will be italicized instead of bolded.
Level Five		Speaking and Writing Center [7]: Level Three should
	\mathbf{X}	be centered and bolded.

Speaking and Writing Center [8]: Level Four will also be centered, but italicized.

Speaking and Writing Center [9]: Like the first two, Level Five is aligned left, but unlike the others, Level Five is underlined.

How to Format Running Page Headers

In Word:	In Google Docs:
• Click the "layout" tab	• Click "insert"
• Select "breaks"	• Select "page numbers"
• Under "section breaks," select	• Select the top right option
"next page"	• The visual should depict a
• Go to the header of the first	front page without a
content page, unselect the option	number and a page behind
"link to previous" in the	it with a 1 in the top-right
navigation subsection of the	corner
header and footer tab	
• Insert page number on first	
content page in the top-right	
corner	
 Click "page number" in the 	
"header & footer" section and	
select "format page numbers"	
• Under page numbering," select	
"start at" and type 1	