



## 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

**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.

### 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 #

**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.

**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.

**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.

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

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

### 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 be 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



## Heading

**Level One Subheading**

*Level Two*

**Level Three**

*Level Four*

Level Five

**Speaking and Writing Center [5]:** Level One will be aligned to the left side of the paper, and bolded. All levels should use Title Case as well.

**Speaking and Writing Center [6]:** Level Two will also be left aligned, but it will be italicized instead of bolded.

**Speaking and Writing Center [7]:** Level Three should 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:

- Click the “**layout**” tab
- Select “**breaks**”
- Under “section breaks,” select “**next page**”
- Go to the header of the first content page, **unselect** the option “**link to previous**” in the navigation subsection of the 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

### In Google Docs:

- Click “**insert**”
- Select “**page numbers**”
- Select the **top right** option
  - The visual should depict a front page without a number and a page behind it with a 1 in the top-right corner