

QC Writing Center MLA Guidelines

GENERAL GUIDELINES

- Your paper must be typed using the standard 8.5"x11" paper with 1" margins all around. Your paper should be double spaced and must use a legible font like Times New Roman.
- Whichever font you choose, make sure that the regular and italic typesets are different enough that you can tell them apart.
- The font size should be 12 pt.
- Leave only one space after periods or other punctuation marks (unless otherwise prompted by your instructor).
- Indent the first line of each paragraph one half-inch from the left margin. Use the "Tab" key once to make an indent. You can also push the space bar five times.
- Create a header that numbers all pages consecutively in the upper right-hand corner of your screen. (**Note:** Your instructor may ask that you omit the number on your first page. **Always follow your instructor's guidelines.**)
- Use italics throughout your essay to indicate the titles of longer works (and quotation marks for the titles of shorter works) and, only when absolutely necessary, provide emphasis.
- If you have any endnotes, include them on a separate page before your Works Cited page. Entitle the section Notes (centered, unformatted).

FORMAT THE FIRST PAGE OF YOUR PAPER

- Do not make a title page for your paper unless specifically requested.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date.
- Double-space again and center the title. Do not underline, italicize, or place your title in quotation marks. Write the title in Title Case (standard capitalization), not in all capital letters.
 - Use quotation marks and/or italics when referring to other works in your title, just as you would in your text. Ex: Fear and Loathing in Las Vegas as Morality Play; Human Weariness in "After Apple-Picking"
- Double-space between the title and the first line of the text.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number. Number all pages consecutively (1, 2, 3, 4, etc.), one-half inch from the top, on the right-hand side of the document. (**Note:** Your instructor or other

readers may ask that you omit the last name/page number header on your first page.
Always follow instructor guidelines.)