



Illinois Valley Community College
Writing Center

PAPER FORMAT IN MLA

The rules below are in accordance with the Modern Language Association's MLA Handbook 7th Edition. Consult the MLA Handbook in the IVCC Writing Center or in Jacobs Library if you have more questions.

Heading. On the first page, in the upper left-hand corner, place your name, your instructor's name, the course, and the date on separate double-spaced lines. Write the date in the Day Month Year format, as in 14 May 2008.

Title of Your Essay. Center the title. Do not underline or bold the title. It should be double spaced from the text of the paper. No extra spaces are needed.

Titles of Other Works. If you mention titles of other works in your essay, follow these rules. Use italics for titles of larger, whole works and quotation marks for titles of shorter works that are parts of larger works. In other words, cite entire works using italics and smaller works or parts of works using quotation marks. (Note: underlining is not used in any style.)

Page Numbers. Number all pages in the upper right corner of the page preceded by your last name. In Word 2007, click on the *Insert* menu. Click on *Page Number*. Choose the top right position (Plain Number 3). Type your name and a space in front of the number. You may need to change the font of the name and page number by clicking on the Home tab. Click the red X at the top right of the screen to exit.

Margins. Use 1-inch margins. Do not align the right margin. In Word 2007, check your margins by choosing *Margins* in the *Page Layout* menu.

Line Spacing. Double-space the entire document. There should be no extra spaces between lines.

Indenting. Indent the first line of each paragraph $\frac{1}{2}$ " by hitting the Tab key once.

Font. Use Times New Roman 12-point font.

Works Cited. Include a Works Cited page that lists the works you quote or paraphrase, if your assignment requires that you use sources.