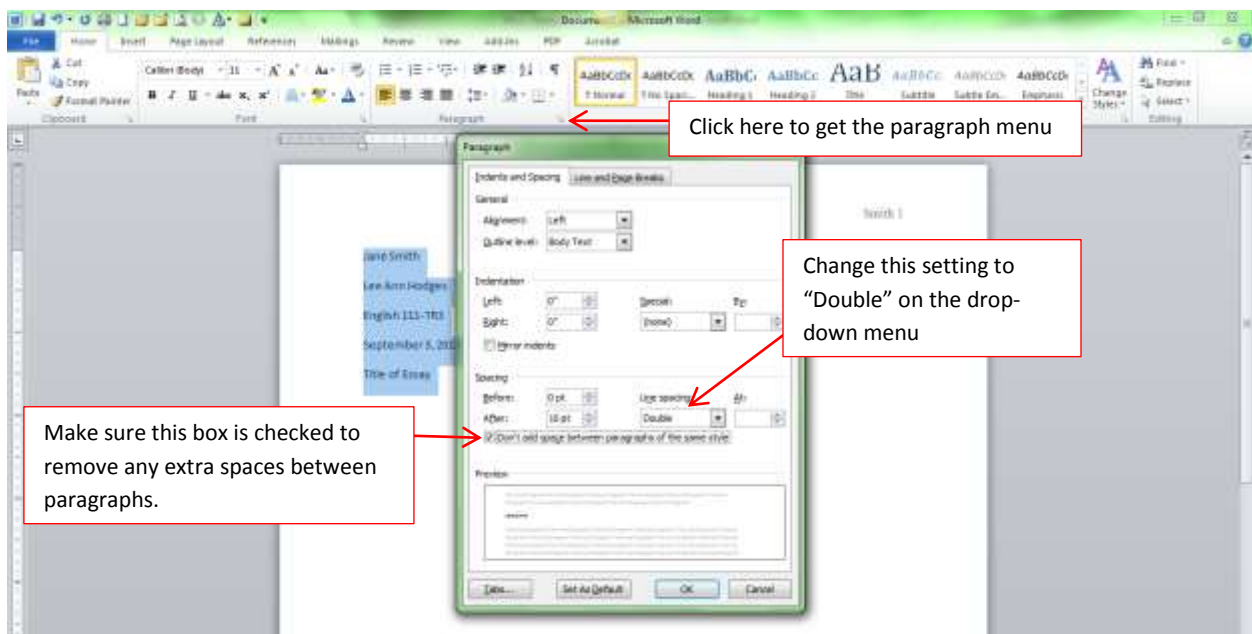


Center the Title of Essay

This is an example of how to format an essay in MLA format. We won't deal with documentation in this example; this is simply to show the format of a typical essay.

This essay is set up with one-inch margins all around. The text is left-aligned. Double-space the essay throughout, with no extra space between sections or paragraphs. To set up the spacing, click the arrowed box on the paragraph section of the Home tab in Microsoft Word. Make sure the settings are as appears below:



Each page has a header with the student's last name and page number. The header can be set up by double-clicking at the top of the Word document. Insert a right-aligned page number, and then type your last name before the page number. This header will then automatically appear on each page, with the correct page number.

The entire paper, including the heading and title, needs to be in the same type and size of font. This example uses Times New Roman 11-point font. Other fonts may be used; just make sure they are easy to read (no Old English Script, please!).

Remember that a neatly and correctly formatted paper makes it easier to read for your instructor and creates a good first impression.