

MLA FORMATTING

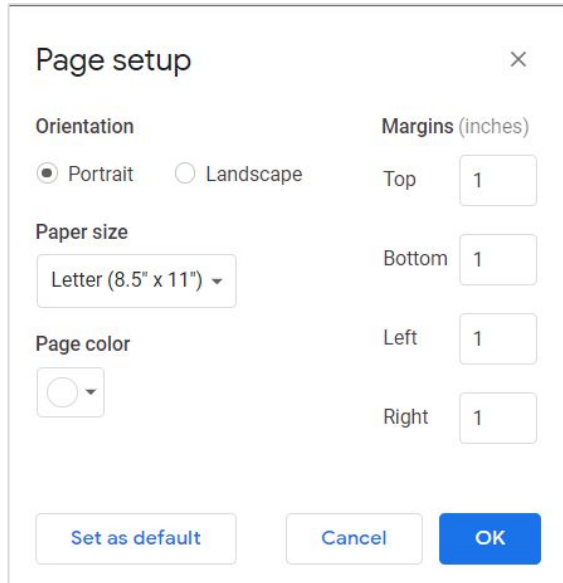
INTRODUCTION

At Mountain Heights Academy, your teachers will always ask you to use MLA (Modern Language Association) formatting. This presentation will show you how to set up your paper in the correct MLA.



MARGINS

Margins are 1 inch (File > Page setup > 1 inch margins > OK)



The image shows a 'Page setup' dialog box with a close button (X) in the top right corner. It is divided into two columns. The left column contains 'Orientation' with radio buttons for 'Portrait' (selected) and 'Landscape', 'Paper size' with a dropdown menu set to 'Letter (8.5" x 11")', and 'Page color' with a color selection circle. The right column is titled 'Margins (inches)' and has four input fields: 'Top' (1), 'Bottom' (1), 'Left' (1), and 'Right' (1). At the bottom, there are three buttons: 'Set as default', 'Cancel', and 'OK'.

Orientation	Margins (inches)
<input checked="" type="radio"/> Portrait <input type="radio"/> Landscape	Top: 1
Paper size: Letter (8.5" x 11")	Bottom: 1
Page color: <input type="radio"/>	Left: 1
	Right: 1

Buttons: Set as default, Cancel, OK

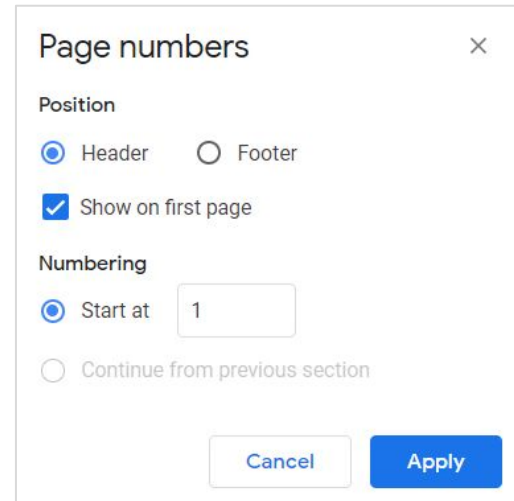
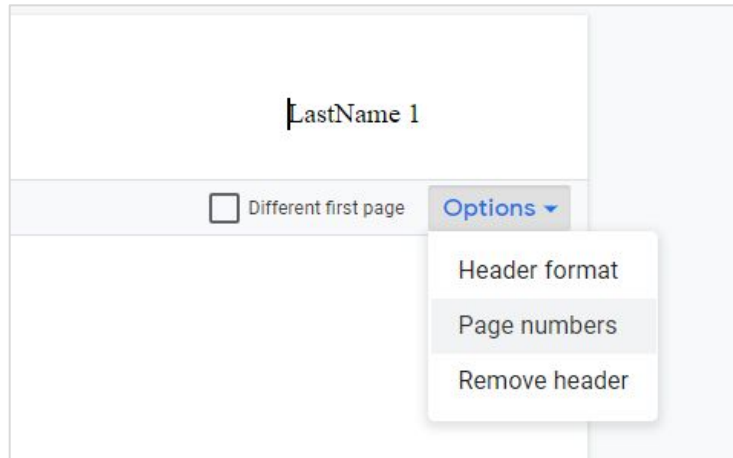
TIMES NEW ROMAN + 12 POINT FONT

The whole paper (including the header and heading) uses Times New Roman and 12 point font



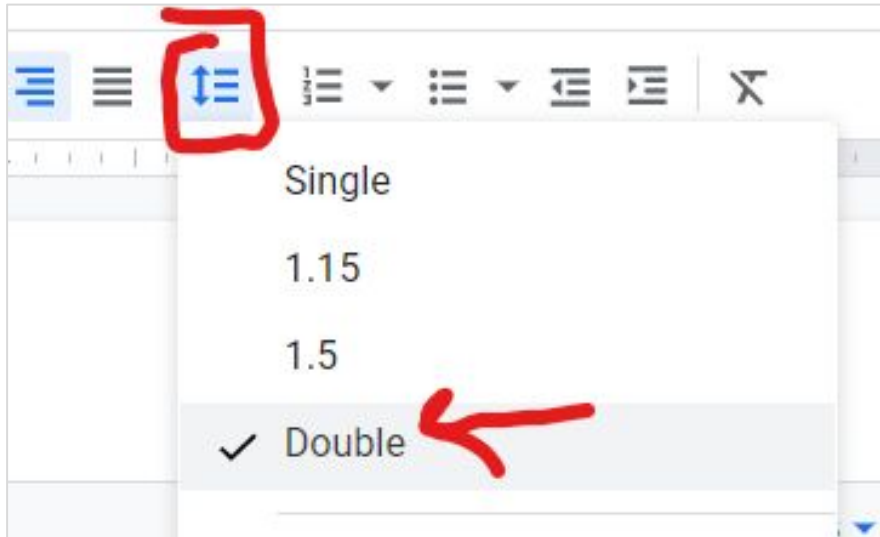
LAST NAME + PAGE NUMBERS

Insert a header (Insert > headers & footer),
Right-align, type your last name, add page
numbers (Options > Page numbers > Header > Start
at 1 > Apply)



DOUBLE SPACED

The whole paper is Double spaced (Format > Line Space > Double or use the line spacing tool on the toolbar)



HEADING TOP LEFT

Add a heading on just the first page at the top left of your paper (make sure this is double-spaced as well and is NOT inside of the header)

Format	Example
First and Last Name	John Smith
Teacher Name	Mrs. Malaska
Class Name	Word Processing
Date	9 November 2020

TITLE CENTERED

The title of your book report goes next and is centered

LastName 1

FirstName LastName

Teacher's name

Class name

Today's date (30 October 2020)

Title of Your Book



Indent using the "Tab" key for the first line in each paragraph. Margins are 1 inch on each side. Your whole paper is double-spaced. Use Times New Roman and 12 point font for the whole paper. The first paragraph should be an introduction that includes the title, author of the book,

INDENT PARAGRAPHS

Indent (Tab key) the first line in each paragraph

THE TITLE OF YOUR BOOK



Indent using the “Tab” key for the first line in each paragraph. Margins are 1 inch on each side. Your whole paper is double-spaced. Use Times New Roman and 12 point font for the whole paper. The first paragraph should be an introduction that includes the title, author of the book, and genre. A paragraph should have at least 4 sentences. Your paper should be at least 1 page long.



The middle paragraphs are called the body of your paper. You may need to use more than one body paragraph to help you write at least 1 full page. The body includes a description of the book’s theme, setting, plot, and characters. You need to include at least one quote from your

WORKS CITED PAGE

Use this [Citations Tool in Google Docs Tutorial](#) to add a “Works Cited” on a new page of your paper. It should have it’s own page and should be the last page of the paper.

LastName 2

Works Cited

Lee, Harper. *To Kill a Mockingbird*. J.B. Lippincott & Co., 1960.

MLA PAPER EXAMPLES

- [Click here](#) to view examples of MLA formatted papers from the Web.
- [Click here](#) to view your teacher's book report example.