

## Formatting a Paper Using MLA Guidelines

From *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> Edition (2009)  
Refer to page numbers and sections for more detailed information

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**TITLE PAGE:** Your paper does not require a title page. Instead, beginning 1 inch from the top of the first page and flush with the left margin, type your name, your instructor's name, the course number, and the date on consecutive lines. Type the title of the paper and center it. DO NOT underline the title, put it in quotation marks, or use all capital letters. This is followed by the first line of the text, indented ½ inch from the left margin (see pages 116-7, section 4.3).

Josephson 1

Laura N. Josephson

Professor Bennett

Humanities 2710

8 May 2003

Ellington's Adventures in Music and Geography

In studying the influence of ...

**PAGE NUMBERS AND HEADERS:** Starting with the first page, number all pages consecutively throughout the paper in the upper-right-hand corner, ½ inch from the top and flush with the right margin. Type your last name before the page number as a precaution against misplaced pages. Most word-processing software programs will automatically place this information on every page using the header/footer feature.

Beginning with page 2, start the first line of text 1 inch from the top of the page and flush with the left margin (see page 117-8, section 4.4).

Josephson 2

Ellington's earliest attempts to move beyond the four-minute limit imposed

by the great writers ...

**MARGINS:** Except for page numbers, use margins of 1 inch from the top, bottom, and sides of every page (see page 116, section 4.1).

**SPACING:** Double-space all text throughout the paper, including quotations, notes, and the list of works cited. Leave one space after a period or other concluding punctuation mark, unless instructed otherwise (see page 116, section 4.2).

**INDENTATION:** Use the tab key to indent the first lines of each paragraph ½ inch from the left margin. Indent set-off quotations 1 inch from the left margin (see page 116, section 4.1).

**TYPEFACE:** Use a standard, easily readable typeface and type size, such as 12-point *Times New Roman* (see page 116, section 4.2).

**LONG QUOTATIONS:** Place quotations of more than four lines in block form. Begin a new line, indent the entire quotation 1 inch from the left margin, and type it double-spaced without adding quotation marks (see page 94, section 3.7.2).

**TABLES AND FIGURES:** Place tables and figures as close as possible to the parts of the text to which they relate. A table is usually labeled *Table*, given an arabic numeral, and titled. Type both label and title flush left on separate lines above the table, and capitalize them as you would a title (do not use all capital letters). Give the source of the table and any pertinent notes immediately below the table. Designate notes to the table with lowercase letters rather than with numerals to avoid confusion between notes to the text and those to the table (see pages 118-9, section 4.5, and Figure 9).

Table 1

Degrees in Computer Science conferred by Colleges and Universities in Kentucky<sup>a</sup>

Year	Bachelor's Degrees	Master's Degrees	Doctoral Degrees
2007	2,435	426	82
2008	2,497	408	63
2009	2,543	414	70

Source: Kentucky Department of Education, 2010.

a. These figures include degrees conferred by public institutions in Kentucky.