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Course Name and Number

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Please follow these guidelines when writing a paper in proper MLA formatting: 1) Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper. 2) Double-space the text of your paper, and Times New Roman font. The font size should be 12 pt. Leave only one space after periods or other punctuation marks (unless otherwise instructed by your instructor). Set the margins of your document to 1 inch on all sides. Indent the first line of the paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times. Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. If you are writing more than one paragraph, remember that most computers are designed to automatically add an extra space between paragraphs. If your computer does this, please go to the paragraph tab, and then find the spacing tab. Next change "auto" to "0 pt" on the before and after tab, this will dismiss the extra space between paragraphs.

MLA Style Citations

Listed below are examples of some common types of citations. If you don't find one to match the material you are citing, please refer to the *MLA Handbook for Writers of Research Papers*, 7th ed.

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Printed Sources

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After The First Author's Name.	Bryatt, Andrew, Alastair Forthergill, and Martha Holmes. <i>The Blue Planet: a Natural History of the Oceans</i> . New York: DK, 2001. Print.	
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