

MLA Format and Headers

English teachers and college professors require papers to be labeled according to Modern Language Association (MLA) standards, so now is the time to learn how to properly format and head your papers.

MLA Format Settings

The following settings are usually the default settings on any word processing program, so you may not need to change anything. It is important, though, that you check.

1. Set your line-spacing to double (2.0).
2. Set your font size to 12.
3. Set your font style at Times New Roman.
4. Set your margins to 1 inch all around.
5. Indent paragraphs rather than creating extra line spaces between paragraphs.

MLA Header

In the upper left-hand corner of your paper, provide your teacher with the following information:

1. Your name
2. Your instructor's name
3. The title of the class
4. The date

Paper Title

1. After the MLA Header, leave one space, then center the paper's title.
2. Capitalize all words in the title except for articles (a, an, the) and prepositions of three letters or less (in, of, on).
3. Leave one space again before the introduction paragraph.
4. Create automatic page numbering in the upper right-hand corner.

In the space below, practice creating an MLA header for your next paper.