Student First and Last Names

Teacher Name

Class Name, Period #

Day Month Year Date (NOTE: Long term assignments have due date)

<center>Centered Title</center>

According to the National Common Core Standards, Language Standard 3, students are to write and edit works to conform to the guidelines provided in a style manual. Unless stated otherwise, ***all assignments*** will be formatted according to Modern Language Association (MLA) standards.

The MLA format calls for double spacing and one-inch margins on all four sides of the paper. When using notebook paper, use the large top space for the top margin, the last space as the bottom margin, and the red lines for the side margins. Also, indent each paragraph one half of an inch when handwriting your paper; on a computer, you should indent one "Tab" setting.

When answering study questions or responding to a test question, number your response to match the question and double space within your answer if you need more than one line. When using notebook paper, your numbering may be to the immediate left of the margin on the left side of your paper.

Your response may be in pencil or pen depending on the teacher's instructions. When writing in pen, only use <u>blue or black ink</u>. When using a computer, use Times New Roman font that is 12 point and print only in black unless you have been instructed to do otherwise.

This document illustrates the appropriate formatting of a typed MLA format paper.

The second page of this document has an illustration of how a handwritten assignment should look.

The third page has instructions for MLA formatting in Google Docs.

Student Last Name 1

Student Name

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Centered Assignment Title

For notebook paper, the margins you need to have are: the top space,

space, the bottom line, and the spaces outside the red lines. This

means you do not write outside the red lines. You must have an

assignment title for your paper.

Other rules you need to know are:

1) Use pencil or pen. If you use pen, it must be blue or black ink only.

2) Write neatly and legibly so I can grade your work: what I can't

read, I don't grade.

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> This document is typed in single spacing so all instructions could be on one page. You are going to type in double spacing on your documents, just like page 1 of this document, and the heading on this page.

<p align="center">MLA Formatting Instructions</p>

In order to format a Google document for MLA, you need to follow these steps:

- Change the font to Times New Roman.
- Change the font size to 12
- Change the spacing to Double with this button:
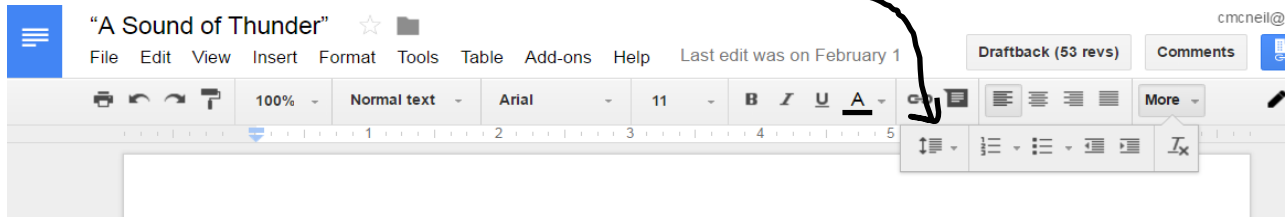
  - Do NOT merely press "Enter" every time: the formatting will be incorrect.
- Type in your Heading CORRECTLY on the left side
- Now, add in your Header by doing the following:
  - Insert → Page Number →Top of Page
    - Do not type in the number 1. That will give all pages a 1 in the header.
  - In the new Header, move the cursor to the left of the page number. Type your last name and press "Spacebar" once for a space.
  - Highlight everything in the Header. Change the font and font size to Times New Roman 12 point font.
  - Make sure the cursor is BEFORE everything in the header. Press enter.
  - Now your header should look like the one on this paper.
- Now double click in the body of your paper.
- To type in the paper title, it needs to be centered: do it with the Center Align button. It is this button:
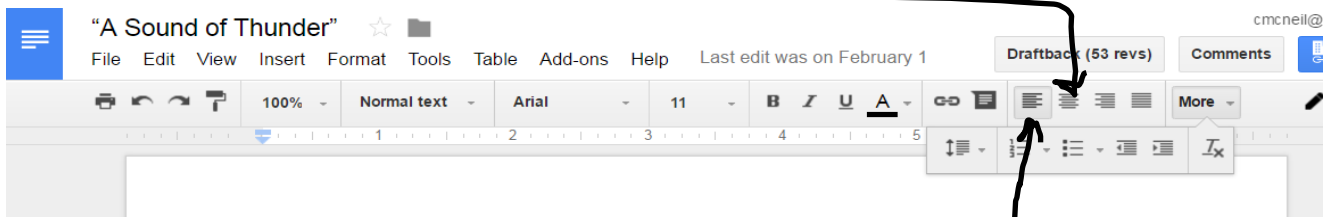
- When you are done typing the title, press Enter and click the Left Align button, next to the Center Align button.
- Begin your paper. Always remember to indent your paragraphs by pressing "Tab" once on your keyboard.

NOTE: A major bonus for Google Docs is there is a template for a report in Google Docs.