

MLA Format: Document Design: First and Works Cited Pages

No title page is required for a research paper. If your instructor requires a title page, follow his or her instructions. The first page of an MLA-formatted essay or research paper includes the following:

Page Heading:

The upper right corner of the page should include your last name, followed by a space, followed by the number '1'

In Microsoft *Word* 2007, select "Page Number" option from the "Insert" tab to insert automatic numbers

Double click the inserted page number to open the editable header area and type your last name

Your Name / Course Information:

Type your first and last name 1 inch from the top of the first page, aligned with the left margin

Double-space between each line, adding in order: instructor's name, department name & course number, date

(written as date, month, then year)

Paper Title:

Double-space from date line and center your title. If title is more than one line long, double-space between lines using an inverted pyramid style as shown below. Do not bold, italicize, or underline.

Sample first page: Note: spacing and font sizes are shown smaller to conserve space in this handout

Mallory 1

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Humanities 193

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Body Text Rules for MLA: Spacing, Paragraphing and Margins

Your document should have 1" margins on all sides. All lines are double-spaced within the document, including between the title and body text. Double-space and begin the body of your paper.

Indent each paragraph one half an inch. Microsoft *Word* for Office 2007 adds an extra space after each paragraph by default; you must change the settings for each new document to remove the extra space. To do this, check the "Don't add space between paragraphs of the same style" box from the "Paragraph" menu on the Home tab to create consistent double-spacing.

Sample Works Cited page: NOTE: shown with correct double-spacing and 12 pt. serif font

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Works Cited

Clark, Alice L., and George H. Dalrymple. "\$7.8 Billion for Everglades Restoration: Why Do Environmentalists Look So Worried?" *Population and Environment* 24.6 (2003): 541-569. Print.

Crash. Dir. Paul Haggis. Perf. Karina Arroyave, Dato Bakhtadze, and Sandra Bullock. Bull's Eye Entertainment, 2004. DVD.

Follett, Ken. *The Pillars of the Earth*. New York: Penguin, 2007. Print.

Hansell, Saul. "Wireless Start-Up Fails to Get Financing." *New York Times* 9 Jan. 2008: C3. Print.

Hurston, Zora Neale. "Sweat." *Literature and Its Writers: An Introduction to Fiction, Poetry, and Drama*. Eds. Ann Charters and Samuel Charters. 2nd ed. Boston: Bedford/St. Martin's, 2001. 351-360. Print.

Riddle, Prentiss. "Re: Ballor." Message to Victor Rangel-Ribeiro. 6 Aug. 2006. E-mail.

Robertson, Claire C. "Age, Gender, and Knowledge Revolutions in Africa and the United States." *Journal of Women's History* 12.4 (2000): 174-183. Web. 6 Aug. 2008.

Notes:

1. Works cited should be listed in alphabetical order using first letter of each citation
2. Works cited should be double-spaced, with the first line of each citation flush to the left margin (1 inch) and all remaining lines of the citation indented one space.
3. Works cited should be listed on its own page unless otherwise stipulated by your instructor.