

Student Name

Instructor Name

Class

Date

MLA Formatting Sample

This is a sample document in MLA formatting, with some tips for checking your MLA.

- Make sure your document is saved with an appropriate file name.
- Make sure you add page numbers by going to the ‘Insert’ tab, then clicking on ‘Page Numbers.’ Choose the option that puts them on the top right hand corner.
- Add your last name on the right hand side of the header in front of the page number.
- Make sure your document and header are in Times New Roman font, and that it is size 12.
- Double-space the entire document.
- Make sure your document has **1” margins on all sides.**
- Include the proper heading on the top left hand of the first page. This includes your name, your instructor’s name, the class (for example, ENG091), and the date you turn that draft in.
- **The date** should start with the numeric day, then the month, then the year, with no commas. For example: **23 September 2013.**
- Make sure there aren’t extra spaces between paragraphs or the information at the top of page 1. Under the “Home” tab, in the “Paragraph” section, click the “Line Spacing” button and select “Remove Space after Paragraph.”
- Make sure each paragraph is indented by .5 inch. Use the ‘tab’ key if paragraphs aren’t indented correctly.
- Update the title (if needed) and date when you move from rough to final draft.