



The Writing Center at Bristol Community College

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How to Format a Paper: MLA

This handout focuses on matters of simple format: in other words, how to set up margins or headers. The following information is based on guidelines from the sixth edition of the *MLA Handbook for Writers of Research Papers*, edited by Joseph Gibaldi.

- Use white, 8 ½ by 11 inch paper.
- Double-space throughout, including bibliography.
- Leave margins of one inch at the top and bottom of your paper and on both sides of the text.
- Indent five spaces (one-half inch) at the beginning of each paragraph.
- Indent set-off quotations ten spaces or one inch from the left margin.
- A title page is not needed. Instead, you will need to type one inch from the top:
 - ⇒ your name,
 - ⇒ your instructor's name,
 - ⇒ the course number,
 - ⇒ and the date on separate lines.
- Double space and center your title. Do not underline or put the title in quotation marks.
- MLA requires that you number your pages consecutively, in the upper-right hand corner of your paper, one-half inch from the top and flush against the right margin.
 - ⇒ In the event that you papers may become separated, it is a good idea to type your last name before

↕ "1/2"
Last Name 1

Name

↔ Instructor's name

"1" Course

Date

Title

Word processing and superior-quality printers have made the production of writing straightforward and efficient. Your paper should be double-spaced throughout, including bibliography. You will need to leave margins of one inch at the top and bottom of your paper. The old rule about indenting five spaces at the beginning of each paragraph still stands—or roughly a half an inch from the left margin. Indent set-off quotations ten spaces or one inch from the left margin.

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"1"