

First and Last Name

Ms. Alba

English 2P, Period 1

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“Your Title Goes Here”

The first thing you need to know about MLA Guidelines is that you cannot turn in an essay without knowing them in college. MLA stands for the Modern Language Association. They are a group of professor and teacher types who meet together to talk about books and writing and how to make student’s crazy by coming up with neat rules like margin sizes, proper fonts, spacing, and the format of works cited pages. “Exciting!” I already hear you thinking.

It really is much easier than it sounds. The first thing you need to do to meet the requirements is to adjust your margins. They should all be one inch. That means one inch from the top of the page to the first line of words, one inch from the bottom to the last sentence on the page, one inch from the left edge of the paper to the text and the same for the right side. Notice the margin sizes of this paper. This is how yours should look. You do this by first going up to FILE and scroll down to Page Setup. **Click on margins and set them all to 1 inch.** So easy!

After setting all page margins to 1 inch you need to make sure that you have set up your computer so that your essay will be **double-spaced**. To do this simply go to FORMAT and click on “Paragraph” and set “Line Spacing” to Double. That means that when you start typing, the lines of this essay will be spaced like this one. Then, set up your font to **Times New Roman size 12**. Do not use any other font!!! It looks tacky and unprofessional and the teacher types at the MLA will come and get you. Write your **heading in the exact same order** as you see on this page. **Center your title at the line that follows your date.** Then add page numbers by going to

INSERT then Page Number. **Page Numbers should be set at the top of the page on the right hand side.** Add your last name by clicking on the number. Voila! Now you can get going with typing your essay without making the MLA board angry.

Here is an easy breezy checklist to help you before you turn in your finished draft:

- Are all margins 1 inch?
- Are the lines double-spaced?
- Do you have proper headings?
- Is your title centered?
- Did you use 12 Times New Roman Font?
- Is every page numbered?
- Does the page number have your last name?
- Is all spelling correct?
- Do you have confusing run-on sentences that can benefit from being cut into two?
- Do you have fragments or half sentences that do not express a complete thought because they are missing a subject or predicate?

Once you have gone through this checklist, have someone else go through it for you to make sure you did not miss anything. Following this process will ensure that you receive at least a three for mechanics. Yay!