General Information – MLA

- your report should be double spaced
  - to do this go to paragraph settings, and select "double" under the line spacing drop down tab
- create a header (double click at the top of your page to do this or go *insert* and *header*) that numbers your pages in the top right corner and include your last name
- your report will include a Works Cited page(s) at the end of your report
- make sure you are doing both in-text (parenthetical) citations as well as full citations on your Works Cited page
  - please see the "Works Cited" and "In-text Citation" pages under MLA for more information
- use font size 12 pt. and a legible standard font (e.g. Times New Roman)
- use 1 inch margins on all sides of document
- if your instructor asks for a title page, include your title on the first line, your name (first and last) on the second, course name/number on the third, institution (Handsworth) on the fourth, and the due date of the paper on the fifth. All should be centered and they should reside about half way down your page.
  - If your instructor does not need a title page include all these components on the top left hand side of your page before you begin your first paragraph
- indent the first line of all paragraphs using the tab key
- use italics throughout your paper when referring to work *titles*