

MLA Guidelines for Formatting College Essays and Writing Assignments

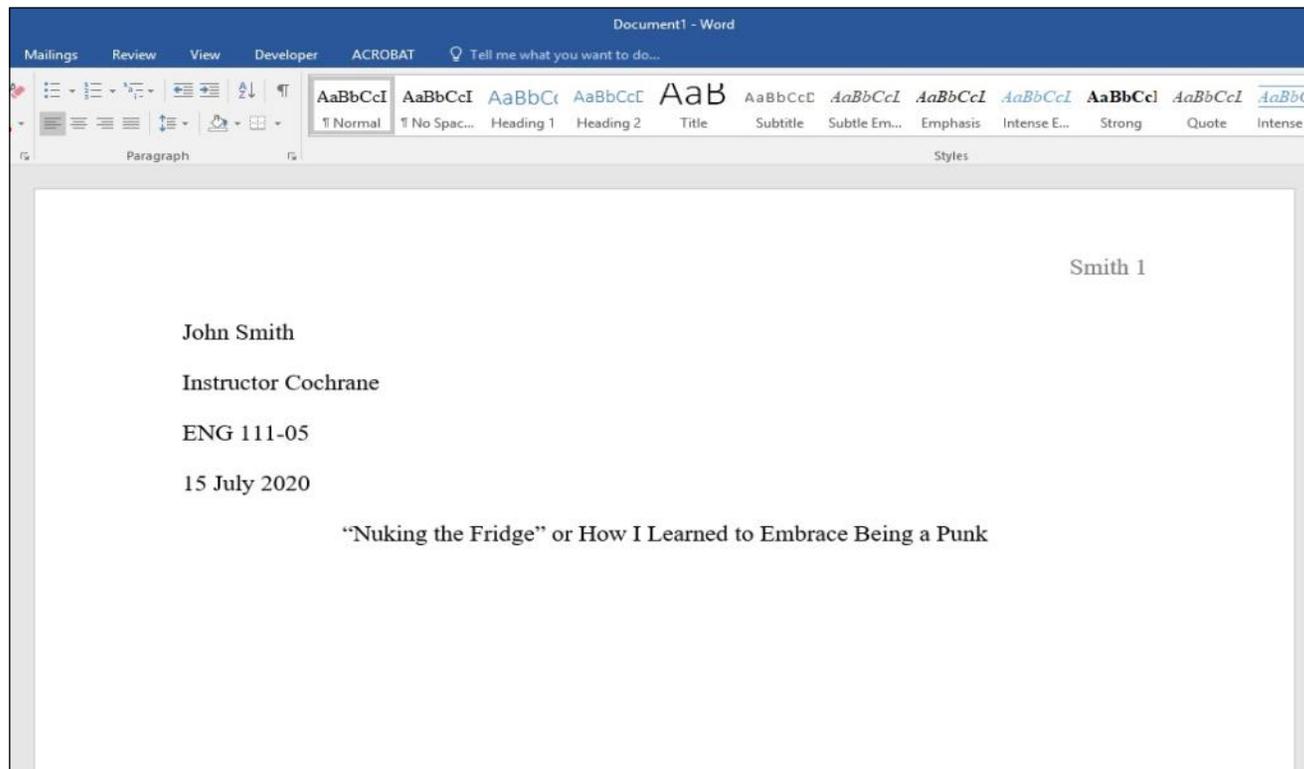
(Current as of July 2020)

For some writing classes at Central Piedmont, including ENG 111 and ENG 112, as well as the American and British Literature courses, there is usually a standard design (based on MLA guidelines) for the formatting of student papers.

Note: Always follow the specific document formatting directions given to you by your course instructor whenever writing and submitting your assignments for a grade. Individual instructors *may have* additional requirements or specific preferences regarding the formatting and layout of documents.

This is the basic format for the first page of a student paper written according to MLA style.
Note: The example document was created with Microsoft Word.

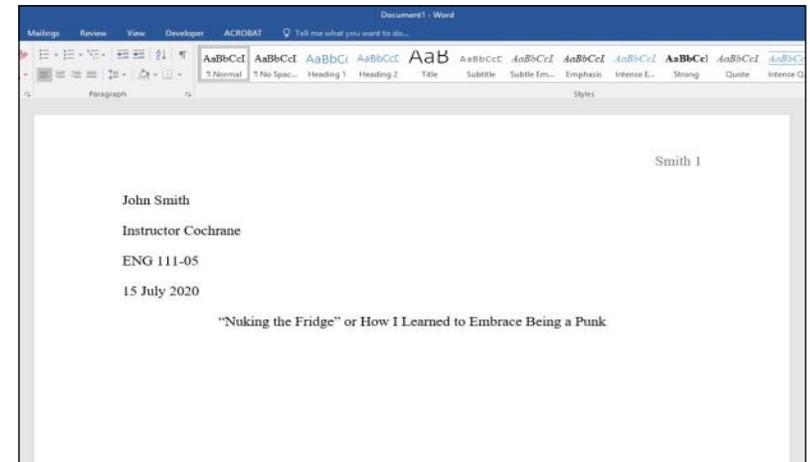
Depending on your personal technology and software, you may be using a different word-processing program to write your papers.



In the example, the most necessary information pieces are included on the first four lines of the document, and this information is aligned to the left.

The information includes the following:

- Your full name
- The name of your instructor
- The course prefix and number (possibly the section number, as well)
- The date you are submitting the paper



Note: MLA uses a standard date order, featuring the day (written as a number), then the month (written as a word), and finally, the year (also written as a number) [Example: 15 July 2020].

No punctuation is used to separate the day from the month or the month from the year.

Document1 - Word

Mailings Review View Developer ACROBAT Tell me what you want to do...

AaBbCcI AaBbCcI AaBbCcI AaBbCcI AaB AaBbCcD AaBbCcL AaBbCcL AaBbCcL AaBbCcL AaBbCcL AaBbCcL AaBbCcL AaBbCcL AaBbCcL

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong Quote Intense Q

Paragraph Styles

John Smith ← Student's Full Name

Instructor Cochrane ← Instructor's Name

Course Prefix and Number → ENG 111-05 ← Student's Specific Course Section Number

15 July 2020 ← Date

"Nuking the Fridge" or How I Learned to Embrace Being a Punk

↑ Title of Student's Essay (or Written Work)

"MLA Header" with Student's Last Name and Page # → Smith 1

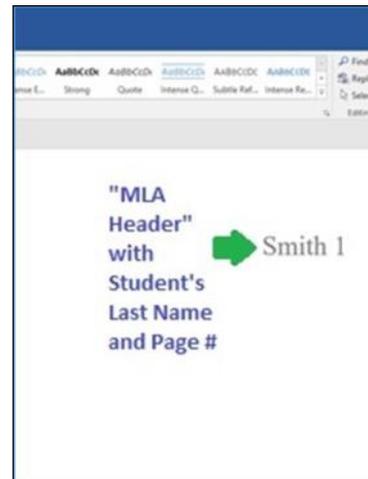
Additionally, the example includes a title for the student's written work (a narrative essay). The student's title is centered on the page, but it is not bold, not italicized, not underlined, and not in a larger font. **Note: The use of quotation marks in a title is only required if you are quoting words you have taken from another text or if you are emphasizing a common expression.**

ENG 111-05

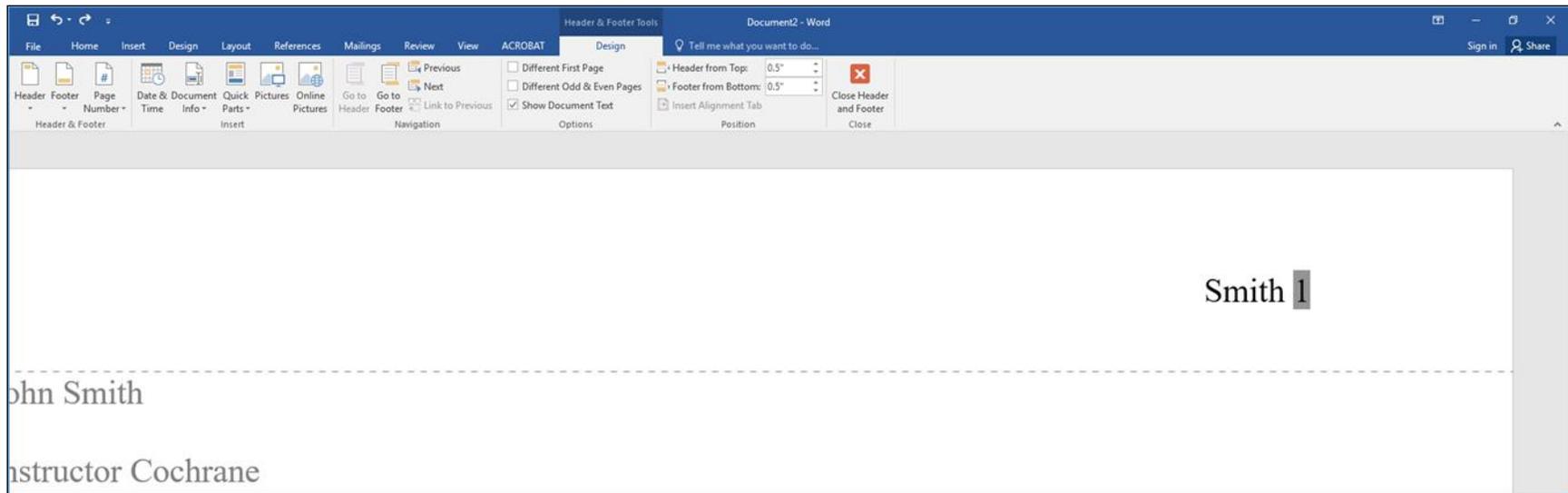
15 July 2020

"Nuking the Fridge" or How I Learned to Embrace Being a Punk

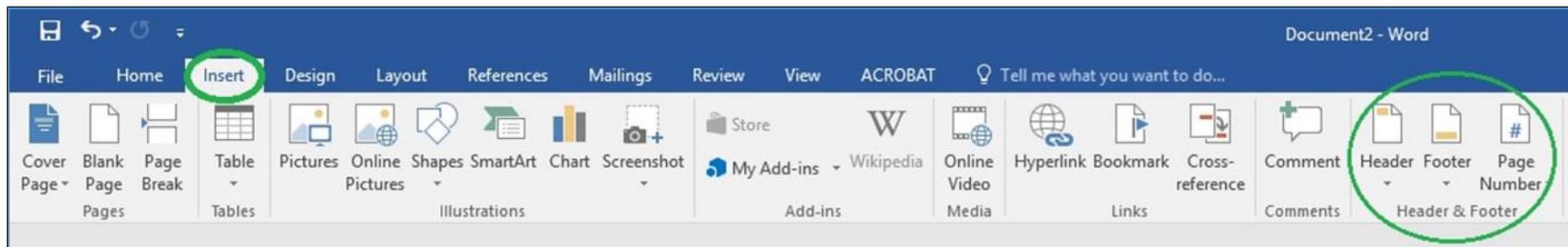
The final required information piece used in the MLA formatting of student-written documents is a "header" aligned to the right on the page. The MLA header includes the student's last name and the page number.



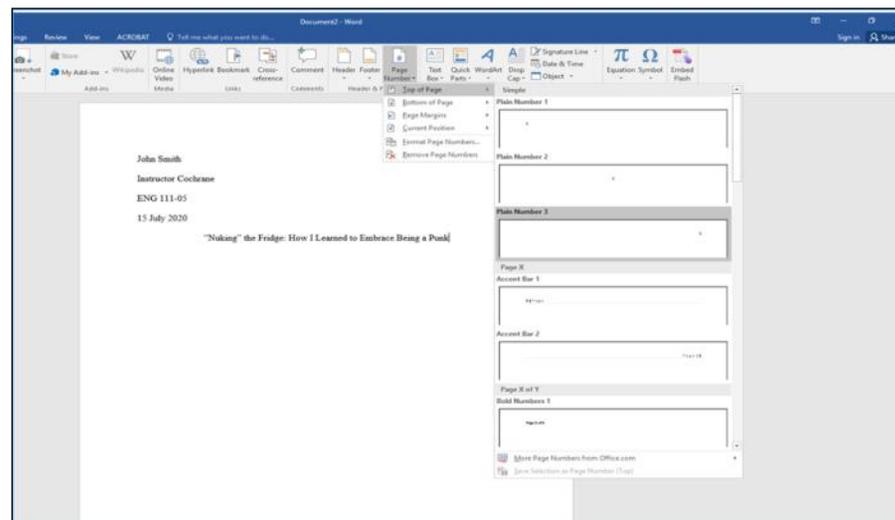
While students must type their last names into the document's "header box," the page numbers **cannot** just be typed into most word-processing program documents, such as those in Microsoft Word or Google Docs.



The use of automatic page numbering must be inserted with the word-processing program's "Header and Footer" and/or "Insert Page Number" options.



Consult your word-processing program's "Help" option to learn how to successfully insert auto page numbers, before typing your last name into the header box of your MLA formatted document.



Other important MLA document formatting tips generally include using Times New Roman as the document's font type with 12 point as the font size.

Additionally, the document page margins should be 1" (one inch) on all sides.

Also, you should make sure the spacing between lines of text is set to "Double."

