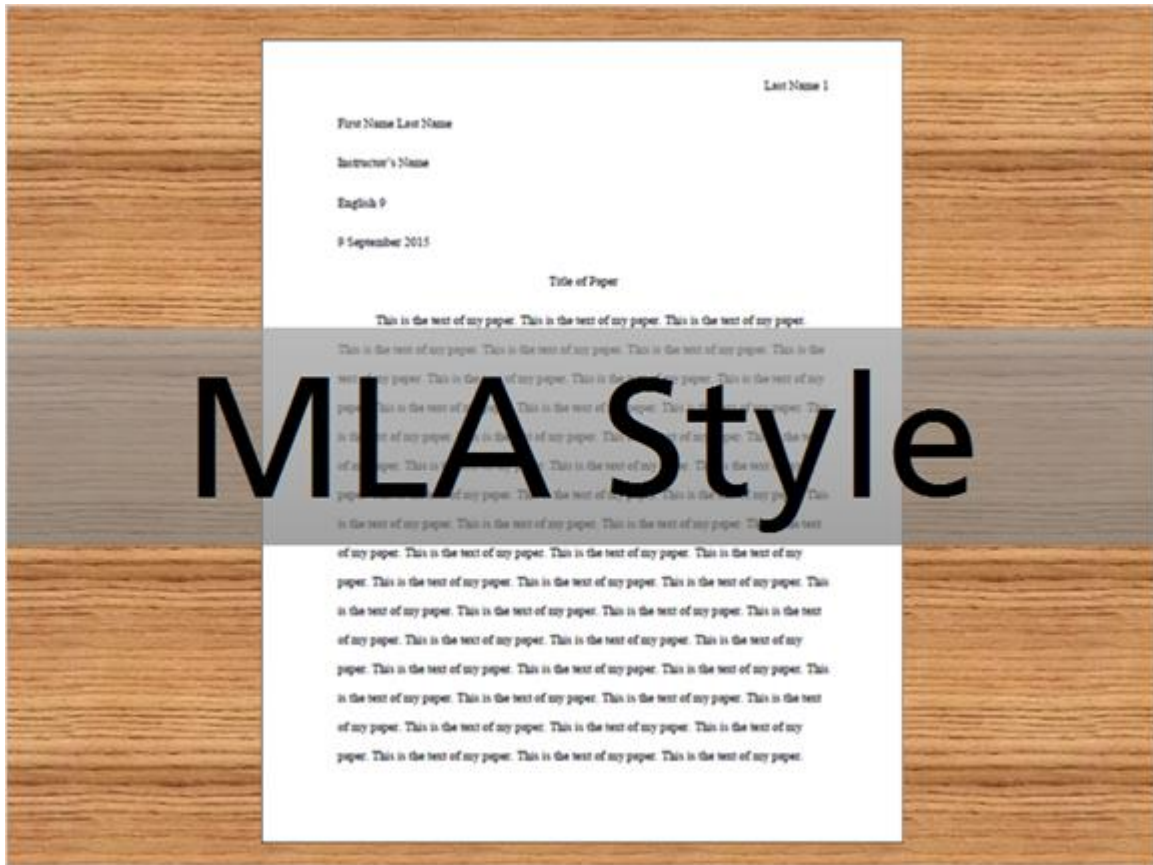


## Module 3: MLA

### Topic 6 Content: MLA Style Notes



Most English, literature, and humanities courses follow the rules of the Modern Language Association, or MLA, Style Guide. Most teachers will simply refer to it as “MLA.” In this interactivity, learn some of the most commonly used MLA style guidelines regarding formatting and citations. Click *NEXT* to get started.

## Module 3: MLA

### Topic 6 Content: MLA Style Notes



- Use one-inch **margins** on all four sides of each page.
- To format your text, use an easy-to-read font like Times, Times New Roman, Arial, or Georgia, and a standard font size, like 10, 11, or 12 point. Do not use decorative fonts.
- Make sure to indent the first line of each paragraph one-half inch from the margin. MLA recommends using the tab key.
- The entire document needs to be set to double space, including the heading and Works Cited entries.
- Use one space after a period or concluding punctuation mark, unless your instructor specifically recommends two spaces.
- The paper's heading information goes in the upper left corner of the first page. The information in a heading includes:
  - Your name;
  - Your instructor's name;
  - The title of the course; and
  - The date in a day month year format.
- Place the title after the heading, centered on a separate line. It should use the same typeface as the rest of the document. DO NOT underline, **bold**, *italicize*, or "use quotation marks" around the title. Do not use a title page, unless specifically directed by your instructor.
- You should place a page number in the upper right corner of each page. Page numbers should be one-half inch from the top of the page. In addition, your last name should appear with the page number.