

This short MLA tutorial will explore the basic layout of MLA format.

You will notice that MLA does not require a cover page as some formatting styles do. In MLA, on the first page of your essay, you should have what is called a “heading.” This heading is placed in the top, left-hand corner of your page.

You should list the following items in the correct order:

Your name

Your professor’s name

The name of your course

And the date (using military format where the date appears before the month)

Remember, the heading appears only on page 1.

At the top right hand corner of each page, you will place your header. Your header should include your last name and the page number. You will need to use the “header” function in your word processing program to make proper headers that will appear on every page.

We will now look at the text of your essay and examine the formatting requirements that begin here. You will center your title and notice your text is double-spaced. You should use 12 point Times New Roman font. You should also set your margins to 1 inch and use left alignment. This means your alignment is standard on the left but jagged on the right.

These are the basic requirements for setting up your document in MLA format. For more detailed information, be sure to consult *The MLA Handbook for Writers of Research Papers*, 7th edition.