

# Modern Language Association (M.L.A.) – Submission Format

Your last name and page # go on every page like this:

1 inch

Polly Pupil

Mr. Thomas Teacher

Sophomore English

26 January 2015

1/2 inch

Pupil 1

1 inch

Make your heading look like this:

No bold, italics, or underlining of the title

Notice that the title is original and interesting. Avoid titles such as "Final Draft" or "Research Essay." You can do better than just slapping a label on your essay. Instead, work to make a good first impression.

## Navigating the Academic Labyrinth

Your teacher has assigned you to use the Modern Language Association (M.L.A.) format when submitting a paper, but you're not exactly sure what this means. No worries. Just use this page as a model of how your paper should look. The entire paper is written in 12-point Times New Roman font. You'll want to pick a standard, easy-to-read font, like this one, and stick with the 12-pt. size. Also, notice that the entire paper is double-spaced, including the heading, which includes your name, your teacher's name, the course name, and the date you submitted the paper. At the top of the essay, the title isn't bold, italicized, or underlined. It is just centered and important words are capitalized.

All of the margins are exactly one inch from the edge of the paper to the beginning of your typing. Don't try to fudge this by widening or shrinking your margins. Your essay should be left justified, meaning the lines of type are aligned on the left side of this page but remain jagged on the right side. Look at the upper right-hand corner and you'll see that the M.L.A. format also requires your last name and the page number to be placed on the top right corner of every page of your essay. This is called a header. If you've never made one of these before, just go to YouTube and search the name of your word processing software along with "MLA formatting." Proper academic paper formatting is easy to create once you know the rules.

1 inch

1 inch

1 inch

### More Notes:

No separate cover page needed.

The Works Cited page is a separate sheet placed after the last page of your essay.

Want more help?

Go here to view a quick demo video:  
<http://tinyurl.com/helpwithMLA>

# Master M.L.A. citations

In-text  
embedded  
citations

Works cited  
formatting

Clear  
examples

Student reference handout

*How do I  
cite this?*

WANT HELP  
WITH IN-TEXT  
CITATIONS &  
WORKS CITED  
PAGES, TOO?

CLICK

Meaningful  
feedback  
for students

Reasonable  
workload  
for teachers

EXHAUSTED  
BY ESSAYS?

YOU **NEED**  
THIS  
GRADING  
SYSTEM

CLICK

**5** MINUTE  
ESSAY  
GRADING SYSTEM

FOR GRADES 7-12

E-BOOK  
RUBRICS  
HANDOUTS  
TALLY SHEET  
TIPS & TRICKS  
FOUR MODES:  
**NARRATIVE**  
**EXPOSITORY**  
**INFORMATIONAL**  
**LITERARY ANALYSIS**