How to Format an MLA Paper and Works Cited Page

MLA Paper Formatting

1. Create ID tag in top left corner with first and last name, course prefix and number, instructor’s name, and date paper is due in day-month-year format.

Example:

Luke Skywalker
ANH 1101
Dr. Obi-Wan Kenobi
31 October 2020

2. Times New Roman 12-point font for all text

3. ALL text is double spaced with no extra line spaces between paragraphs
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4. Center essay title and Works Cited title (no bold or underline)

5. Indent the beginning of each body paragraph by using the Tab key (on your keyboard) once

6. Include a page number header in upper right-hand corner of each page, then add your last name in front of the page number.
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7. 1-inch margins all around: top, bottom, left, right

Complete example:

Luke Skywalker

ANH 1101

Dr. Obi-Wan Kenobi

31 October 2020

Centered Paper Title

Begin paper introduction here…]

Indent 0.5" by hitting the tab key on your keyboard once.

Insert "page number" named "plain number 3" and type your last name in front of it to create the header.

Double space ID tag information including your last name, course info, teacher's name, and date the paper is due.

Center the paper's title and keep the double-spaced formatting consistent throughout the entire paper body.
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Formatting Works Cited Page

1. Works Cited is entitled Works Cited (not Bibliography or References because the citations have been cited in your essay)

2. Use hanging indent for Works Cited entries (not the centered title)

3. Works Cited begins at the beginning of a new page after essay is finished

4. Alphabetize Works Cited entries
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Complete Example:

Alphabetized citation list by author's last names.


0.5” hanging indent applied to the entire citation list.

Works Cited

Centered Works Cited page title, still double spaced.

Double-spaced formatting throughout.

The Tutoring & Writing Center
Olin Library

This reference sheet was created for the Tutoring & Writing Center at Rollins College by Elizabeth Trepanier and Kyra Bauske.