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Professor Williams

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Every Essay Needs a Title

What you have here is an example of a properly formatted MLA essay. The margins of every page are set at one inch all around. The only thing that will ever appear outside of this one-inch margin is the page number (see above). The page numbers are set at .5 inch and aligned to the right margin.

The first page and the first page only will have a header (see above): your name, your professor's name, your class and section number, and the date. Please notice that the date is in day, month, and year order with no punctuation. Remember to double-space this header as well as everything else in your essay. Set your word-processor to double space at all times. Notice that there is no need to put extra spaces between paragraphs. A new paragraph is indicated by indentation alone. Your indents should be set at .5 inches (or one "Tab" in Microsoft Word).

Your title is centered at the top of the page one double space down from the heading and one double space above the text of your essay. You will create a new title for each one of your essays. Do not use the title from your syllabus or assignment sheet. Remember to capitalize all significant words in your title.

Your essay should be typed using either the Arial or Times New Roman font. Set your font size to 12 point. Do not artificially reduce or expand your font size or margins. Do not use odd font sizes or shapes, color, images, or figures of any kind. Do not add a formal cover page. Staple your essay once in the upper left-hand corner.