



COMMUNITY COLLEGE

OF RHODE ISLAND

MLA Page Format for Essays

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COMMUNITY COLLEGE OF RHODE ISLAND

MLA Format

- “MLA” is an abbreviation for the Modern Language Association.
- “MLA Format” can refer to:
 1. MLA page format guidelines for typing papers
 2. MLA documentation format for research papers



MLA Page Format for Typing Essays



MLA page format for typing essays explains how words should be typed and arranged onto the page(s) of an essay or other paper.

Should I type my name at the beginning or the ending?

Should I type the date in numbers (2/11/12) or with the month spelled out (11 February 2012)?

Should I use an italic or a regular font for the title of my paper?

The writer's name is typed at the beginning of a paper.

The date follows this format: 11 February 2012.

A regular font is used for the title of a writer's paper. An italic font or quotation marks are used for references to other writers' titles.

MLA Page Format Guidelines



- Spacing Double spacing throughout the paper, including titles, headings, and Works Cited pages
- Margins 1-inch for the top, sides, and bottom of each page
- Page header ½ inch from the top and 1-inch from the right side
- Font type An easy-to-read, regular font, such as Times New Roman
- Font size 12 point (unless the audience requests a different size)
- Paragraphs 5-space indent to indicate the beginning of a paragraph
- Long quote 10-space indent for all lines of a quote that is at least 5 lines long
- Paper White, 8 ½ by 11 inch

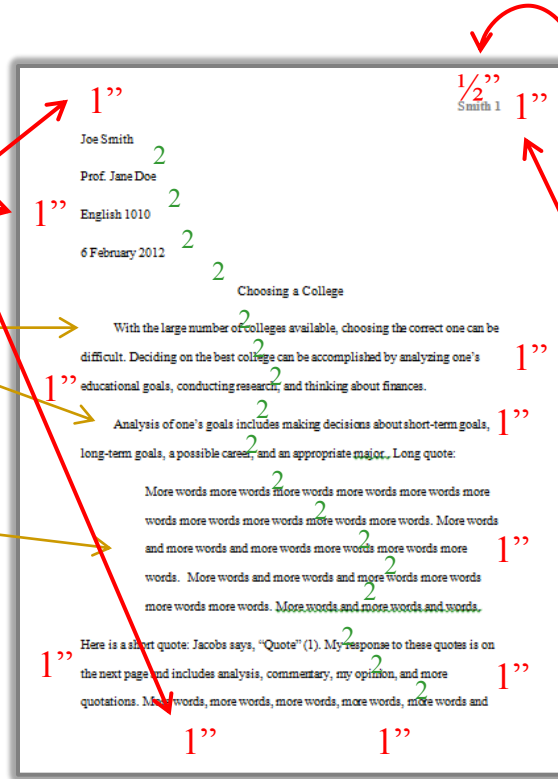
Margins, Indents, and Spacing



1-inch margin on the top, sides, and bottom

5-space indent for a new paragraph

10-space indent for a long quote



1/2 inch margin at the top of a header

1-inch margin on the right side of a header

double spacing

First Page Format for the Header and Title



Top left corner:

writer's name

professor's name

course

date

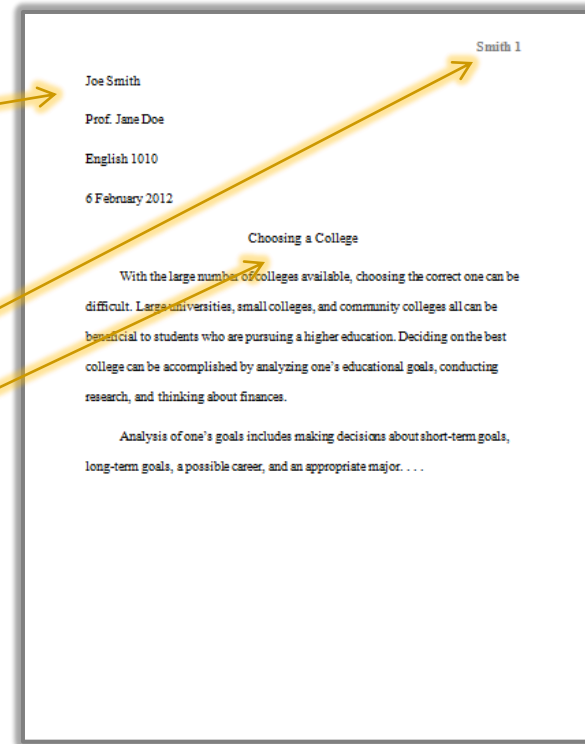
Top right corner:

writer's last name

page number

Centered:

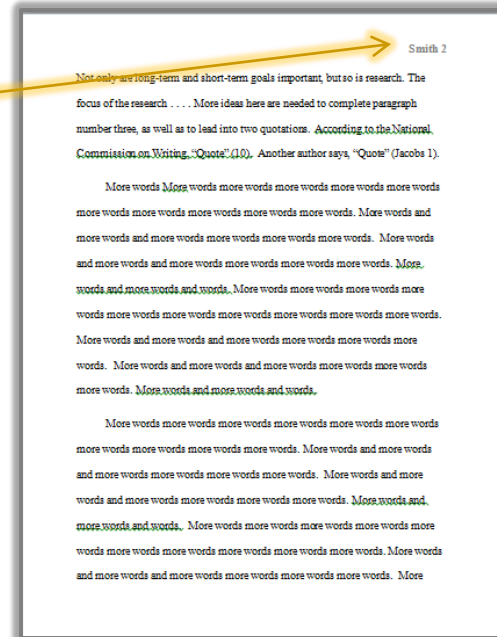
title



Second and Later Page Format for the Header



Top right corner:
writer's last name
page number



MLA Page and Documentation Format for Research



Both correct page format and correct documentation format are needed for research papers.

Smith 2

More words more words more words more words more words more words more words more words more words more words more words. Another sentence and then the end of paragraph number two.

Not only are long-term and short-term goals important, but so is research. The focus of the research More ideas here are needed to complete paragraph number three, as well as to lead into two quotations. According to the National Commission on Writing, "Quote" (10). Another author says, "Quote" (Jacobs 1).

Smith 3

Works Cited

Jacobs, Paula. "Strong Writing Skills Essential for Success, Even in IT." *InfoWorld* 20.27 (1998): 86. *Academic Search Complete*. EBSCO Web. 18 May 2010.

The National Commission on Writing. *Writing: A Ticket to Work . . . Or a Ticket Out*. (Ellipsis in orig.) College Board, Sept. 2004. Web. 23 June 2009.

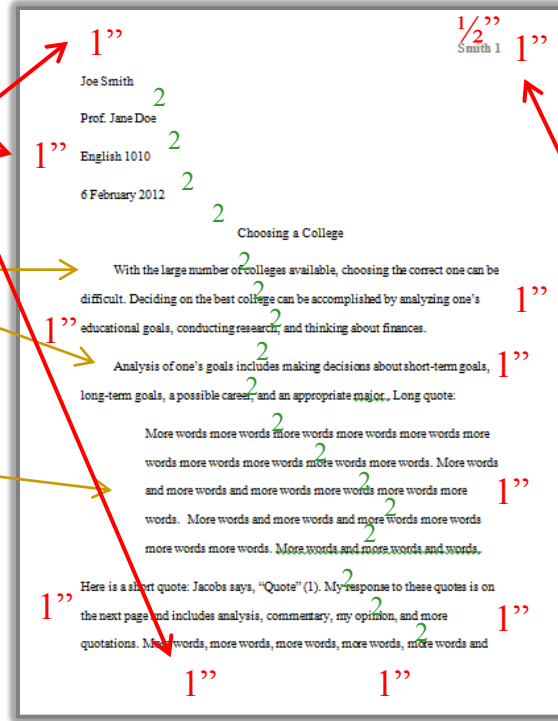
MLA Page Format for Research Papers



1-inch margin on the top, sides, and bottom

5-space indent for a new paragraph

10-space indent for a long quote



1/2 inch margin at the top of a header

1-inch margin on the right side of a header

Double spacing, as well as margins and indents, are the same for research papers and non-research papers.



Works Cited Page Format for Research Papers



Top right corner:

writer's last name and page number

Centered: Works Cited

Alphabetical order: all of the cited sources

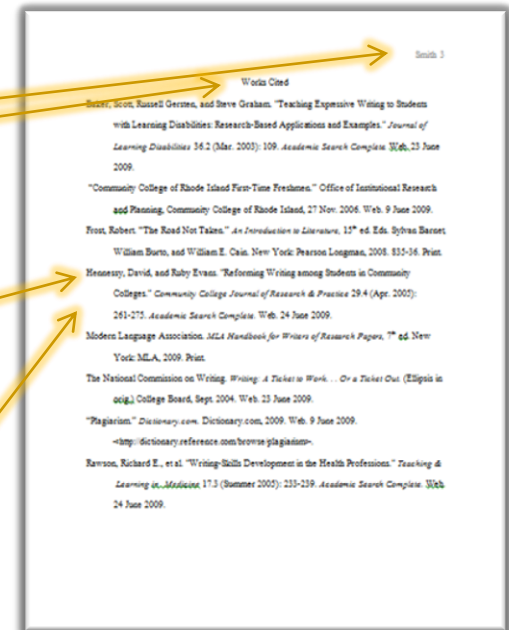
No indent: the first line of each source

5-space indent:

the second and later lines of each source

Double spacing: the whole page

Same margins as the other pages



MLA Documentation Format for Research Papers



“MLA documentation format” refers to the use of in-text citations and Works Cited page entries. The citations and Works Cited entries describe all of the sources of a paper’s borrowed words and/or ideas.

Smith 2

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More Information

The [Writing Center](#) at the Community College of Rhode Island has more online resources, including handouts and PowerPoint presentations with added information about the MLA documentation system, in-text citations, and Works Cited pages.



Contact Information

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