# MLA BASIC FORMATTING REQUIREMENTS

**First Page & Body Paragraphs Formatting Requirements in Googledrive**

- 12-point Times New Roman font
- Double spacing (hint: Format → Line Spacing → Double)
- 1-inch margins
- A **header** of the writer's **last name <u>followed</u> by page number** at the top right hand corner of the page (hint: Insert → Header)
  - For Page Numbers, go to Insert → Page Numbers and select the icon that shows it in the top right corner.
- **A <u>heading</u> in the upper <u>left</u>-hand corner** of the page in the following format (hint for remembering: *Never Ignore Cooking Dinner*):
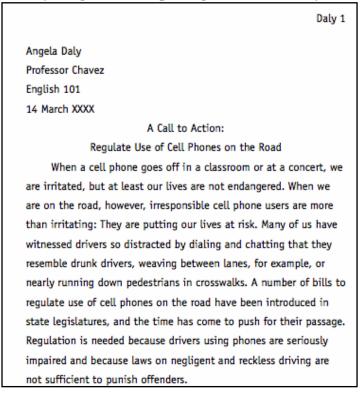
  Name

  > **Note: this heading <u>only</u> appears on the <u>first page</u>. DO NOT place it in the header of the document or else it will appear on every page!**

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  Date in following format: Day Month Year (NO punctuation between these 3 items)

- An **original paper title also in 12-point Times New Roman font** at the center of the page on the line below the left-hand header. Do not bold, underline, or italicize your title.
  - IF you're referring to the title of another work in your own title, remember these rules: Smaller works (articles, poems, short stories, song titles) get put into quotation marks; larger works (novels, films, epic poems) get italicized or underlined in your title, just as you would in your essay
  - Ex: *Fear and Loathing in Las Vegas* as Morality Play
  - Ex: Human Weariness in "After Apple Picking"
- Spacing between paragraphs is only **one double-space**
- **Indent** the first sentence of every paragraph

**What everything looks like put together: The Essay's First Page**

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Angela Daly

Professor Chavez

English 101

14 March XXXX

A Call to Action:

Regulate Use of Cell Phones on the Road

When a cell phone goes off in a classroom or at a concert, we are irritated, but at least our lives are not endangered. When we are on the road, however, irresponsible cell phone users are more than irritating: They are putting our lives at risk. Many of us have witnessed drivers so distracted by dialing and chatting that they resemble drunk drivers, weaving between lanes, for example, or nearly running down pedestrians in crosswalks. A number of bills to regulate use of cell phones on the road have been introduced in state legislatures, and the time has come to push for their passage. Regulation is needed because drivers using phones are seriously impaired and because laws on negligent and reckless driving are not sufficient to punish offenders.

## Works Cited Page Formatting Requirements

- The Works Cited page is the last page of your essay, so it should continue with the same header (last name page number) as the previous pages
- The title Works Cited must appear at the top center of the page (not underlined, italicized, or in a larger font!)
- Sources are organized in **alphabetical order** based on the first letter of the citation
- The second and following line of each citation is indented (a hanging indent)


### How to format a hanging indent in Googledrive:
1. Type all of your text for the citation. Go to the first line.
2. Go to the end of the line. Hit the "enter" key – A.K.A. do a hard return.
3. Click "Format," "Paragraph" and indent. The result will be that the first line will be aligned on the margin, while the rest of the paragraph will be indented.


### What everything looks like put together: The Essay's Works Cited Page

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Works Cited

Besthoff, Len. "Cell Phone Use Increases Risk of Accidents, but
    Users Willing to Take the Risk." WRAL Online. 11 Nov. 1999.
    12 Jan. 2001 <http://www.wral-tv.com/news/wral/1999/
    1110-talking-driving>.
Farmers Insurance Group. "New Survey Shows Drivers Have Had
    'Close Calls' with Cell Phone Users." Farmers Insurance
    Group. 8 May 2000. 12 Jan. 2001 <http://
    www.farmersinsurance.com/news_cellphones.html>.
Haughney, Christine. "Taking Phones out of Drivers' Hands." Wash-
    ington Post 5 Nov. 2000: A8.
Ippolito, Milo. "Driver's Sentence Not Justice, Mom Says." Atlanta
    Journal-Constitution 25 Sept. 1999: J1.
Layton, Lyndsey. "Legislators Aiming to Disconnect Motorists."
    Washington Post 10 Dec. 2000: C1+.
Lowe, Chan. Cartoon. Washington Post 22 July 2000: A21.
Pena, Patricia N. "Patti Pena's Letter to Car Talk." Cars.com.
    Car Talk. 10 Jan. 2001 <http://cartalk.cars.com/About/
    Morgan-Pena/letter.html>.