Step 1

Click *Page Layout; Margins*; *Normal (1")*. For spacing, go to *Home;* click on arrow to right of *Paragraph*; under *Line spacing,* select *Double*. Under *Spacing*, set "Before" and "After" to "0 pt." Click *OK.* Click *Home* to choose font type and size.

Step 2

Click *Insert; Page #; Top of Page; Plain # 3.* Type last name. Hit space bar. Highlight text and set font type and size to the same as that in the paper. At top right, click *Close Header*.

First name Last name

Step 3:

See the four lines to the left.

Instructor name

English 0000-000 ◄———— Course & section #

Paper due date ◄———— Date format = day month year. Ex: 30 September 2016

Do not boldface, enlarge, italicize, use quotation marks, or leave extra spaces before or after title. Be sure and use title case (see *WR*, sec. P8).

Paper Title ◄

Hit the "Tab" → button once to indent a paragraph.

→This is the first sentence of my introduction. Introductions are important, as they are the

only chance to make a good first impression on the audience. In this paragraph, I should get my

reader's attention with an interesting fact, statistic, or story. I should also make sure I identify my

Margins are 1" on all sides.

paper's topic and scope; this may involve my thesis statement. I want to give the reader a good

idea of the aspects I will be covering and why I will be covering those. I will avoid clichés and

purpose statements, using meaningful attention-getters instead. It is also especially important that

my introduction reflect the rest of my paper; after I draft my body paragraphs and conclusion, I

will need to go back and re-read and revise my introduction to make sure everything fits.

In my first body paragraph, I will develop my first point, which will probably require me

to incorporate some of my research. When I quote a source in my paper, it is as if I am inserting

someone else's voice into my monologue. If I do this without the proper transition, my writing

In-text citation—two authors

will not flow smoothly and may not make sense to the audience (Miseon and Dolan 62). I will

want to be sure to introduce sources properly by using signal phrases. As a Writing Center

handout says, writers should "[i]ncorporate quotations into [their] own sentences" ("Using

Sources"). In my next paragraph, I could also paraphrase or summarize a source. To do this, I

would restate the idea(s) presented in my source, but I would use my own words to express those

In-text citation example—no author

ideas (Cox). ◄———— In-text citation—one author

MLA Formatting
Blinn College – Bryan Writing Center
Spring 2017

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Short work from a web site, no author

Special note for tutors: ➡

Note: See p. 53 in *MLA Handbook*, 8th ed., regarding optional elements, such as accessed date; see p. 41 for information about supplying publisher's name for various kinds of organizations; and see pp. 31-32 and p. 48 for information on use of DOIs versus URLs.