Isabella Edgar

Prof. Carrillo

English 101
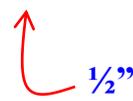
16 February 2020

How to Format an Essay in MLA Style

This is a sample of an essay formatted to MLA guidelines. Notice the writer put her name in the upper left-hand corner, one inch from the top. She then typed the teacher's name, the class name, the class period, and the date, all of which were double-spaced. The title of the essay is centered below the date. She also indented this paragraph one inch before beginning the first sentence, and she made sure the entire essay was double-spaced. Before turning in her final draft, she ran the word-processor's spell-check and grammar-check to catch any last-minute errors.

This student also made sure that the essay had one inch margins on the left, right, and bottom, and when she begins typing the rest of her essay, she will put a one-inch margin at the top of the paper, as well. Equally important when formatting the paper is to make sure it is typed on plain, white paper. She remembered not to underline the title or to put it in quotation marks, and she only capitalized the words that would normally be capitalized in a book title.

Notice that she did not use a large, more stylish font. She simply used a plain twelve-point font—Times New Roman--that is easy to read. Last, but not least, she only typed on one side of the paper and put her last name and page number in the upper right hand corner of every page, with a one-inch margin on the right and a half-inch margin on the top. If you do all of this, your essay will look professional, and you will receive a better grade than those who did not do so.