

**MLA: Basic Formatting**

**½"**

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| Lassiter 1**1"****1"**Misty Lassiter **1"**Professor Jones ENGL 53805 December 2007**Indent ½"****Double-space**ESOL Basic Writing Teaching Philosophy It is my philosophy that teaching writing should be undertaken with the utmost respect and care. I strive to create an environment in which students feel that their background in writing in their native language is valued. It is my goal to incorporate Contrastive Rhetoric **1"** |

*The above illustration is a model of the illustration found in the* MLA Handbook *on page 117.*

**Margins:**

* 1" margins all around body of text
* Page numbers: ½" from the top of the page

**Text:**

* Choose a standard font (e.g., Times New Roman, Arial, etc.)
* Size: 12 point

**Spacing:**

* Double-spaced
* No additional space between paragraphs

**Indentation and Alignment:**

* ½" indentation from the left margin
* All text should have left alignment

**Header:**

* Upper right of paper
* Includes your last name and page number

**Title:**

* Plain text – no italics, bold, or quotation marks
* First line after the heading, no extra space
* Centered

**Heading:**

* Begins on the first line
* Flush with left margin
* First line: your name
* Second line: instructor’s name
* Third line: course name and number
* Fourth line: DD Month YYYY

*The guidelines in this handout reflect the recommendations of the Modern Language Association, based on the 8th edition of the MLA Handbook. If your instructor has specific requirements for the format of your essay, please check with your professor and follow their guidelines.*

The information for this handout was compiled from the following source:

Modern Language Association. *The MLA Handbook.* 8th ed. New York: Modern Language Association of America, 2016. Print.