Your Name

My Name

Course Title

Date

MLA Format Made Easy

Your essay will begin in the same manner that I am typing right now. Notice that this paragraph is indented $^1/_2$ inch and my margins are 1 inch top, bottom, left, and right. Take a look at the spacing on this page. This is double spaced. Take a look at the font on this page. This is size 12. A new paragraph is coming up and I will not skip lines.

You see? This paragraph starts on the next line down from the previous paragraph. The font is a simple, ordinary font that is easy to read (probably Helvetica, Arial, Garamond, or Times), printed in black ink. It isn't typed in a fancy, confusing, muddled, hard-to-read font. It isn't italicized; it isn't typed in bold; it isn't underlined. The place that you want to use such formatting is when you want to place emphasis on a given word. You shouldn't overuse certain effects when you are typing. What you *should* do is use them sparingly, so they make a greater impact when they are used.

That's really all there is to it. Here's a short list to summarize what I've just shown:

- Size 12 font
- Simple, plain font style
- 1 inch margins
- Indent each paragraph $^1/_2$ inch

- Double space your typing
- Use bold, italic, or underlined fonts only when necessary
- Use black ink

This is the format you should use whenever you prepare a typed essay. These are standards used in almost all college English writing, as outlined in the <u>MLA Handbook for Writers of Research Papers</u>.