

MLA Guidelines and Tips

- Times New Roman is your font choice. Type in size 12-point font. The margins need to be standard (one inch) so don't mess around with them! The entire document should be double spaced throughout.
- Insert a Header (Last Name in TIMES NEW ROMAN), press space, and go back to INSERT the Page Number.
 - If you just type "1" then that number will appear on every page. The purpose of this is so if your papers become separated, it is easy to tell where it belongs.
- There should not be ANY random spaces or "enters" on your page. Anywhere.
- Begin typing your name (first and last), your teacher's name (Mr. Hakim), the name of the course (English 8), and the due date (Day Month Year – no commas).
 - DO NOT INCLUDE THIS INFORMATION IN THE HEADING!
- Hit enter ONE time and begin typing the title of your paper. Research paper titles are NO FRILLS (topic). It needs to be centered, NOT bold or italicized or underlined. It should remain TNR and 12-point font.
- Hit enter ONE time, indent, and begin typing your introduction.
 - Make sure your introduction has a clear thesis that guides and controls the flow of your paper.
- INDENT for each NEW paragraph. DO NOT put spaces or "enters" between paragraphs.
- The expectation is between 6-10 paragraphs (contingent on the topic) and between 5-10 pages, not including the separate WORKS CITED page.
- Follow number guidelines when using them in your paper.
- The Works Cited page (example given) needs to follow the same formatting. Use Times New Romans, 12-point font, standard margins, and double spacing. This should be the final page of your paper and needs to stand alone (do not have writing from your conclusion on this page).
 - Sources need to be in alphabetical order by author. If no author, by the first word of the title (ignoring A, An, and The). Easybib will do this for you.
- Parenthetical Citation Guidelines to Follow