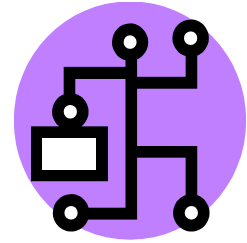


Quick Tip of the Week

Did you know . . .

Learning proper MLA formatting will not only be helpful in your English classes, but will be good information to know for any class that requires its papers be written in MLA format.



Some of the very basic information to remember:

- Margins: Must be set to 1 inch around every side of your paper
- Line spacing: Everything must be double-spaced (including your Heading-which is different from your header).
- Page numbers: Set page numbers to the top right corner of every page. Type your name followed by a space before the page number in your [header](#).
- Capitalize all important words in your title.
- Your heading should consist of the following items:

First Name and Last Name	Jane Smith
Course number and Section	ENGL 0301.020
Instructor's Name	Dr. Jones
The date (in this format)	20 July 2009
- Be sure you use only Times New Roman font in 12 pt.

NOTE: Once you have set all of these items up correctly, be sure to save a copy of this as your format or template. Save it to a disk, a flash drive, or your hard drive (or all three) so that it is always available for you to use every time you start writing a new assignment.

[The Pocket Wadsworth Handbook](#)