Name
Date
Class and CLASS PERIOD
Assignment Name

Formatting a Paper for Language Arts 11 Classes

Whether typing or hand writing an assignment, correct heading, title, and spacing are part of producing a clean, professional-looking paper. This page demonstrates proper paper format.

When setting up an essay, click on the arrow on the toolbar for Paragraph Settings or go to Page Layout and change the spacing before and after paragraphs to 0. The MS Word default spacing produces extra space between paragraphs, but this extra spacing is not MLA style, and the blocky paragraphing is distracting. Also make sure all margins are set at one inch.

Begin by typing the four-line heading (do not use the "header" setting). The correct heading has four lines: name, date, class and period, and assignment. Some instructors may want you to add his or her name in the paper's heading.

After the four-line heading, the student should set double spacing (press Control + 2) and begin with a centered title in which each word of four or more letters and all verbs are capitalized. Titles should consist of a descriptive phrase, not a complete sentence. The title is not underlined or typed in italics, as these formats indicate a work is published.

The entire paper should be typed in Times New Roman 12, standard for academic work, and the first line of every paragraph in the essay should be indented one tab space—do not use the space bar. When hand writing a paper, make sure to indent each new paragraph about five letters of spacing, and be sure to stop at the line at the right margin. Do not write to the edge or the bottom of the notebook paper.

If you are using a quote of four lines or more in a literary essay, use the ruler bar to move the entire paragraph one-inch from the left margin.

Finally, for papers of more than one page, click "insert" and "Page Number" on the tool bar. Select the top-right for number placement, and click "Different First Page," so that the numbering begins on the second page.

Students are expected to learn and use correct paper formatting as part of their preparation for college and as a life skill in following directions. Use of correct academic formatting will be included in the assessment of each assignment.