

Student's Name
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Course
Date



Title of the Paper: **Subtitle of the Paper** — — +

Normally, research papers and essays that require MLA formatting style do not have a separate title page if there are no specific instructions or recommendations from your professor. However, you need to provide such information at the top of the paper (left-hand corner) as your last name and first name, your instructor's name, course title, and the date of writing. The header is written in regular font type and size without writing any italics or bold. When you have to write the paper title, capitalize its first and last words, including all principal words. In case there is a subtitle to the title, it should be written after a colon. Should you need any further specific information, use the *Handbook for Writers of Research Papers* following the 7th edition of MLA style.

The very body of the text is written double-spaced. Each paragraph is 1/2 inch indented. The works cited page has a hanging indentation, which means that all lines but for the first one are indented from the left-hand side.

When it comes to the usage of content words, they are discouraged in MLA style. Still, in case the notes are necessary, then you are welcome to use endnotes or footnotes. To provide a reference to a footnote within the text, you need to put a superscript after a specific sentence (or sentences). The sentence should be marked by the Arabic numerical and later the same number should be put into the footnotes



or endnotes section.

If you provide a quotation that takes up more than four lines, make sure you format it as a block quotation, where you indent the whole of it one inch from the left-hand margin. Quotation marks are not utilized in this case. In case the direct quotations are shorter, use them within the text by putting them in quotation marks.

Table 1

The Style of the Table Title has the same name and this option can be found in the Styles Gallery in the Home Tab

Column Heading	Extra Column Heading	Extra Column Heading	Extra Column Heading
Row heading	Table text	Table text	Table text
Row heading	Table text	Table text	Table text
Row heading	Table text	Table text	Table text

Source: When formatting the text about the source, use the “Table Source” style, which can be found in Styles Gallery in the Home Tab

- a. When writing notes, refer to them in text with lowercase letters instead of Arabic numerals.





Fig. 1. When providing a caption for the figure you use, do not indent the first line. Provide a word "Fig." followed by a number. If you have a few figures, organize them in chronological order.

The Works Cited list starts after the page break. You have to organize the sources in a specific order (according to the first letter of the last names of the sources' authors).

To check how the document will look like, click the Reading View button in the View Tab.

To get some extra guidance in the process of writing your academic paper in MLA style, please consult the MLA 7th Edition manual.