Running header with last name and page number should appear on every page

First page heading

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ENG 101-01

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Title, centered with first letter capitals

Format for College Papers

A first impression is very important, and students who correctly format their college

papers make a positive first impression. There are several accepted formats for

college papers, but many English classes use the Modern Language Association

(MLA) style. To format a paper in the MLA style, students must adhere to certain

guidelines.

Your entire essay needs to be double-spaced with one-inch margins

Tab indent each body paragraph and conclusion

First, students must include their names and identifying information in the

upper-left corner of the first page of their papers. This identifying information

includes their professor's name, their course section, and the date. This information

should just appear on the first page of a paper and does not need to be included on

subsequent pages.

Next, in the upper-right corner, students should type their last names in the

heading (the area outside of the normal set margins) and include the page number.

This information will then be repeated in the heading on each page of the paper.

This way, if a student's paper is not stapled, the page order will still be identifiable.

To include an automatic page number, students can click on the "Insert" toolbar in

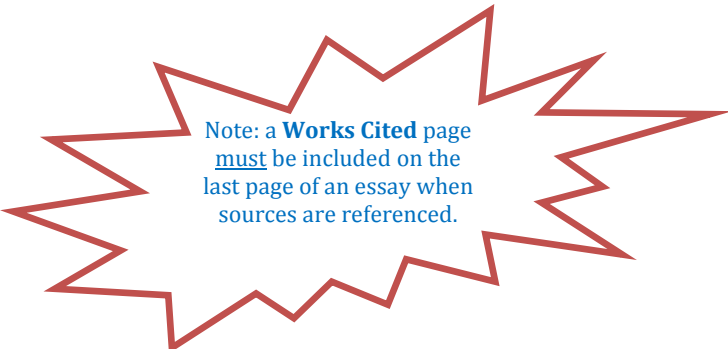Microsoft Word and then click on "Page Number."

College papers usually have titles, therefore, students should think of

original, creative and appropriate titles for each paper they write. Titles should be

centered with each major word capitalized. The first and last word of the title should begin with a capital letter, but articles such as "an," short prepositions such as "in," and short conjunctions such as "and" within a title do not need to be capitalized. Student should try to write catchy titles that relate to their topics and preview their main ideas.

All college papers should be typed in a regular font like Times New Roman, should be in font size 12 and should be double-spaced. When writing an essay, which of course has multiple paragraphs, students should not add an extra line between paragraphs, but should indicate paragraphs by a tabbed indentation, which is approximately five spaces.

Margins of a college paper are usually one inch all the way around, which makes the paper easy to read and still leaves space for instructors to write comments. Students should not adjust the preset margins, unless instructed to do so by their professors. Margins that are made too wide or fonts that are made larger than size 12 make it appear as if a student is trying to make a too-short paper look longer.

These general formatting guidelines are appropriate for many college writing assignments. Although the guidelines of the MLA format may seem like a lot of work, they are actually quite simple to follow. The final product is a professional-looking paper that makes a great first impression.

Note: a **Works Cited** page must be included on the last page of an essay when sources are referenced.