Your Name

Professor Name

Course Prefix and Number

Day Month Year

Title: Subtitle

Start your first paragraph here (press the TAB button to indent). Make sure to indent all of the first sentences of your paragraphs. Make sure your paper is set to one-inch margins on the top, bottom, left, and right. Additionally, make sure you choose a serif font such as Times New Roman, and make the size about 12 pt. A serif font is easier to read. Make sure your document/project is left aligned. Lastly, make sure your document/project is double-spaced unless specified by your instructor.

Some other customary items: Make sure to use a single space after every punctuation mark, including periods, commas, colons, question marks, and others. If your paper contains multiple sections of content, you may want to use **bolded** headings (e.g., Introduction, Conclusion, *etc.*) to organize the paper textually and visually. Make sure to simply bold them; do not underline and bold at the same time (also do not use colons for your headings).

Make sure your paragraphs are not too short (less than five sentences) and not too long (more than twenty sentences). Oftentimes, novice writers will write one continuous paragraph, which is not a good idea. Make sure to give your reader/audience/auditor a collection of bite-size, digestible content. Note: The last page of an MLA document is often where you place your bibliographic citations.

For your title, make sure to give your reader a title that explains the content of the document/project but is also creative. Add a subtitle if needed. All first letters are capitalized on titles; however, do not capitalize articles (a, an, the), prepositions (of, from, by, with, without, for, into, toward, under, over, behind, behind, since, *etc.*), and conjunctions (and, or, yet, nor, but, *etc.*) unless these words appear on the ends of the title. An example of this might include: *The Good, the Bad, and the Ugly* -or- *The War of the Roses*.

Works Cited

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Note: Each Bibliographic or End-Text Citation has a hanging indent. The hanging indent is achieved by highlighting the text to indent and activating the *hanging indent* function in the paragraph dialog/settings box. The other alternative is to manually add the indent by highlighting the text to indent, then selecting the *left indent block/triangle* combination above and moving it five spaces to the right. Then, pull back *left margin triangle* (on top) back to the left.