

Name: _____ Date: _____ Period: _____

MLA format

- | | |
|---|----------------------------------|
| 1. Use white _____ paper. | A. Double space |
| 2. Make _____ margins on the top, bottom, and sides. | B. Times New Roman |
| 3. The first word in every paragraph should be indented _____ | C. 8 $\frac{1}{2}$ x 11" |
| 4. Indent set-off or block quotations one half inch from _____ | D. The assignment's due date |
| 5. Use any type of font that is easy to read, such as _____. Make sure that italics look different from the regular typeface. | E. the very last page |
| 6. Use _____ point size. | F. 12 |
| 7. _____ the entire research paper, even the Works Cited page. | G. the left margin. |
| 8. Leave one space after _____, unless your instructor tells you to leave two spaces. | H. periods and other punctuation |
| 9. If choosing option one, creating an MLA heading, you'll need to include four main components: Your full name Your instructor's name The name and number of the course or class _____ | I. one half inch |
| 10. The list of citations should be _____ of a research project or essay. | J. 1 inch |