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English W130, Section F858

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Page Format for Your W031/W130/W131 Papers

All of your papers for W031, W130, and W131 should be typed and printed in the MLA style described in this essay. MLA style, one of the most common and widely-accepted college formats, provides you with an attractive, orderly way to present your written work. In this essay you will find the basic MLA requirements for such things as margins, spacing, titles, and page numbers. You will also find the W031/W130/W131 requirements for types and type sizes.

Headings and titles are easy in MLA style. Begin with **your name** at the left-hand margin, one inch from the top of the page. Double-space and type **the teacher's name**, double-space again and type the **course and section**, and double-space again and type **the date**. Double-space again and **center the paper's title**. Double-space again and start your first paragraph. Double-space all the sentences of your paper. Don't insert any extra space between paragraphs.

Most word processing programs will easily accept MLA's **one-inch margins** on top, bottom, left and right sides. Also set the program for **left justification**, so the left edge of type is smooth and the right edge of type is uneven, as you see in this essay. The only complication you might encounter might be setting **the header**, located one-half inch from the top of the page in the upper right hand corner. The header, which appears on every page **except page one**, should have **your last name, one space, and the page number**, and it should line up with the right

margin, as you see in the headers for this essay. Most word processing programs have a command for automatically inserting the correct page number in the header.

If you use a computer with a choice of typefaces, select **Times New Roman, 12 point**, double-spaced, with 23 lines of your writing per page, not counting the header, the same as you are now reading. All the IUSB campus computers and most recent home computers offer these features. If your home equipment does not offer this common typeface and font size, choose the closest typeface and font available. If the typeface, font, justification, margins, or other features of your home equipment are different from those described in this essay, you will need to write **the same number of words** as your classmates are writing. This may mean that your papers will have to be 5 or 6 or more pages long to match the number of words your classmates are writing in 4 pages using the MLA format. Base your calculation on 365 words per page for the standard format. For example, if your teacher assigns a 4 page paper, you will need to produce at least 1460 words to fulfill the assignment.

The next in this collection of supplemental handouts describes the MLA requirements for page citations. It will inform you of some of the ways you should give credit for ideas and quotations you borrow from the readings in W031/W130/W131. You will practice a fuller version of MLA page citation in W131. Since we handle so many papers in W031/W130/W131, you should probably protect your work by stapling it in the upper left-hand corner, and also keep a copy for your own records.

You will find that the requirements for MLA style quickly become a matter of habit, and so, with little effort, you will give your college papers a standard and professional appearance. This will give a good first impression to your readers and will leave them free of distractions as they concentrate on the ideas you are presenting in your writing. W031, W130, and W131 all

focus on content, on helping you present your best thinking in writing, but it never hurts to offer a reader a good-looking form as well.

Good luck in your work this semester--set high standards for yourself, plan your study time well, and carry through on your plans for success.

Summary of W031/W130/W131 Style Requirements

One inch margins at top, bottom, left, and right

Double space *everything* except the headers

No extra spaces between paragraphs, or before or after headings or titles

Use Times New Roman, 12 point

Writer's last name and page number set up as header at right margin, one-half inch from the top of each sheet

Header and 23 lines of type per page

Left justification

Start the paper with writer's name, teacher's name, course and section number, and date, each on a line at the left margin

Center the title on its own line

Use MLA page citations on all papers (see handout)

Note: all IUSB campus computers are equipped with Microsoft Word software that makes these features readily available. If you are using home equipment or software that does not offer one of these features, choose the nearest equivalent feature. For example, if your paper does not contain 365 words per page in that format, you will need to write additional pages to take your

paper fulfill the assignment's length requirement (a 4-page paper will have about 1460 words in the required format).