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Mrs. McNeil

English I, Period _____

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Centered Title

The MLA format calls for double spacing and one inch margins on all four sides of the paper. When using regular notebook paper, use the large top space for the top margin, the last space as the bottom margin, and the red lines for the side margins. If you must split a word to stay within the margin, you must split it at the syllable break. Also, indent each paragraph about one inch; on a computer you should indent one tab setting.

When answering study questions or responding to a quiz or test question, be sure to number your response to match the question and double space within your answer if you need more than one line. When using notebook paper, your numbering may be to the immediate left of the margin on the left side of your paper.

Your response can be in pencil or pen depending on the teacher's instructions. When using a pencil, always use a number two. If you choose to write with a pen use either blue or black ink. When using a computer use Times New Roman font that is 12 point and print only in black unless you have been instructed to do otherwise.

Use this paper as a reference when writing any assignment.