

# MLA Formatting Tipsheet for Grade 9 Students

The Modern Language Association (MLA) format helps your writing look professional and consistent. Follow these guidelines whenever you write an essay or research paper for English class.

## 1. General Paper Formatting

- Use 12-point, Times New Roman font.
- Double-space everything (including headings and Works Cited page).
- Use 1-inch margins on all sides.
- Include your last name and page number in the top-right corner of every page (header).
- Do not add extra spaces between paragraphs.

## 2. First Page Setup

- In the top-left corner (not header), type your name, teacher's name, course, and date — all double-spaced.
- Center the title of your essay on the next line (no bold, italics, or underline).
- Start your essay immediately below the title with an indented first line.

## 3. Paragraph Indentation and Spacing

- Indent the first line of each paragraph by 0.5 inches.
- Keep the text left-aligned (do not justify).
- Avoid skipping lines between paragraphs.

## 4. In-Text Citations (Quick Reminder)

- Include the author's last name and page number in parentheses after a quote or paraphrase.
- Example: (Smith 27)
- If there is no author, use the title of the source in quotation marks.

## 5. Works Cited Page

- Start on a new page titled "Works Cited" (centered at the top).
- Alphabetize entries by the author's last name.
- Use hanging indentation (the first line at the margin, the rest indented 0.5 inches).
- Double-space all entries, and use proper MLA punctuation.

*Tip: If you use Google Docs or Word, you can find 'MLA Format' templates under the File > New options.*