

## MLA Format – Guidelines for Final Drafts

The margins of the essay are one inch all the way around.

1. Begin by typing your **name, instructor's name, course title, and date** (type whole month) on separate lines.
2. Highlight the text to **double space** the document. Go to “format” and to “paragraph” and choose “Double.”
3. Create a Header. Go to “View.” Drag down to “Header Footer” and select. In the box provided, type in your LAST NAME and select the # symbol in the “auto text” formatting bar.



Before you close, go to the top formatting bar and select “right justify”

It looks like this:

4. The document will continue to double space. You do NOT need more spaces between the heading and the title, or the title and the document. Type the **title** and use the formatting bar to **center the title**. DO NOT underline your title!
5. The entire document should be **double spaced**.

It should look like this when you are done:

1 inch margin

Created by going to "view" and "header/footer"

Justin Time

Miss Understood

English 8

September 25, 2011

Title in italics

Symbolism in *Gone With The Wind*

The land has different meanings to different people. To the Native Americans it was a source of sustenance, to Miss Scarlett it was a symbol of her identity and her

1 inch margin

Time 1

page number will prgresses auitomatically if you seleect # symbol when creating header/footer

Time 2