Your Name (e.g., Sammy Bearkat)

Your Instructor’s Name (e.g., Dr. Houston)

Course Number (e.g., UNIV 1001)

DD Month Year (e.g., 15 April 2427)

Centered and Unformatted Paper Title

Begin primary paragraphs here. Type your paper on a computer and print it out on standard, white 8.5” x 11” paper. Be sure to use double-spaced text throughout your paper and use a legible font (e.g., Times New Roman). Do not make a title page for your paper unless specifically requested. In the upper left-hand corner of the first page, list your name, your instructor’s name, the course, and the date. Set the margins of your document to 1” on all sides. Create a header 0.5” from the top of the page and flush with the right margin that consists of your last name followed by consecutive numbers of all the pages. (Note: Your instructor or editor may ask that you omit the number on the first page. Always follow your instructor’s guidelines.)

Indent the first line of each paragraph 0.5” from the left margin; MLA recommends that you use the “Tab” key on your keyboard as opposed to manually pushing the space bar five times. Use italics throughout your paper to indicate titles of longer works and, only when absolutely necessary, provide emphasis. If you have endnotes, include them on a separate page before the Works Cited page. Title the section Notes. Make the title centered and unformatted.

1. Section One

Writers sometimes use section headings to improve a document’s readability. These sections may include individually named parts of an essay or paper. MLA recommends that when dividing an essay into sections you number those sections with an Arabic number and a period followed by a space and the section name.

2. Section Two

If you employ multiple levels of headings (some of your sections have sections within sections), you may want to provide a key of your chosen level headings and their formatting to your instructor or editor. The following sample headings (numbered headings followed by formatted, unnumbered headings) are meant to be used only as a reference. You may employ whatever system of formatting that works best for you so long as it remains consistent throughout the document.

1. Numbered Headings

2. Same Level

**Level 1 Heading: bold, flush left**

*Level 2 Heading: italics, flush left*

**Level 3 Heading: bold, centered**

*Level 4 Heading: italics, centered*

Works Cited

Author, Joe Jane. *The Title of My Awesome Book of Awesomeness*. The Name of an Incredible Publishing Company, 2023.

Butler, Robert Olen. “Jealous Husband Returns in Form of Parrot.” *The Scribner Anthology of Contemporary Short Fiction: 50 North American Stories since 1970*, edited by Lex Williford and Michael Martone, Touchstone-Simon & Schuster, 2007.

Harari, Herbert and John W. McDavid. “Name Stereotypes and Teachers’ Expectations.” *Journal of Educational Psychology*,vol. 65, no. 2, 1973, 222-25. *EBSCO*, doi:10.1037/h0034978.

Vonnegut, Kurt, Jr. *Cat’s Cradle*. Dell, 1963.

---. *Look at the Birdie: Unpublished Short Fiction*. Random House, 2009.