

Header

All pages of the essay including Works Cited page.

Your last name and page number.

Note: **do not** write "Page" or use the # symbol.

In-text Citations

Must be placed in the essay after every chunk of researched info.

Note how many times you see parenthesis in this essay.

The period goes after the parenthesis.

Your Information

Single space.

Note the format.

Margins

1 inch all the way around.

Spacing

Text = double spaced.

No extra spaces between paragraphs.

Click *Home* tab, then *Paragraph* tab down arrow, then check the boxes for *Spacing Before* and *After* – these boxes should read 0 pt.

Works Cited

Note the formatting including alphabetical order.

MLA Format