

On Formatting

Style guides change over time. The current style guide that is most commonly used to write papers within the liberal arts and humanities is MLA, standing for Modern Language Association. The seventh edition of the *MLA Handbook* calls for the student's name in the upper left-hand corner and the title centered with no underline or extra space. All paragraphs should be indented.

To prepare your students for high school and college, you may wish to follow this more current style guide. Below is a sample that you can show your students.

The *Purdue Online Writing Lab* provides complete instructions to format documents using MLA or American Psychological Association (APA) styles.

Name

Date

Title

This is how I should format my composition. My name and the date are written in the upper left-hand corner of the first page. The title is centered with no underline. I should always double space my work and indent every paragraph. There should be no extra space between the paragraphs.

If my composition is longer than one page, I should number the rest

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of the pages by putting my last name and page number in the upper right-hand corner of the remaining pages.