

Dante von Foerster, 36

Mrs. Kragen

Reading—*The Phantom Tollbooth* worksheet

25 November 2014

How to Format Documents: A Summary of Guidelines from the *MLA Handbook*

The moment you open a document, save it in the Classroom Kragen folder. Give each document a meaningful name like “DanteVocabSentences1.” Save the file *often*. Before you leave the computer, save one more time and then “save as” to your student folder. You can also “save as” to a flash drive if you have one.

1. Following the model at the top of this page, write a heading on the first page of your document. Do *not* put your heading on any other page of the whole document. Use the date *due*.
2. Double-space the entire document, including your heading, any quotations, and your list of works cited. Do *not* single-space anything. Do *not* skip any additional lines at all!
3. Use one-inch margins (left, right, top, and bottom), and set the general alignment to left alignment.
4. Use “0 pt.” before and after paragraphs.
5. Indent paragraphs half an inch. (Hit *enter* and then *tab* to start a new paragraph.)
6. Use Times New Roman 12 for *everything*, including all titles *and* in the header or footer.
7. Put only one space after a sentence.
8. If you have a title, center it under the heading. Do not italicize or underline your title (the exception is if there are words you would italicize in the body of your document). Do not put the title in quotation marks or bold face, and do not type the title in all capital letters.

Capitalize the initial letters only of the first word, last word, and all important words; you also need to capitalize the first word after a colon in the title.

9. Using the header at the top of the page, go to the right and click on the “page number” icon. To the left of the page number, type your last name. (I started the last name at the five-inch indent mark.) The computer will automatically add the correct page number to every page. Eliminate the header from the first page. The header needs to be half an inch from the top of the page and one inch from the right margin.
10. Notice that I numbered the directions. If you number things, like answers to worksheet questions, the number goes on the left margin. The text is indented half an inch.

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Notice that I followed the MLA rules in creating this document. You can use this set of directions as an example.

You will get a grade for how well you follow MLA format for each assignment. The format grade will have ten points possible, and you will get a percentage score.

When you have finished writing your piece, do a spell check and grammar check. Especially for major assignments, get both peer and adult readers to look over your work. Listen to their suggestions. Make everything as perfect as you can!