

Dante Sellers, 32

Mrs. Kragen

Reading—*The Phantom Tollbooth* worksheet

2 November 2018

### How to Format Documents According to MLA Guidelines

The moment you open a document, save it in the Classroom Kragen folder. Give each document a meaningful name like “1\_Dante\_PT\_worksheet.” 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. Write a heading on the first page of your document. Follow the model at the top of this page, every line. Learn how to do the long dash. Use the date the assignment is *due*. Do *not* put your heading on any other page of the whole document.
2. Use one-inch margins (left, right, top, and bottom), and set the general alignment to left alignment. (*Word* already does both of those for you.)
3. Use “0 pt.” before and after paragraphs. (*Word* does NOT do this. You have to change those settings.)
4. Double-space the entire document, including your heading, any quotations, and your list of works consulted. Do *not* single-space anything. Do *not* skip any additional lines at all! (*Word* does NOT do this. You have to change that setting.)
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. (*Word* does NOT do this in the body or in the header. You have to change that setting in *both* places.)

7. *Nothing* on your page is underlined or in **bold** or in all CAPS.
8. If you have a title or subtitle, center it. Do not italicize any part of your title (unless there are words you would normally italicize in the body of your document). Do not put the title in quotation marks. 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. If you have more than one page, go to INSERT and click on the “Page Number” icon. Pick the “Top of Page,” plain number 3. Add your last name, a comma, and a space just to the left of the page number. The computer will automatically add the correct page number to every page. Up above click on “Different First Page” to eliminate the header from the first page. Make sure you change the header to Times New Roman 12!
10. Numbers or bullets go on the left margin. The text is indented half an inch.

### Business Letters

Business letters are formatted differently. They are single-spaced and lined up on the left margin. Don't indent anything at all, including paragraphs. Skip one line after the first address/date, the second address, the salutation, between paragraphs, and after the last paragraph before the closing. Hit “enter” four times after the closing and before the typed names. Sign in ink between the closing and the typed names. Use the template for the job application as a model!

### Other Things You Need to Know

- 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, *always* 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!