

Dante von Foerster, 36

Mrs. Kragen

Reading—Animal Book Analysis Card

25 November 2012

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

The moment you open a document, save it. Give each document a meaningful name like “VocabSentences1.” (If you are saving the document to your student folder, you don’t need your name as part of the file name.) Save the file *often*. Before you leave the computer, back up the file to more than one location. Save it to YOUR folder and save it to the CLASSROOM folder.

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.
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).
4. Set the general alignment to left alignment.
5. Use “0 pt.” before and after paragraphs.
6. Indent paragraphs half an inch.
7. Use Times New Roman 12 for *everything*, including all titles and in the header or footer.
8. Use only one space after periods or other concluding punctuation marks.

9. 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.
10. Using the header at the top of the page, type your last name on the right side. Click on the “page number” icon. 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.

I followed the MLA rules in creating this document. You can use this set of directions as an example. Notice that I numbered the directions. If you number things, like vocabulary sentences, the number goes on the left margin. The text is indented half an inch.

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!