MLA Formatting Rules

1. Set your margins to 1” all around – top, bottom, right and left sides.
2. Use a standard font. This one is Times New Roman. Calibri and Aptos are also fine. Not fine are this one, THIS ONE, and this one, for example.
3. Font size must be 12.
4. Double space.
5. Do NOT add an extra line space between the header and the title, or the title and your first paragraph, or between paragraphs. Simply double space.
6. No bold type, ever.
7. Do not underline the title.
8. Use a header for your name:

Your name

My name

High School English

17 November 2026

9. Black ink only, please.
10. Example below –