MLA FORMAT
STEP 1: FONT

* The standard font in MLA is Times New Roman font, size 12. Go to the "Home" tab in Word and you can edit the font.

Alphonso Rivera
Mohammad Shahisaman
English 111
15 May 2017

Ted Talk Essay

In a 3-5 page essay, you will discuss one topic that you will choose from a list of options with the intent to inform your reader about all the various aspects of the topic. Your first objective is to gain more information about a topic. To do this, you will need to conduct research. You are required to go to www.ted.com/talks. This is a website that contains countless videos that relate new concepts about our current world. Find a video that covers the topic you choose. This video will be your outside source.
STEP 2: SPACING

*Each consecutive line in a MLA paper must be double-spaced. Notice in the example below, there are no extra spaces between the date, the title, and the beginning of the essay. The entire document must be double-spaced throughout, no more, no less.

Alphonse Buclay
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English 112
15 December 2015

The Selective Ignorance of Censorship

Censorship is a tool used to control the common knowledge and filter out taboo ideas that may or may not affect the general public in a negative way. In many ways, the act of censoring information is used in malpractice to benefit the government because of corruption. As people, we also censor our personal worlds instead listening and contemplating over differing ideas. The
* In the “Home” tab, find “Paragraph.” There’s a small arrow in the lower corner of the box next to the word “Paragraph.” Click the arrow. The paragraph window should pop up. Make sure the “Before” and “After” spacing settings are at zero, and the “Line spacing” is set to “Double.” Finally, click on the box that reads: “Don’t add spacing between paragraphs...” There shouldn’t be any extra numbers anywhere.
STEP 3: THE HEADER

*First, in the far left margin, provide your full name, your professor’s name, the class name, and then, the date. Arrange the date beginning with the day the assignment is due, the month, and year.

**Second, include your last name and page number on the top right header.

Alphonse Buclay
Mohammad Shahisaman
English 112
15 December 2015

The Selective Ignorance of Censorship
STEP 3 CONTINUED…

*For your last name and page number, go to “Insert” and then “Page Number.” Choose the top right option.

**Once the page number appears, type in your last name. Your last name and the consecutive page number should appear on each page.
**STEP 4: MARGINS**

*The margins, header, and footer of each assignment should be set to 1 inch. Go to “Page Layout” and set all the margins to 1 inch.*
These are the basic rules to formatting an assignment to MLA format. Make sure to always title your assignments, capitalize the first letter of each of the main words in your title, and indent the first line of an essay.

That’s it.

Bye.