

Instructions for a MLA Style Cover Page

- **1** Set your word processor to 12-point font in Times New Roman or Arial font for the cover page as well as the entire paper.
- **2** Set the text alignment in your word processor to "Centered." All text on the cover page must be centered.
- **3** Press "Enter" until the cursor appears about one-third of the way down the page.
- **4** Type the title and subtitle of your paper, separating them with a colon. The title must be specific and refer to the main point of the paper, while the optional subtitle can be more specific or colorful. For example, a title should look similar to "MLA Cover Pages: A Guide to the MLA Format" or just "MLA Cover Pages."
- **5** Press "Enter" until the cursor reaches two inches from the bottom of the page.
- **6** Type your full name and press "Enter."
- **7** Type the course number such as "Humanities 101" or "Humanities 101 S10" and press "Enter."
- **8** Type the professor's name in the format "Prof. Smith," "Professor Smith" and press "Enter."
- **9** Type the due date of the paper in the format "January 1, 2011."
- **10** Verify the last line appears about an inch from the bottom of the cover page.

