

# FORMATTING YOUR MLA HEADING

Every paper that you submit in the English class should be labeled in proper MLA format.

## HEADING

- The heading of your paper is part of the MLA format, and it should be in the top **left-hand** corner of the paper.
- The heading should include the information that follows, in the same order, capitalized correctly, and with the exact same punctuation:
  - Name
  - Teacher
  - Class & Period (the period is necessary for high school level classes)
  - Date (there is a very specific format for the date & you will need to memorize it)
    - The date is written with the day first, then the month, followed by the year.
    - For example, New Year's Day is written as: 1 January 2017
    - The month is spelled out completely (not abbreviated), and all four numbers of the year are included.

## TITLE

- The title of the assignment is also required, and should be centered.
- When writing on binder paper, the title goes on top of the very first line.
- When typing papers or essays, the title is one line below the heading, but still maintains the double spacing. (Never waste valuable space by pressing "Enter" several times before the title).
- When typing, the entire document is double spaced, including the heading.

