Formatting a Title Page/Header in MLA style

A header should be placed on the top right hand side of each page and must contain your last name and page number. To do this, go to the INSERT section of Microsoft Word. Under the Access Toolbar click on HEADER and choose from one of the options.

Do not type the page number on your header otherwise it will appear as such on the subsequent pages. Never type the word PAGE in front of the number or use the abbreviation p. Your header should look as follows:

½"

Last Name 1

Title

**Remember to place the header half an inch from the top of the page**

On any older versions Microsoft Word you can access the header and footer icon if you click on VIEW menu. An alternative method would be to click on the INSERT PAGE NUMBER icon and type your last name in front of the page number. Keep in mind that the above procedures and information may vary depending on your instructor’s request or guidelines. It’s best to check with your instructor to verify any specific preferences, changes, or requirements.

Traditionally, an essay in MLA style will require your name, instructor’s name, class, and the date the assignment is due on the top left hand side of the paper:

Name
Instructor’s Name
Class/Course Number
Date

Header

Title
This is known as an endorsement. The title of the essay should be the next line after the endorsement and should be centered. DO NOT UNDERLINE THE TITLE!

**Title Pages**

A title page is preferably required for APA style not MLA. If your instructor requires a title page then he/she should also provide the guidelines, otherwise use the title of the paper followed by the instructor’s name, course information, and the date the assignment is being turned in. Ideally, your title page should be centered and typed about a third of the way down the page. Your title page should look as follows:

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Title

Author

Instructor’s Name

Class/Course Number

Date
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**Be sure your title page is double-spaced**

Keep in mind that the above procedures and information may vary depending on your instructor’s request or guidelines. It’s best to check with your instructor to verify any specific preferences, changes, or requirements.