Student A. Sample

Professor Name

Course Number

Date Month Year

Typing Template for MLA Papers

This is an electronic template for papers written in MLA style. The purpose of the template is to help you set the margins and spacing. Margins are set at 1 inch for top, bottom, left, and right. The type is left-justified only—that means the left margin is straight, but the right margin is ragged. The first line of each paragraph is indented 0.5 inch. The line spacing is double throughout the paper, even on the works cited page. Only one space is used after punctuation. The font style used in this template is Times New Roman. The font size is 12.

When you are ready to write, and after having read these instructions completely, you can start typing over these directions. The formatting should stay the same. However, one item that you will have to change is the page header, which is placed at the top of each page along with the page number. The page header should be your last name, so that if the pages are mixed with other papers, they will be identifiable. Double click on the word in the page header. This should enable you to edit the word. You should not have to edit the page numbers. Comments are also included for additional explanations that do not fit into the paper format. You will need to delete these comments as well.

MLA does not recommend headings or subheadings for short essays. If you are preparing a longer work that may need headings, all headings should be flush with the left margin, use title case with all major words capitalized and all prepositions, articles, and conjunctions in lowercase, and be on their own line. Further examples may be found in the *MLA Handbook Plus* and on the Grand Canyon University (GCU) Library's *Citing Sources in MLA* website.

In addition to spacing, MLA style includes a specific way of citing sources. See the *MLA Handbook Plus* or the GCU Library's *Citing Sources in MLA* website for detailed information on in-text citations. The *MLA Handbook Plus* also discusses the desired tone of writing, grammar, punctuation, formatting for numbers, and a variety of other important topics. Although the MLA style rules are used in this template, the purpose of the template is only to demonstrate spacing and the general parts of the paper. You will need to refer to the MLA style resources in the "Writing Center" section of the *Student Success Center* for other format directions and examples or the *MLA Handbook Plus* for a more complete presentation of MLA style. *MLA Handbook Plus* includes several sample papers to demonstrate formatting rules. A sample works cited page is included to demonstrate the formatting and spacing for that section. For more examples, consult the MLA Style resources in the "Writing Center" or the *MLA Handbook Plus*.

Works Cited

*Citing Sources in MLA*. Grand Canyon University Library. libguides.gcu.edu/MLA. Accessed 15 Dec. 2022.

Dam, Rikke Friis. "The 5 Stages in the Design Thinking Process." *Interaction Design Foundation*, 2022, www.interaction-design.org/literature/article/5-stages-in-the-design-thinking-process.

*Digital Design Assignment Submission Requirements*. Web Design II, taught by Chris Murphy. *Halo*, Grand Canyon University, 2021, halo.gcu.edu/resource/ba394aab-6742-46b2-b4bb-1a698982c617?nestedResourceId=de2f18e5-7fc0-4e68-8473-3a01ead34193.

*MLA Handbook*. 9th ed., The Modern Language Association of America, 2022. *MLA Handbook Plus*, https://doi-org.lopes.idm.oclc.org/10.1632/ORIW5168.