General Guidelines

- **Double-space** the entire paper, including the heading, title, quotes, and the works cited page.

- Font size should be **12 pt.**

- **Use a legible font** (ex. Times New Roman or Arial).

- Margins should be **1 inch** on all sides.

See the [MLA Citations](#) Research Guide for more in-depth instructions on formatting your paper

Guidelines for First Page

1. **Do not** create a separate title page unless required by your professor.

2. Beginning on the **upper left-hand side**, list your name, your instructor's name, the course name and number, and the date.

3. On a new line, **center the title**. Do not **underline**, **italicize**, **make bold** or put your title in “quotation marks.”

4. Create a **header** in the **upper right-hand corner** that includes your last name, followed by a space and the page number. The header should be one half-inch from the top of the page.

5. Indent the **first line** of all paragraphs one half-inch from the left margin using the *Tab* key.
   
   ⇒ Note: Some professors may have different or additional requirements: Always follow the instructor’s guidelines.

Guidelines for Works Cited Page

1. Begin your Works Cited page on a **separate page** at the end of your research paper.

2. **Center** the words Works Cited at the top of the new page. Do not **underline**, **italicize**, **make bold** or put in “quotation marks.”

3. Use **double spacing** for all citations. Do not add extra space between entries.

4. List entries **alphabetically** by the author’s/editor’s last name or first word of title.

5. Indent the second and subsequent lines of citations so that you create a **hanging indent**.
Clawdette Cougar  
Professor Smith  
ENGL 2367  
9 May 2019  

The Effects of Caffeine on Cougar Study Habits  
When it is crunch time for a big exam or final paper what do most cougars turn to as their choice of energy booster: caffeine. Caffeine is a chemical commonly found in coffee, tea, cola, and more. Caffeine can improve mental alertness by stimulating the central nervous system and it can also cause insomnia, and while this may be a good thing when it comes to all-night studying, the long-term effects of insomnia can cause serious health issues.

Works Cited  