

MLA Tips: Formatting Your Heading

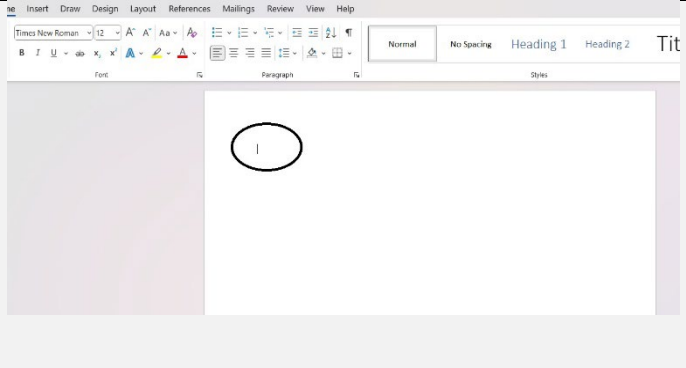
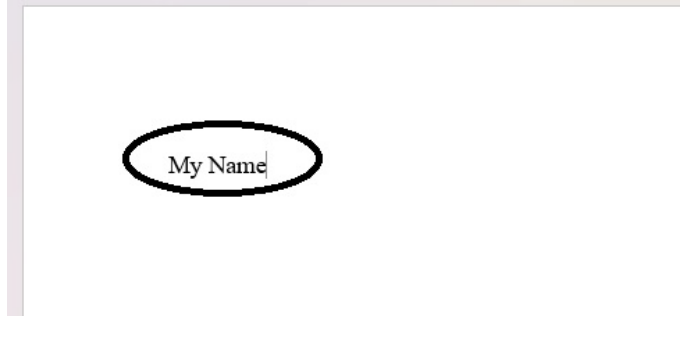
After you've set up the [general formatting for your MLA paper](#), it's time to create your heading. The heading includes information about you, your teacher, and the assignment.

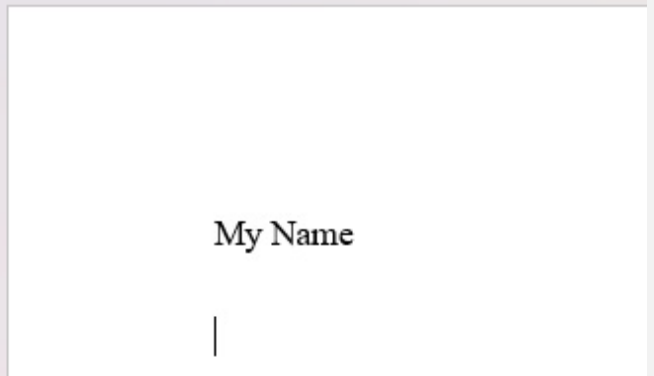
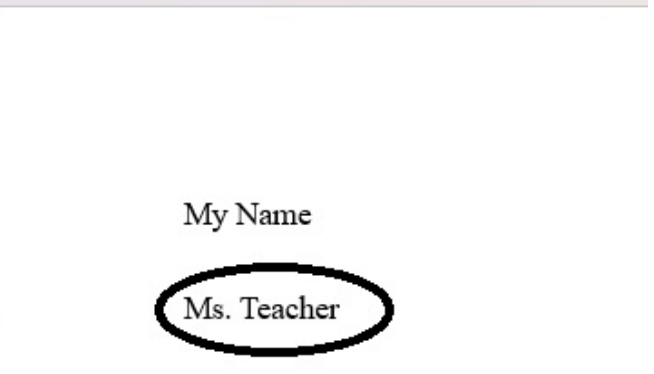
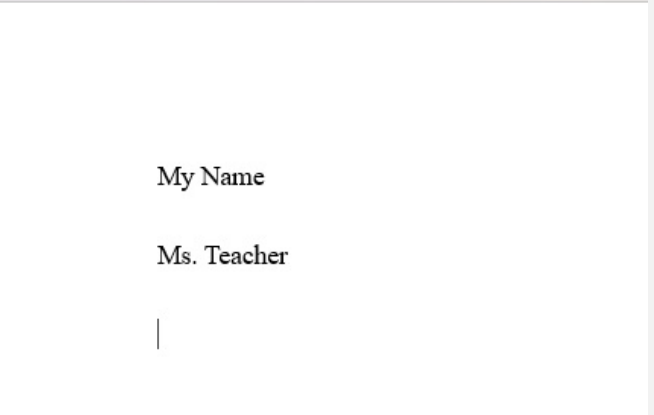
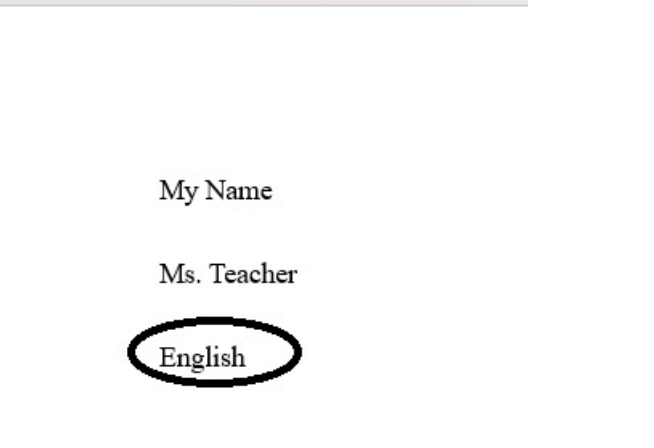
Elements of an MLA Heading

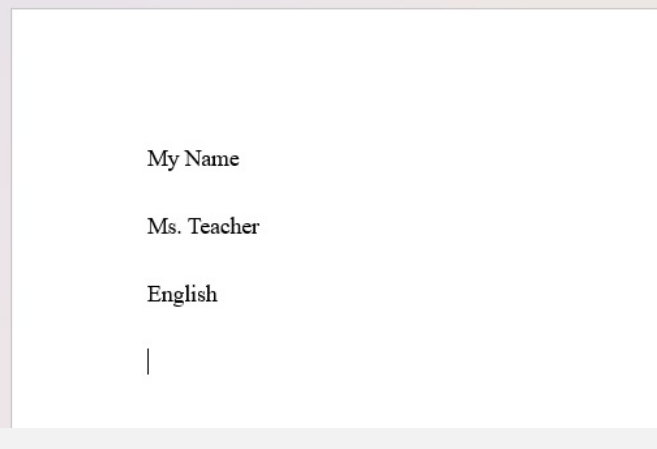
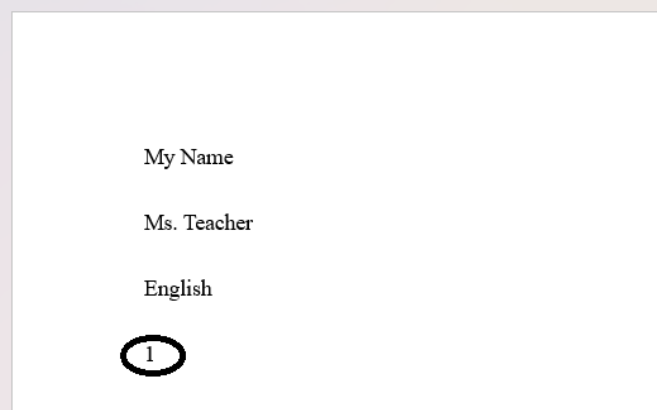
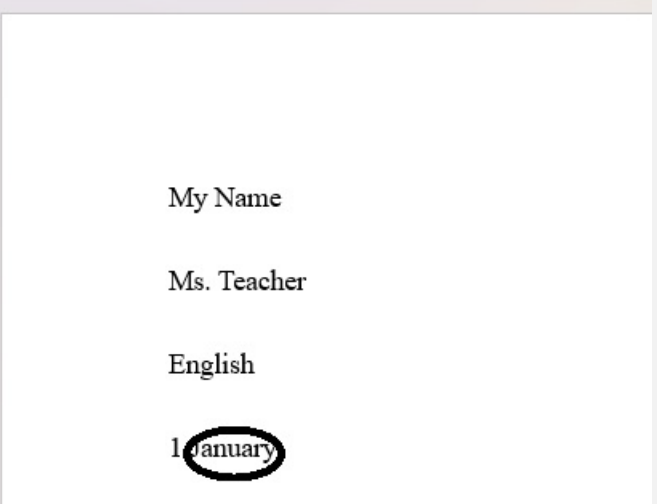
The **heading** is always in the **top-left corner of the first page**. There are four items included in an MLA heading:

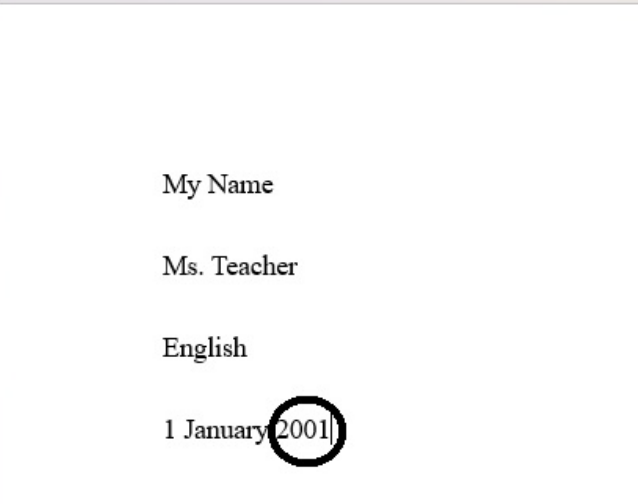
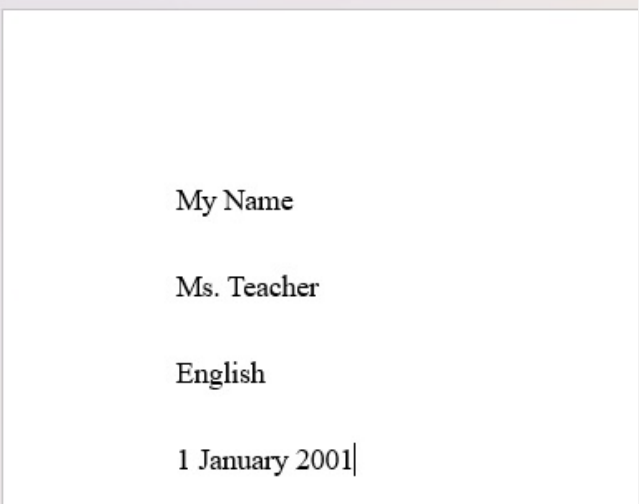
- Your name
- Your teacher's name
- The name of the class
- The date the assignment is due

Follow the step-by-step directions below to create your heading:

Formatting Your Heading		
1	Click once on the top-left of the blank page, about an inch from the top of the paper. You will see a blinking line (called a cursor) that shows where your text will start.	
2	Type your first and last name . We're using "My Name" as an example, but you'll use your real name.	

3	Press “enter” or “return” to create the next line.	
4	Type your teacher’s name where the cursor is. We’re using “Ms. Teacher” as an example, but you’ll use your teacher’s real name.	
5	Press “Enter” or “Return” again to create the next line.	
6	Type the name of your class where the cursor is. We’re using “English” as an example, but you’ll use the name of your class.	

7	Press “Enter” or “Return” again to create the next line.	
8	Type the day of the month that the assignment is due on. We’re using “1” as an example, but you’ll use the due date for your assignment.	
9	Press space , then type the full name of the month the assignment is due. We’re using January as an example, but you’ll use the real month your paper is due.	

10	Press space, then type the year that the paper is due. We're using 2001 as an example, but you'll use the year your paper is due.	 <p>My Name</p> <p>Ms. Teacher</p> <p>English</p> <p>1 January 2001 </p>
11	The finished heading should look like this:	 <p>My Name</p> <p>Ms. Teacher</p> <p>English</p> <p>1 January 2001 </p>

If you're sharing a copy of your paper with a tutor, you may want to use "My Name" and "My Teacher" in the heading to make sure your personal information isn't included. Just remember to change it back to your real name and your teacher's real name before you turn it in!

For more step-by-step instructions, view the following MLA Tips guides: [General Formatting for MLA](#), [Formatting the Title and Indenting Paragraphs](#), and [Rules of MLA](#).