## **Student Resource**



## MLA Tips: Formatting the Title and Indenting Paragraphs

After <u>formatting your heading</u>, the next step is to give your paper a title. In some cases, you'll come up with a title of your own, and other times your teacher might ask you to use the name of the assignment. Use the table to make sure your title looks the way your teacher expects it to and learn how to indent the first line of each paragraph.

Formatting Your Title and Indenting Your Paragraphs							
1	After the year at the end of your heading, press "enter" or "return" to start a new line.	My Name Ms. Teacher English 1 January 2001					
	Above your	rences Mailings Review View Help					
	header, you'll see	A H → H → H → H → H → H Normal No Spacing Heading 1 Heading 2					
	the <b>paragraph</b>	Normal No Spacing Heading 2					
	menu. There are	a negropo					
	four groups of						
2	lines on the	My Name					
	bottom left.	Ms. Teacher					
	Choose the	English					
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	middle.						

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3	Your cursor will move to the middle of the line.	Image: String of the string of th
4	Type the <b>title</b> of your paper. <u>Remember to</u> <u>capitalize the first</u> <u>letter of each</u> <u>word.</u> We're using "Title" as an example, but you'll use the real title of your paper.	E → E → E → E ↓ ¶ E = E E E ↓ A → E → Paragraph 5 Styles Normal No Spacing Heading 1 Heading 2 Title
5	Press "enter" or "return" to start a new line.	Image: Second secon

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6	The title is the only part of an MLA paper that is centered, so <u>yo'll</u> <u>need to move the</u> <u>cursor back to the</u> <u>left side of the</u>	Image: Second system       Image: Second system <t< th=""><th>Normal No Spacing Loading 1 Heading 2</th></t<>	Normal No Spacing Loading 1 Heading 2
	line. To do this, select the lines on the bottom- left, of the paragraph menu.	English 1 January 2001	Title
7	The cursor move to the left side of the page.	My Name Ms. Teacher English 1 January 2001	Title
8	To begin your first paragraph, press the key that says " <b>tab</b> " on your keyboard. Your cursor will move over five spaces. <u>Remember to do</u> <u>this at the</u> <u>beginning of each</u> <u>new paragraph</u> !	My Name Ms. Teacher English 1 January 2001	Title

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For more step-by-step instructions, view the following MLA Tips guides: <u>General Formatting for MLA</u>, <u>Formatting Your Heading</u>, and <u>Rules of MLA</u>.

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