



866 PRACTICE

MLA Report

Figure 10.16 Report in MLA Format

1" top, bottom, and side margins

Center title

15 February 20--

English

Mrs. Torres

Sarah N. Kellum

Heading lines

Line Spacing 2 for all lines

Formatting School Reports

School reports are often typed using a simple form of the MLA (Modern Language Association) style.

The top, bottom, left, and right margins on all pages are 1 inch. Align right a page number in a header on each page. The writer's last name should come before the page number.

Double space the entire report. The report heading lines begin 1 inch from the top of the page. Align left and double space the report heading lines. They include the writer's name, teacher's name, subject name, and date (day/month/year style) on separate lines.

Center the report title below the date. The title is keyed using rules for capitalizing and punctuating titles. The report title may be keyed in a slightly larger font size to make it stand out. However, it should not be underlined or placed within quotation marks.

Last name and page number in header
Kellum 1

1. Start Word. Open *CD-86-Report2* from your data files. Make changes needed to format the report in MLA style.
2. Use Spelling Check to find misspelled words. Proofread to find other errors. Save the document as *86-Report2*. Close the document.

CHECK POINT

Did you find two errors that Spelling Check did not identify?



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