

How to Format your Personal Statement

You will be using MLA format when writing your Personal Statement. The first step to MLA format is locating the Header function in Microsoft Word. From the “Insert” menu, click on “Page Number” and select “Top of Page,” and then the third option, “Plain Number 1.” The page number will automatically number your pages for you. Double click outside of the Header box to return to the main document.

In MLA format, the title should be centered on the line following the date. Do not use bold, underline, or italic fonts, *unless* the title of a book is included in the title of your paper. In that case, italicize the title of the book (but not the rest of the title of your paper.)

Your entire paper must be double spaced, and there should be no extra spaces between the Title and the first paragraph. When you are ready to write your first paragraph, make sure you remember to indent by pressing the “Tab” key one time. Your document must have 1 inch margins, and you must use Times New Roman, 12 point size. No other fonts are acceptable.

The Heading, which is used in MLA formatting, will not be needed for this document. Do not include your name, the date, or any other pertaining information.