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Mrs. Torres

English

15 February 20--

Formatting School Reports

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

The top, bottom, left, and right margins on all pages are 1 inch. Right-align 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. Left-align 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 in quotation marks.

66 F REPORT