

MLA Formatting 101

(Basic guide to formatting your paper using **Microsoft Word 2007 and Newer**)

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The following is a basic guide that you can use to help set up your paper with MLA style formatting. Some helpful websites are also given that you might use to help you with your citations and in-text citations (parenthetical citations.) **If your teacher gives you different guidelines, please follow his/her directions.**

Use the following steps to set up your paper: Your paper should be in a standard font such as **Times New Roman 12 pt** font size. (To change the font, you will need to go to the **HOME** tab at the top. In the **FONT** section you will use the drop box to find and select **Times New Roman**. You will repeat these steps to find and select **12** for the font size. This will have to be done for both the body of the paper and the header.)

I. **To set Margins:** (**Word 2007 and newer** is usually defaulted to **1”** margins, but you will want to verify this by following the following steps.)

Go to the PAGE LAYOUT tab

Then MARGINS

Then select NORMAL for **1”** margins all the way around (top, bottom, left, and right)

II. **To Set Header:**

Go to the INSERT tab

Then HEADER

Then choose BLANK

Set your alignment to Right Justification (located in the **HOME** tab or you can use the keyboard shortcut **ctrl R**)

Type your last name then a space

Go to Insert

Then choose PAGE NUMBER #

Then choose CURRENT POSITION

Then choose PLAIN NUMBER (this will number your pages automatically)

(If you want the first page to be un-numbered then you will go to **PAGE LAYOUT** and click on **PAGE SETUP** box with arrow to open the **PAGE SETUP** window. Then click on the **LAYOUT** tab and check box that says different first page—you will only need to do this if your teacher requires you to have a cover page, etc.. **MLA** format usually does **NOT** require a cover page. You can also use the **Cover Page** option under **Insert Tab** in the **Pages** section.)

***You will need to change the font to **TIMES NEW ROMAN 12 pt** in the header also. Do this by highlighting your text and then click on the **HOME** tab or use the pop up tool bar that appears. In the **FONT** section you will use the drop box to find and select **Times New Roman**. You will repeat these steps to find and select **12** for the font size.

***To get out of the **HEADER** just double click below the header line in the body of your paper.

- III. **Double Space Setting:** (There are two places to do this. One is on the **HOME** tab and the other is on the **PAGE LAYOUT** tab under the **PARAGRAPH** arrow.)

Go to HOME

Then under the PARAGRAPH section click on the box with the up and down arrow
Then choose 2.0 (or click on the box with an arrow to open the paragraph window and click on the drop down box next to line spacing to see options; **choose double**)--

Then choose 0 pt in the “After” in the SPACING drop down box to change the default setting of 10 pt or 8 pt. (You can also do this under the **PAGE LAYOUT** tab by clicking on the drop down box next to the “After” option in the **SPACING** section.)

***This is important because the default setting will put in extra spacing that you do not need.

- IV. **Paper Heading:**

Set your alignment to Left Justification (found in the **HOME** tab under the **PARAGRAPH** section or use keyboard shortcut **ctrl L**)

Type your name: First Name Last Name

Type your Teacher’s Name

Type your class name and hour

Type the date paper is due (this should be in Military format i.e., **04 June 2013**)

- V. **Title**

Set your alignment to Center (found in the **HOME** tab under the **PARAGRAPH** section or use keyboard shortcut **ctrl E**)

Type the title of your paper (the title should **NOT** be in bold or a different font size; do not underline or put into quotation marks)

- VI. **Start typing your paper**

Set your alignment to Left justification

Tab over once for the **beginning of a paragraph** and begin typing. (For each new paragraph you will need to tab over once, but don’t hit ENTER twice. It is already set for double spacing and if you hit ENTER twice between paragraphs it is really 4 spaces.)

- VII. **“Works Cited” page setup:**

At the end of your paper you will need to make a **PAGE BREAK**. This breaks the rest of your paper from the next page. This is important, because if you add or take away information at anytime while editing your paper you don’t want your **“Works Cited”** page moving around. If you make a **PAGE BREAK**, it will always start your **“Works Cited”** page at the top of the last page.

To make a page break to a new page:

Go to the **INSERT** tab

Then click on the **PAGE BREAK** under the **PAGES** section

Then **Center the words.... Works Cited...** on the top line of your **“Works Cited”** paper.

It does **NOT** need to be underlined or in bold print.

Then press ENTER

Set your alignment back to Left Alignment

Start typing your citations using HANGING INDENTIONS. The first line of your citation should start at the far left. The remaining lines of the citation should be indented.

To set the HANGING INDENTIONS:

Go to HOME

Then PARAGRAPH

Then INDENTATION

Then under SPECIAL (click on the drop down box to see options)

Choose HANGING

CITATIONS

The following websites are helpful in creating your citations. Remember, you have to have to have a “Works Cited” page at the end of your paper that gives the reader all the information they need to locate the sources you used in your paper. In addition, you also have to have in-text citations to show where you used the sources within your paper. There are different rules, or “order of information,” for each type of source. Books are done differently than websites, journals articles, and databases etc...

<http://owl.english.purdue.edu/owl/resource/747/01/>

<http://www2.liu.edu/cwis/cwp/library/workshop/citmla.htm>

***See Sample Paper**