

MLA Format Instructions – Word

Set Double Spaced Lines

- Choose the **Home tab** and click on the Paragraph arrow to get the Paragraph dialog box.
- Set line spacing to 0 for “before” and “after” and line spacing to “Double” and select Okay

Set Font Style and Size

- Click on the **Home tab** and change the font by selecting Times New Roman, 12 point.

Create the Running Header and Page Number (with your last name and automatic page numbering)

- Choose the **Insert tab** and click on the **Page Number** arrow to get the drop down menu and select Top of Page and choose to justify right (third option)
- A cursor will blink next to the page number. Type your last name only. You will need to click “close” or double click on your paper to exit the header box. To edit your header double in the header box.

Start Paper

- Click on the **Home tab** and select the Align Text Left button on the Paragraph tab. Type your name, your instructor’s name, course name and period, and date.
- On the Paragraph tab select the Align Text Center button and type the title of your paper.
- On the Paragraph tab select the Align Text Left button and begin typing your paper.
- Indent by pressing the tan key for each new paragraph

Works Cited Page

- To force a new page (start new page), place cursor at bottom of current page. Click on the **Insert Tab** and select Page Break on the Page tab.
- (*Shortcut: Hold Ctrl key and press Enter*)
- Click on the **Home tab** and select the Align Center button on the Paragraph tab. Type “Works Cited” and press Enter.
- Click the Align Text Left button on the Paragraph tab.
- Select **Page Layout tab** and select Paragraph. Click on the Indents and Spacing tab
- Under the Indentation section look for the Special field, select Hanging. Click OK and begin typing your works cited entries.
- Or – simply press the tab key on the second line and all following lines of an entry.
- When using Easy Bib – use Ctrl Tab to indent

Firstname Lastname

Instructor's Name

Class and Period

19 May 2014

Center Title, Do Not Bold or Underline

Created as a template for formatting a research paper in MLA format. The paper has one-inch margins all around. Each page has a header of last name and page number. The paper will be double-spaced throughout, no extra space between sections or paragraphs. The entire paper, including the heading and title, needs to be in the same type and size of font. This template uses Times New Roman 12pt font. Because it is easy to read, this font is definitely appropriate for college essays. Make sure that the essay is left aligned, not fully justified. One space between sentences is standard; however, double-spacing between sentences is okay. Follow your instructor's preference in spacing and be consistent. Hit the enter key only once at the end of each paragraph.