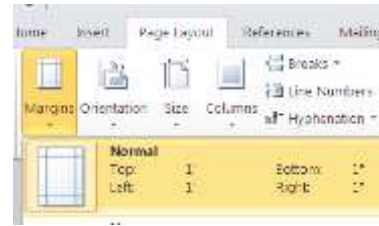


Quick Guide for Formatting MLA Paper

Microsoft Word 2010

1. Page Layout Tab

Margins- Set at Normal (1 inch)



Spacing- Left-click on the arrow icon to open **Paragraph dialog box**.



*Note: You can also get to this dialog box by right-clicking in the body of the paper and selecting **Paragraph**.

Set Spacing to **0 pt** Before and After

Set Line spacing at **Double**



2. Home Tab

Set Font to **Times New Roman**

Set size to **12 pt**

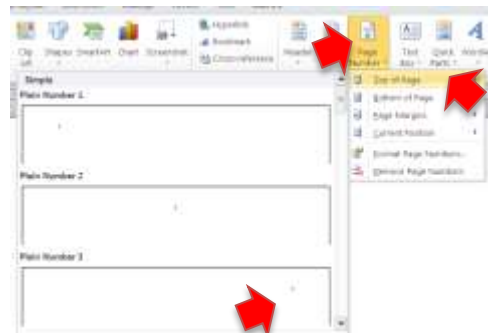


*Note: Right-clicking also gives you a place to set font and size.



3. Insert Tab

- Insert Page Number
- Top of Page
- Plain Number 3 (right side of page)



Type your **last name** to the left of the number.



Put a **space** at the end of your name, between your name and the number.



- Double-click on the Header tab to close the header.
- If you want back into the Header, double-click in the area of the header.

4. Create a Heading

Papers do not have a title page. Instead you make a heading that contains your name, your instructor's name, the course title and period, and the date.

5. Title the Paper

After writing the date, press **Enter** one time. Select the **Home tab** and **center** the cursor.



*Note: Right clicking also gives you a place to set font and size.

John Jones
Mr. Reese
English 7, Period 4
7 September 2010

Do not: underline put in quotation marks type in all capital letters change font style, size, color, etc.	Do: follow the rule of capitalization for titles <i>Capitalize the first word, the last word, and all principal words, including those that follow hyphens in compound terms.</i>
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6. Set up the Body of the Paper

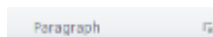
Left-aligned

After you have written the title, press **Enter** one time, and align the cursor to the **left**. (You should still be on the **Home** tab where you can use the alignment buttons or you can right-click.)

First line Indent

Open the **Paragraph dialog box** by clicking the arrow.

In the **Special** box, choose **First line** indent.

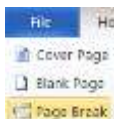


Body

Type the body of your paper, **pressing Enter only when you want a new paragraph** to begin.

7. Works Cited Page

After writing the body of the paper, press **Enter one or two times** to move away from the copy. Select the **Insert tab** and click **Page Break**.

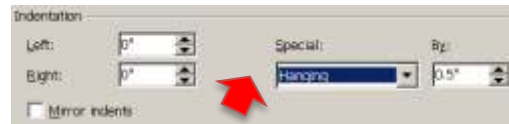


This moves you to a new page. The citation page should always be on a new sheet of paper.

Open the **Paragraph dialog box** by clicking the arrow.



In the **Special** box, choose a **Hanging** indent.



Center align by using the buttons or right-clicking)

Title the page as **Work Cited** or **Works Cited**.

Press **Enter** and **left** align the cursor.

Type your citations, **pressing Enter only when you want a new citation**.

8. Don't forget to Save! (File, Save)