Format for Your MLA Paper

- Set margins at 1”, all the way around.
- Use Times New Roman or Arial font, size 12.
- Double-space.
- Insert a header to print your last name and page number on every page.
- In the upper left-hand corner of the first page, list your name, your instructor’s name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- Use the Tab key to indent the first line of each paragraph ½ inch.
- Use italics or quotation marks throughout your paper for the titles of other works.

Helpful Tips:

Setting up Your Microsoft Word Document for MLA

Before you start working on your paper follow the steps below to configure your word document for MLA:

Word 2007-2013
1. Click on Page Layout then click on Margins. Select Normal (1” on all sides).
2. Click on Home and select Arial or Times Roman font in size 12.
3. Click on Home and click on the line spacing icon. It is above the section labeled Paragraph. Select 2.0
4. Insert Header: click Insert, select Header, select top of page (first choice), click Page Number, select top right margin (3rd choice), type your last name and a space. Your last name will appear at the upper right margin of each page with page number.
5. In the upper left-hand corner of the first page, list your name, your instructor’s name, the course, and the date. Again, be sure to use double-spaced text.
6. Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
7. Use the Tab key to indent the first line of each paragraph ½ inch.
Formatting Your Works Cited Page in Microsoft Word 2007-2013

1. Type in your works cited entries. **Don’t** hit enter at the end of the line. **Do** hit enter at the end of each works cited entry.

2. Arrange the individual works alphabetically by the first meaningful word in the entry (not a, an, the).

3. When you have typed in all of your works cited entries, select all of them by highlighting.

4. Click on **Home** then click on the small dropdown arrow to open the paragraph dialog box. (See the screen shot below. The dropdown arrow is in yellow and there is a black arrow on the page pointing to it.)

5. In the drop down box below the word “Special”, choose **Hanging**. Set the indent to .5” in the box labeled “By”. Under Line spacing, choose **Double**. The paragraph dialog box is shown below.