

MLA Format

MLA format has several parts, each described in this handout. They are:

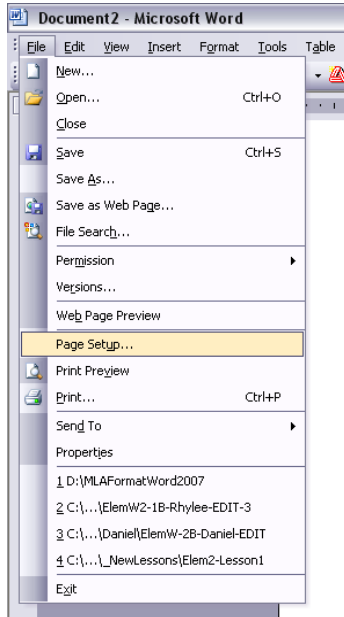
1. Margins 1" on all sides
2. Header in the upper right corner with last name and page number
3. Double-spaced lines
4. Size 12, Time New Roman font
5. Heading with name, teacher, class, date
6. Title, centered
7. First-line indentation on writing

Step 1

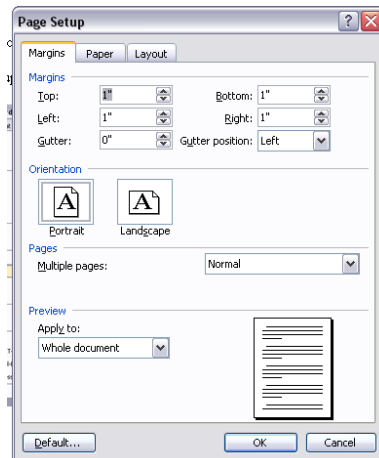
Set margins:

Go to **File** at the top.

Choose **Page Setup**



In the **Margins** section, set each Margin to *1*" (Top, Bottom, Left, and Right)



Click **Default** at the bottom. It will ask you to confirm that you want to make this change. Click

Yes.

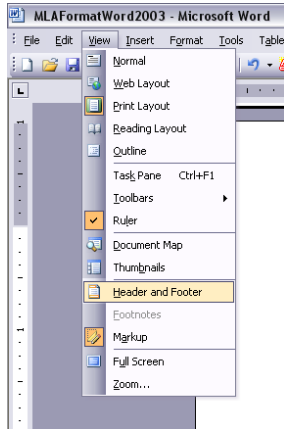
Click **OK.**

Step 2

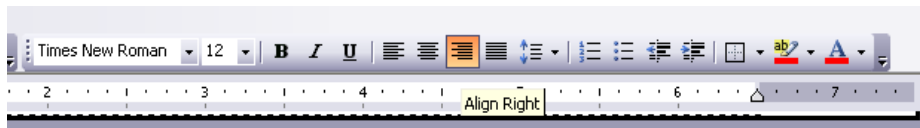
Create the header:

Click **View** at the top (File, Edit, View...)

Select **Header and Footer**

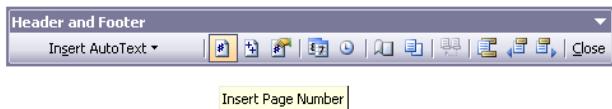


On your top toolbar, select **Align Right**.



Type your **last name** and a **space**.

In the Header/Footer toolbar (this will have appeared when you clicked Header and Footer), click the **Insert Page Number** icon (it looks like a page with a # symbol).



Click **Close**.

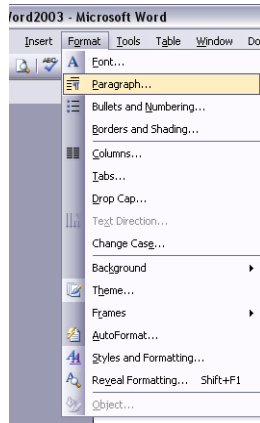
Step 3

Double Space:

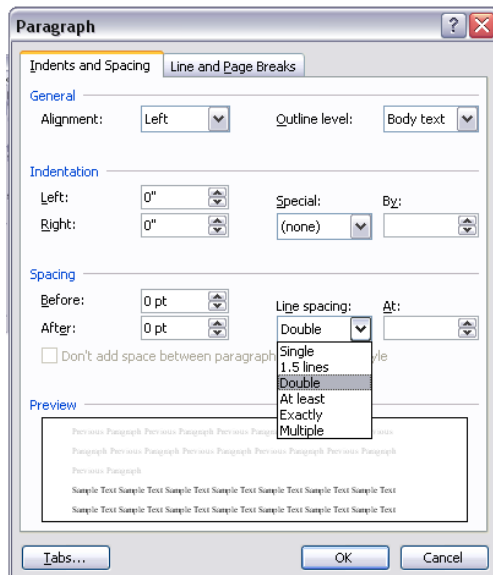
Do this before you start your work. If you have already done your work, highlight everything (click your cursor and drag it over the text so it will look something like **this**).

Click **Format** at the top.

Select **Paragraph**.



In the bottom section, choose **Double** for **Line Spacing**. Do *not* set your Before and After spacing (they should be at 0pt).



Click **OK**.

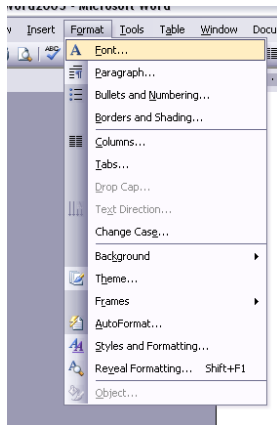
Step 4

Set Font:

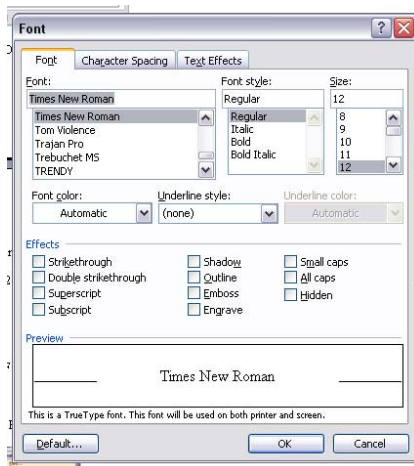
Size 12 Times New Roman may already be your default font, but it is always good to double check.

Click **Format** at the top.

Select **Font**.



In the first box, select **Times New Roman** (start typing this at the top and the list will jump down to where you need to be). For size, choose **12**.



Click **Default** at the bottom. It will ask you to confirm that you want to make this change. Click

Yes.

Click **OK**.

Step 5

Write your heading:

At the top of your first page, you will write the following (aligned to the left).

Your first and last name

Your teacher's name

The name of the class

The date

It should look something like this:

Emily Smith
Ms. Brianna
Elementary Writing 1
15 July 2008

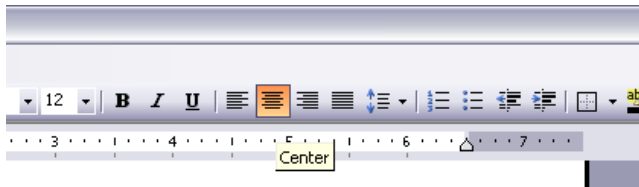
Smith 1

Hit **Enter** to go to the next line. (Note: Only hit Enter *once* here! There should not be extra space between your heading and title.)

Step 6

Write your title:

Along the top toolbar, select **Center** alignment.



Type your title.

Do *not* change your font size/type/style. This should be size 12 Times New Roman, just like the rest of your paper!

Hit **Enter**. (Note: Only hit Enter *once* here! There should not be extra space between your title and paragraph.)

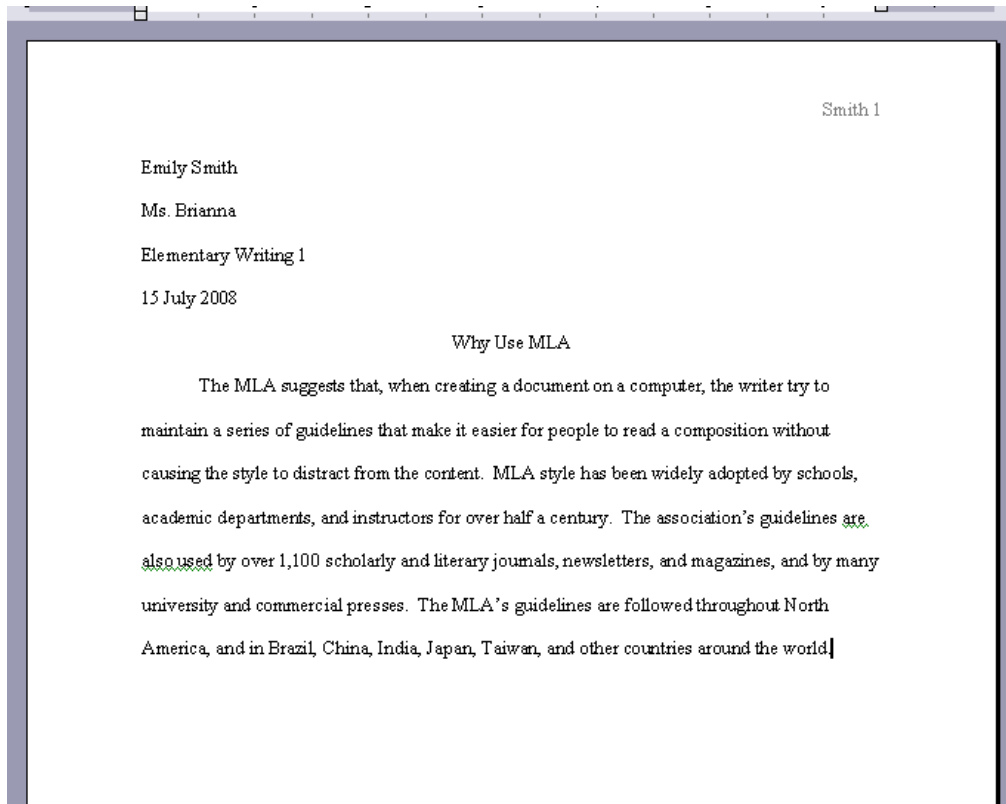
Select **Left** alignment again.

Step 7

Start your paragraph:

The *first* line of your paragraph should be indented. To do this, hit the Tab key on your keyboard (next to the letter Q).

Start your writing!

A screenshot of a document illustrating MLA formatting. The document is enclosed in a blue border. In the top right corner, the text "Smith 1" is displayed. On the left side, the author's name "Emily Smith", her title "Ms. Brianna", the course name "Elementary Writing 1", and the date "15 July 2008" are listed. The title "Why Use MLA" is centered. The main text is a paragraph starting with "The MLA suggests that, when creating a document on a computer, the writer try to maintain a series of guidelines that make it easier for people to read a composition without causing the style to distract from the content. MLA style has been widely adopted by schools, academic departments, and instructors for over half a century. The association's guidelines are also used by over 1,100 scholarly and literary journals, newsletters, and magazines, and by many university and commercial presses. The MLA's guidelines are followed throughout North America, and in Brazil, China, India, Japan, Taiwan, and other countries around the world." The first line of the paragraph is indented.