

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 the **Page Layout** tab at the top (Home, Insert, Page Layout...)

In the **Page Setup** menu, choose **Margins**.

Choose **Normal**

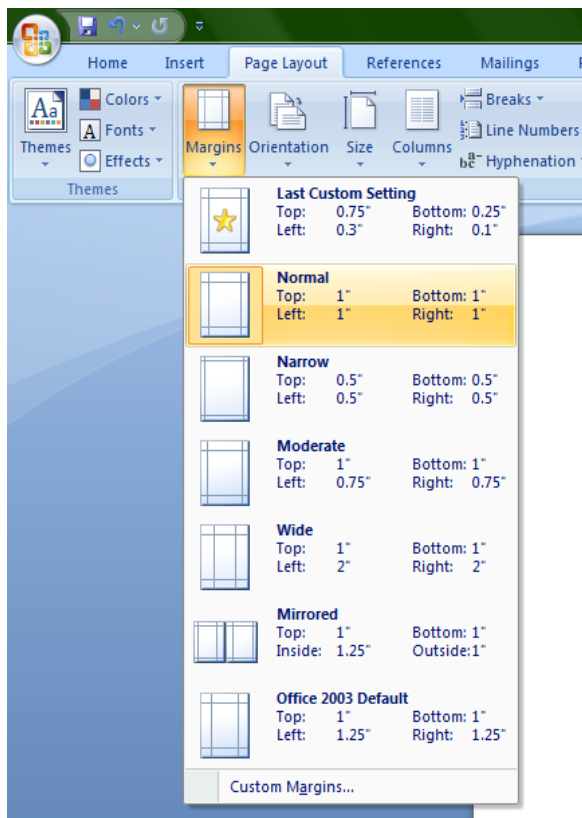
Normal should read:

Top: 1”

Bottom: 1”

Left: 1”

Right: 1”



Step 2

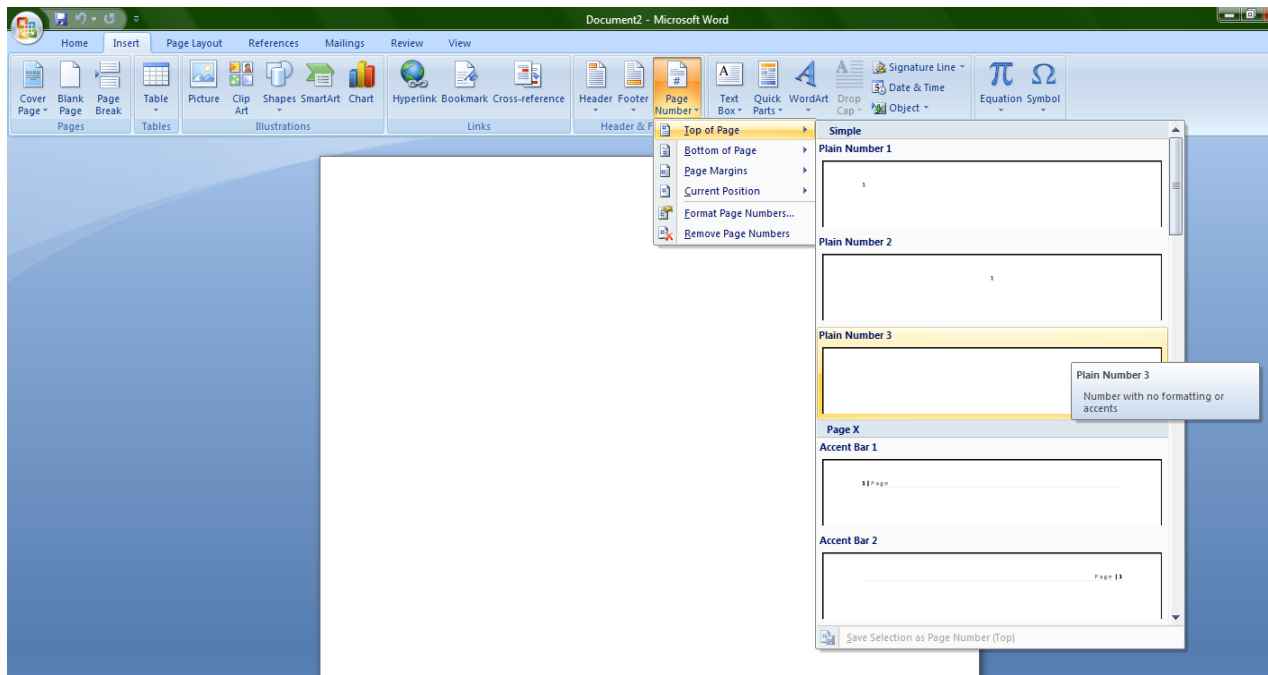
Create the header:

Click the **Insert** tab along the top (Home, Insert, Page Layout...)

From the **Header & Footer** menu, choose **Page Number**.

Select **Top of Page**.

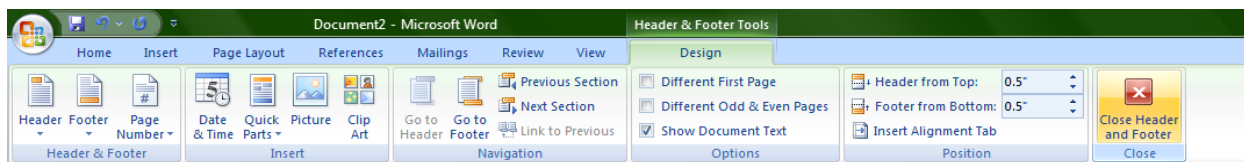
Choose **Plain Number 3**



A page number will appear in the upper right corner.

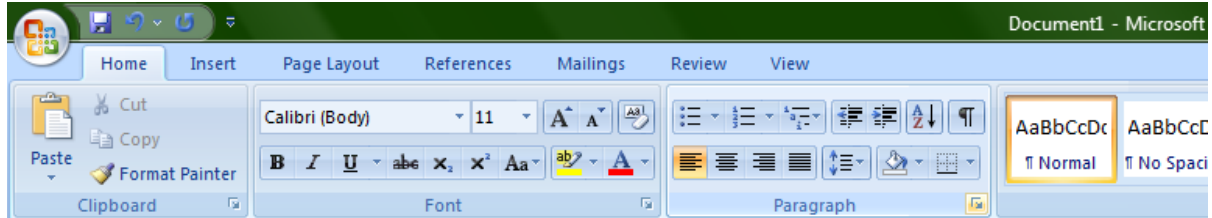
Type your **last name**.

Click **Close Header & Footer**



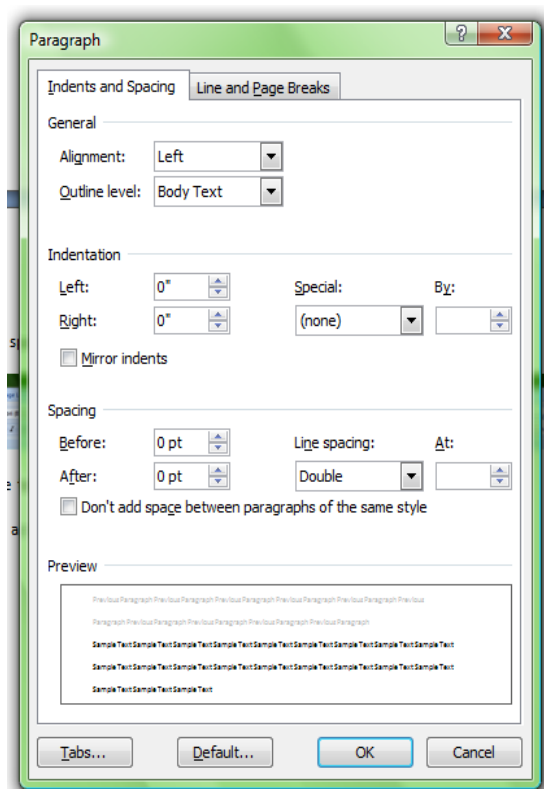
Step 3

Set paragraph spacing:



Click the **Home** tab.

Click the small arrow in the bottom right corner of the **Paragraph** menu.



The bottom section of this box is **Spacing**.

Set the **Before** and **After** spacing to **0pt**.

From the drop-down menu, choose **Double** for **Line Spacing**.

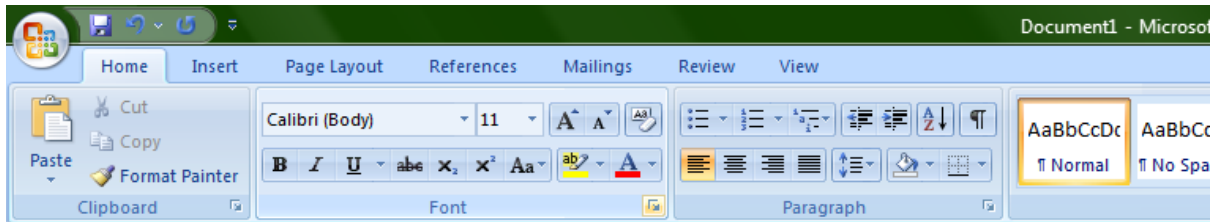
Click **Default** at the bottom. It will ask you to confirm that you want to make this change. Click

Yes.

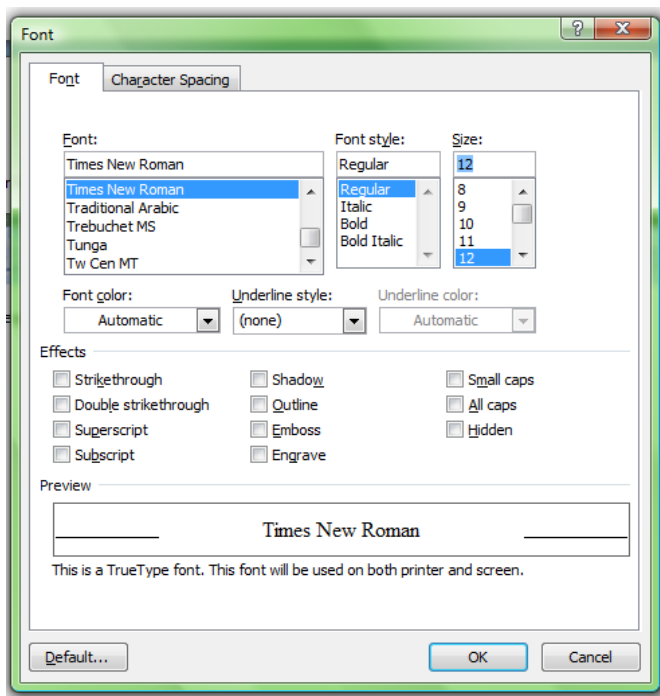
Click **OK**.

Step 4

Set your font:



Click the arrow in the bottom right corner of the **Font** menu.



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).

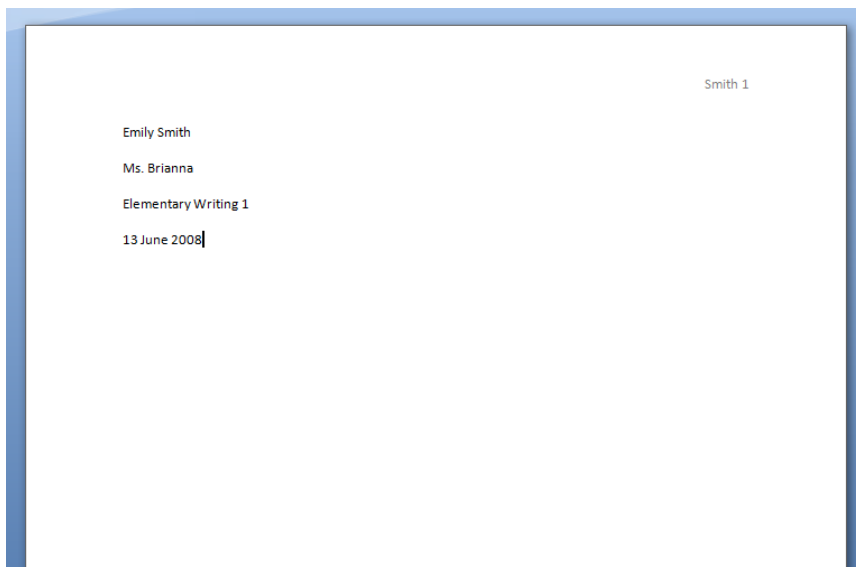
Your first and last name

My name

The name of the class

The date

It should look something like this:

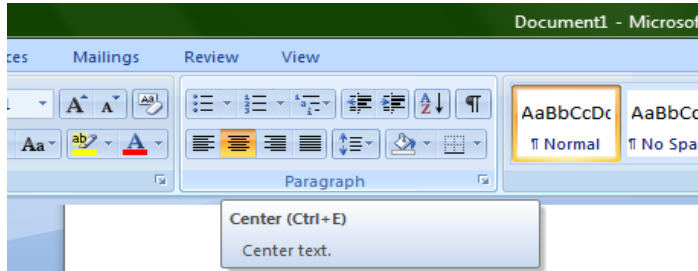


Hit **Enter** to go to the next line. (Note: Only hit Enter *once* here! There should not be extra space between your heading and title.)

Step 6

Write your title:

On the paragraph menu, select the **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.)

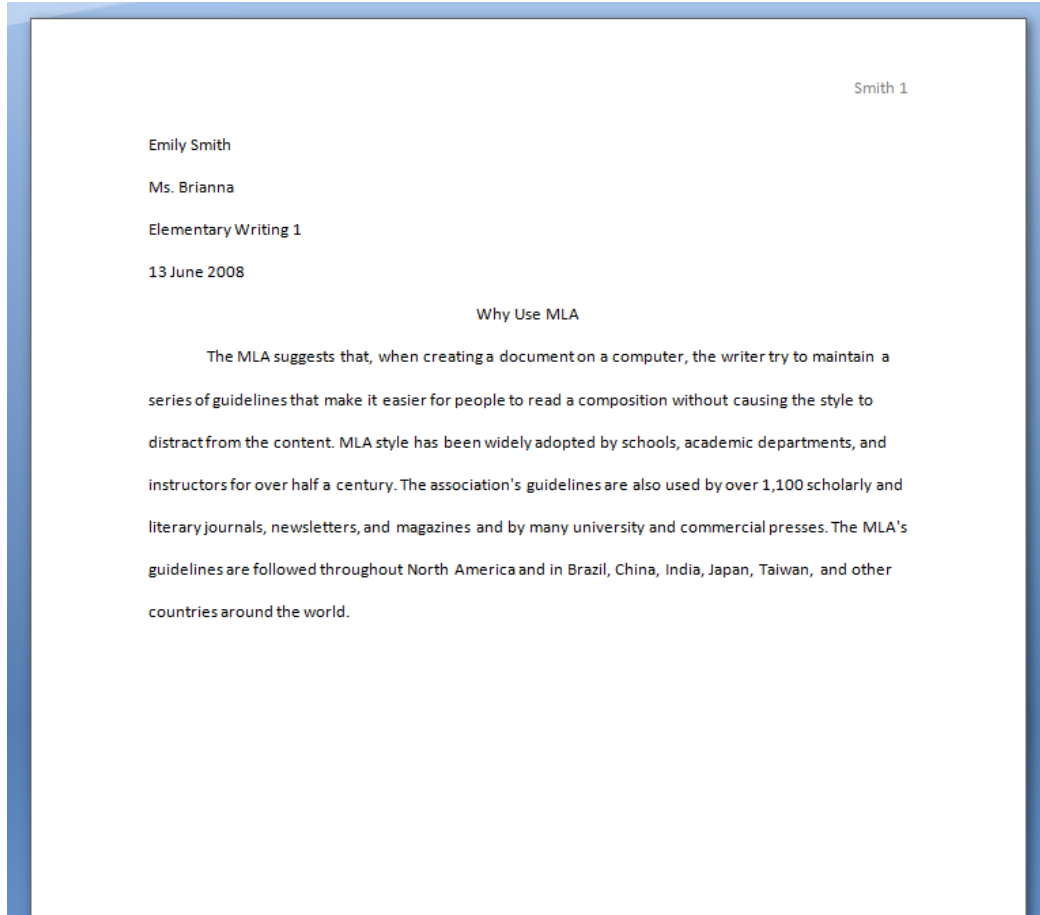
Select **left** alignment again.

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!



Smith 1

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13 June 2008

Why Use MLA

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.