

## Formatting your MLA Paper and Works Cited Page with Microsoft Word 2007- 2013

### 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.

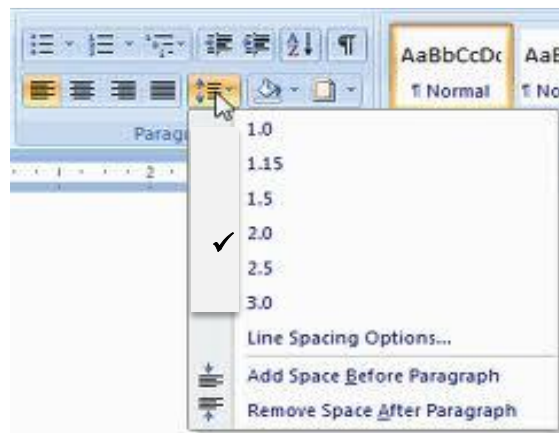
### Helpful Tips:

#### 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**

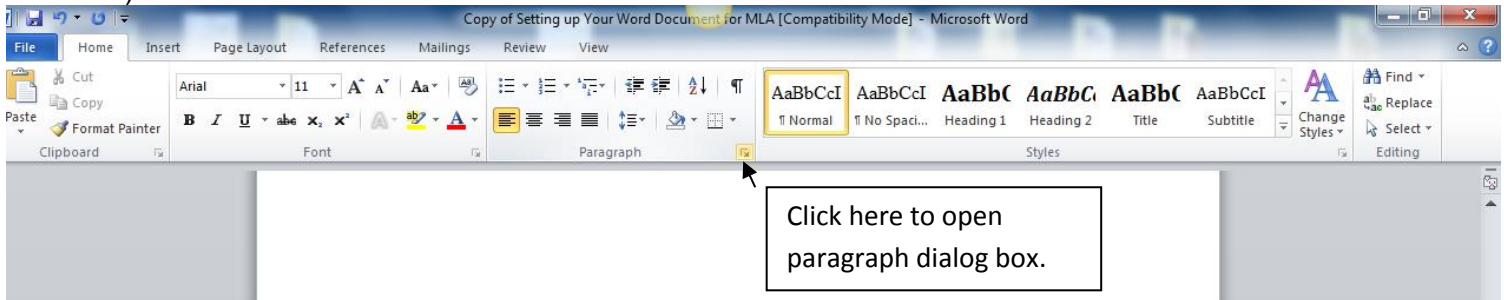


4. Insert Header: click **Insert**, select **Header**, select **top of page** (first choice), click **Page Number**, select top right margin (3<sup>rd</sup> choice), type your last name and a space. Your last name will appear at the upper right margin of each page with page number.
5. In the upper left-hand 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.

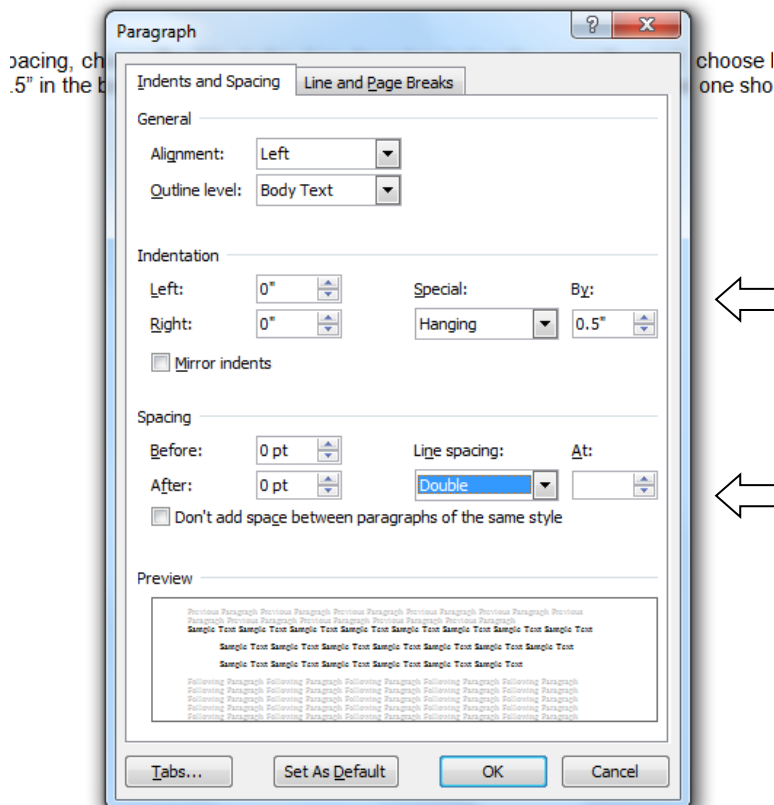
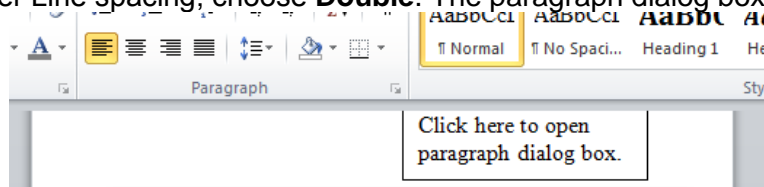
## Helpful Tips:

### 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.



Make sure that this box shows .5\". This will indent all lines other than the first line by .5\".

Make sure line