

MLA Document Setup

Set Top, Bottom, Right, and Left Margins to 1"

1. To set the margins, select the **Page Layout** tab.
2. Click on the "**Margins**" icon.
3. Choose the "**Normal**" margin setting (1" for each of the margin settings).

Set line spacing to double spaced.

1. On the **Home** tab, click the arrow to the right of "**Paragraph**".
2. Under "Line Spacing," select "Double."
3. Make sure both Before and After spacing are set to 0 pts.
4. Click **OK**.

Create a Header with your last name and the page number.

Every page of a manuscript in MLA format has a header in the upper right-hand corner of the manuscript, approximately 1/2" from the top of the page. To create the header and set the page numbering to automatically increment each page,

1. From the **Insert** tab, select **Page Number** and **Top of Page**.
2. Choose "Plain Number 3"
3. Use the left arrow to move one space to the left of the page number; type your last name and a single blank space.
4. Double click outside of the "header" box to return to your document.

Enter document information.

1. Type your name and then press the **Enter** key once.
2. Type your professor's name, and then **Enter**.
3. Type the course identification, and then **Enter**.
4. Type the date. Press the **Enter** key once *only*.
5. Click on the **Align Center** icon.
6. Type the title of your paper, capitalizing the first word and all major words and proper nouns. Do *not* use italics, boldfaced type, underlining, or all caps to format your title. Do *not* type a period at the end of the title. Press the **Enter** key once.
7. Click on the **Align Left** icon.
8. Depress the **Tab** key to indent 1/2 inch to begin your first paragraph and begin typing your document.

Note: Do not hit the return or enter key at the end of a line; allow the word processor to automatically wrap the text to the next line. Depress the enter key only **once** at the end of each paragraph, and use the **tab** key to begin a new paragraph.

Format the Works Cited page.

Immediately after typing the final line of your paper, depress the **CTRL** key and the **ENTER** key at the same time. This will take you to the first line at the top of the next page. Your header and page number should already appear.

1. On the "**Home**" tab, click on the **Align Center** icon.
 2. Type Works Cited (do *not* underline, boldface, italicize, or enclose in quotes).
 3. Depress the **Enter** key once.
 4. Click on the **Align Left** icon.
 5. On the **Home** tab, click the arrow to the right of "**Paragraph**"
 6. Under "**Special**," select "**Hanging**."
 7. Click **OK**.
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1. Type your first works cited entry. (Note: For most sources, follow the guidelines for citation of sources in the 5th edition (1998) of the *MLA Handbook*; for electronically-accessed sources, follow the guidelines in *The Columbia Guide to Online Style* (1998). Both of these style guides are available in the reference section of the library. (NOTE: You may also want to consider using the References feature available in Microsoft *Word* 2007. For more information, see <http://office.microsoft.com/en-us/word/HA100674921033.aspx>.)
 2. See page 654 in the *Little, Brown Handbook* for an example of a properly formatted MLA Works Cited page. For a sample research paper in MLA format see page 720.
 3. At the end of each entry, depress the **Enter** key *only* once. Do *not* introduce extra spaces between entries!
 4. Repeat steps 5, 6, and 7 for each entry.