

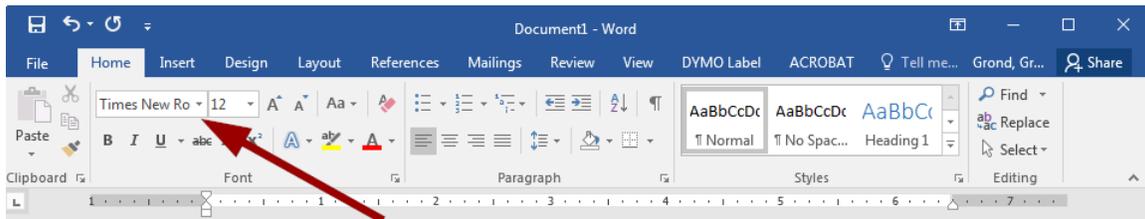
MLA – Formatting in Microsoft Word

Many professors, especially in the humanities, will ask you to prepare papers in MLA (Modern Language Association) format. That organization prepares a handbook showing how to format papers and document sources. Their rules for standard college papers include:

1. Typeface: Times New Roman, 12 pt
2. Spacing: Double-spacing throughout
3. Margins: 1” margins on top, bottom, left, and right
4. Header: Last name and page number in upper right corner of all pages

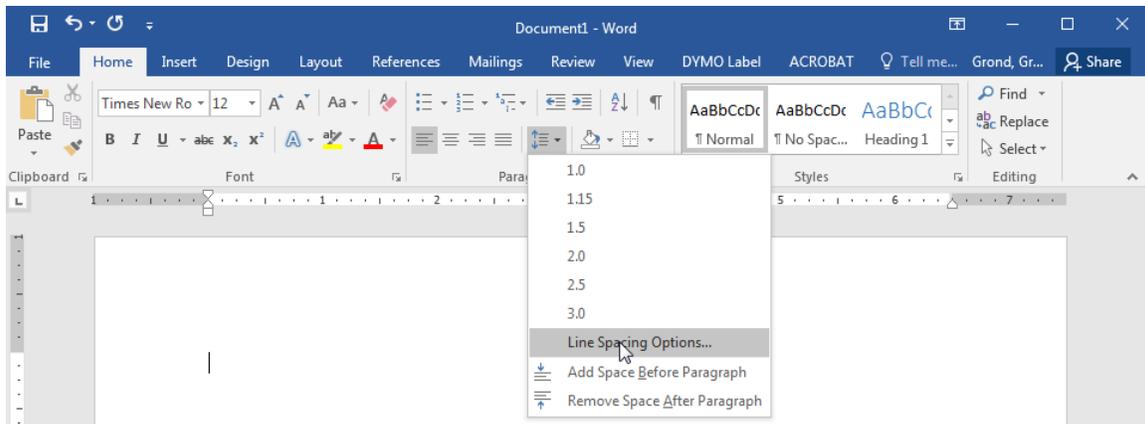
To set typeface:

1. Under the Home tab in the Font section, select Times New Roman from the Fonts list and 12 from the size list.

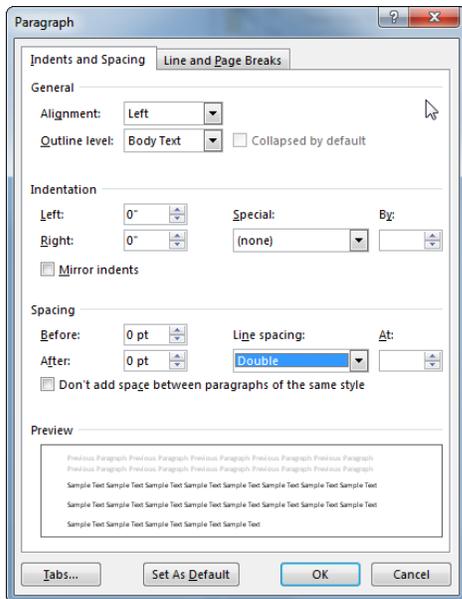


To set spacing:

1. Under the home tab in the Paragraph section, click the line spacing icon, then click Line Spacing Options.

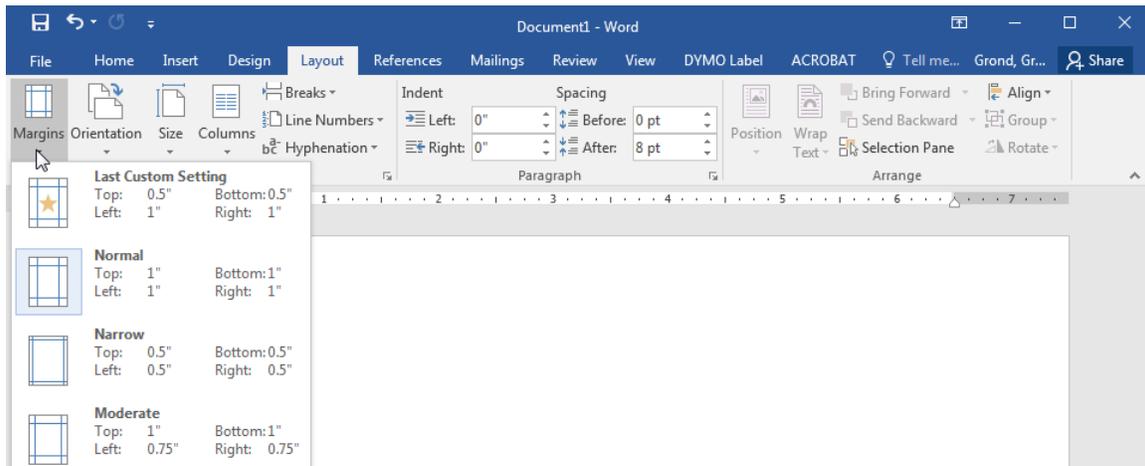


2. In the Spacing section, select 0 pt for Before and After. For Line Spacing, select Double. Click OK when finished.



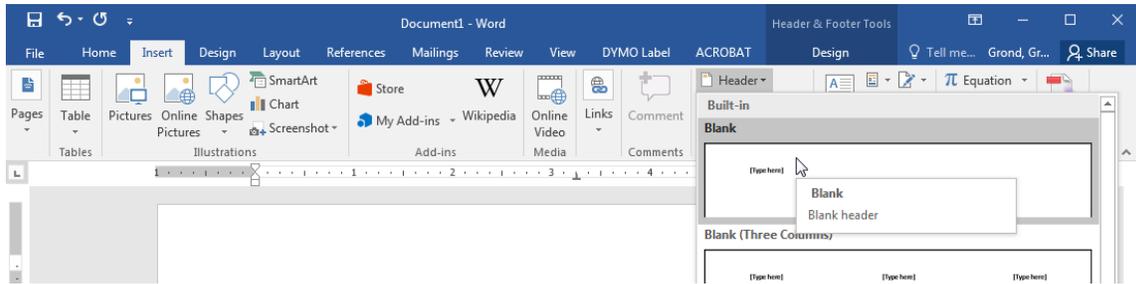
To set margins:

1. Under the Page Layout tab in the Page Setup section, select Margins. Select the Normal option, which should be 1" on all sides.

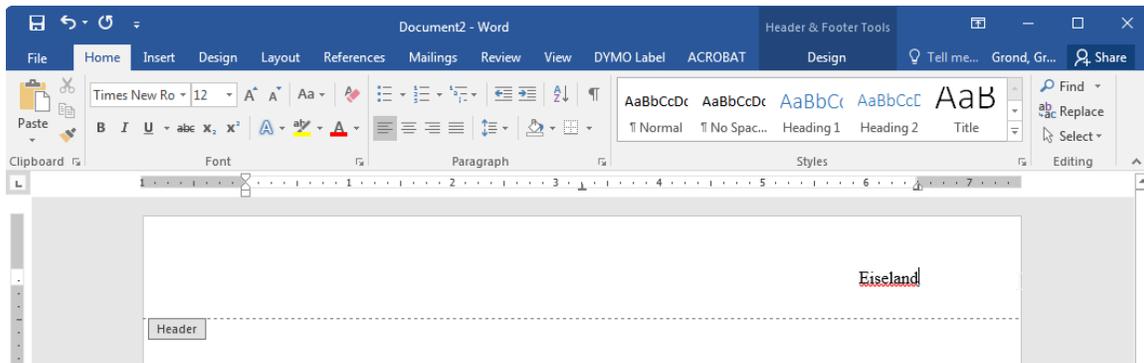


To create a header:

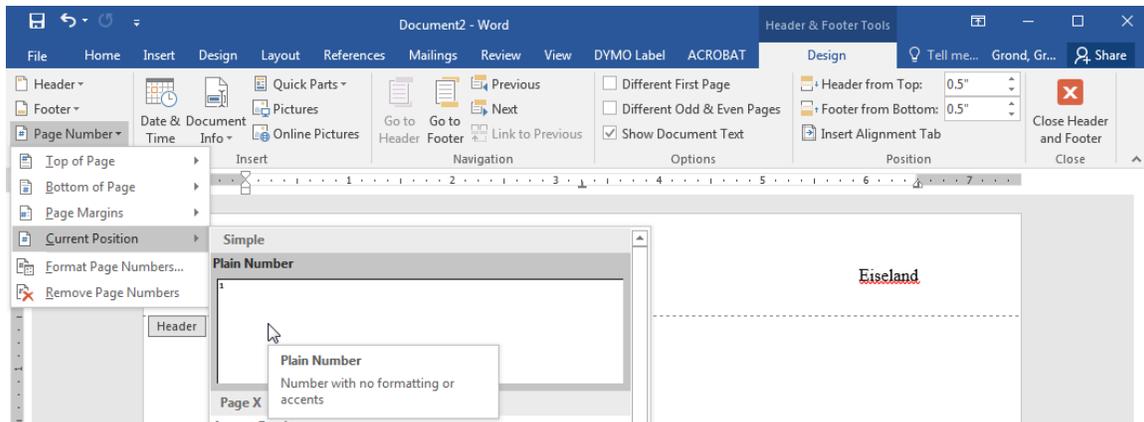
1. Under the Insert tab in the Header & Footer section, select Header, then select Blank from the list.



2. This format should be set up with pre-formatted tabs. Tab over twice to the right-aligned tab, then type your last name followed by a space.



3. In the Header & Footer Tools Design tab, select Page Number from the Header & Footer section. Select Current Position, then Plain Number.



4. The page number will be inserted behind the name. Click Close Header & Footer.