

Setting the Formatting for an MLA, 7/e (2009) Style Paper:

Note: EVERYTHING in an MLA style paper—from the heading to the end of the Works Cited page is DOUBLE SPACED—no more, no less. This includes block quotes! Choose a simple 12 point font like Times New Roman.

Margins: Set all margins to 1". (Windows Word 2007—Page Layout tab; Windows Word 2003—File, Page Setup; Mac—Format, Document)

Header of Last Name and Page Number—NOT to be confused with a HEADING!

It will appear on every page.

- ½ inch from the top right hand margin
- In **Word 2003**—Choose View, Header, Align Right, type last name, click on the # sign. The number will automatically insert and will auto number your paper. Macs work like this, too.
- In **Word 2007**—Insert, Page Number, Align Right, Type Name, insert a space.

Starting on LINE 1:

- Set paper to double space. You can hit **CTRL 2** to do this.
- In **Word 2007 or later**, go to format paragraph menu **and take the space between paragraphs to zero**. This will keep the extra space from appearing in your papers between paragraphs.

Heading: This goes on the first page only!

FirstName LastName

Instructor Name

Course Name

Date in Universal Format (18 August 2010)

Return one time ONLY!

Title: Centered. No special font, no change of font size. The title should hint at the thesis of your paper.

Paragraphs: Don't just tab or space. This can lead to weird things when you print. Format your paragraph so that the first line is set to indent ½ inch. You can do this by dragging the **TOP** triangle on your tool bar to ½ inch. All subsequent paragraphs will automatically indent when you hit return. For quotes, place period or comma **AFTER** the parenthetical citation.

Block Quotes (for long quotes of 5 or more prose lines or 4 lines or more of poetry):

Indent the entire paragraph 1".

Note: for quotes, place the period **BEFORE** the parenthetical citations.

Works Cited Page: At the end of your **paper**, insert a PAGE BREAK. The short cut is CTRL ENTER.

- On the top line type the words Works Cited (no special formatting); return one time only.
- Set a hanging (reverse) indent. You can do this by dragging the **bottom triangle and square** on the tool bar over to ½". All lines past the first line will automatically indent the correct way. When you hit Enter, the first line will go back to the left hand margin. You can also choose "hanging indent" in the format paragraph menu.