How to Format a Paper in MLA Style

1. Change the **font** to size 12, Times New Roman



2. Change the **spacing** to Double Space

b. Select the Line and Spacing Paragraph options and click on **Remove Space After Paragraph and select 2.0 for double space**



- 3. Change your Margins to 1"
 - a. Click on Page Layout at the top
 - b. Click on Margins and select the first option: Normal



4. Insert a **running Header** with your Last Name and Page Number that will appear on each page

a. Click on **Insert** at the top

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b. Click on Header and select the first option: Blank

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c. Once the Header Option is open, click on Page Number, mouse over Top of Page and select Plain Number 1

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- d. Type your Last Name with a space in front of the Page Number
- e. Change the Font to size 12, Times New Roman and align to the Right

Align Text Rig	aht (Ctrl+R)				
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				Student 1	2
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5. Start your paper by inserting your MLA style heading on the first page (NOT in the Header)

a. Be sure to **capitalize and center your title** and **indent each new paragraph** by pressing the **TAB** key

Student 1
Sally Student
Ms. Misenhimer
English 1
26 August 2016
Title of Paper
This is the start of my English 1 paper. I will make sure that the formatting is in Times
New Roman, 12 point font and that it is double spaced. I will also be sure to indent the
beginning of each new paragraph by pressing the TAB key.

6. The last page of your paper will be your Works Cited page (**please see the "How to Create a Works Cited Page" handout for help creating citations**)

a. Remember that this should be its **OWN** page with 12 point, Times New Roman font, and double spaced

b. Your title should be Works Cited and aligned to the center

c. Highlight each entry and press CTRL + T to create a hanging indent