

MLA Writing Style Formatting

Microsoft Word 2010

Basic Guidelines:

Font: Times New Roman (Click on **Home** tab)

Font size: 12 (Click on **Home** tab)

Margins: 1" on all sides (Click on **Page Layout** tab)

Line Spacing: Double

To Set Default Font and Size:

Open a new Microsoft Word document, or if you are typing a Word document that you forgot to format, highlight the text you have already typed and then:

1. Click on **Home** tab, click the arrow in the lower right hand corner of the **Font** box



2. Select **Font: Times New Roman**
3. Select **Font Size: 12**
4. Click **Set As Default**, and then click **OK**

To Set Page Numbers in Header: (upper right-hand corner)

1. Click on **Insert** tab / find **Header & Footer** box
2. Click on **Page Number** button (DO NOT CLICK ON HEADER BUTTON)
 - a. Click on **Top of Page**
 - b. Click on **Plain Number 3**
3. Type your Last name in front of the page number (where cursor is blinking).
4. Put one space between your name and the page number. Check formatting (TNR and 12).
5. Click on red **Close Header and Footer** button

Next page number will automatically appear on every new page you type.

To Set Line Spacing:

1. Click on **Home** tab.
2. Click on arrow in lower right-hand corner of **Paragraph** box
3. In **Spacing** section, 0 should be in **Before and After**
4. In **Line Spacing** section, choose **Double**
5. Click on **Set as Default** / Choose All documents... / Click OK

Type Heading: on first page only, below the Header line, align on top left, type information (double-spaced) as shown in sample below:

Kodi Smith (your name)

Ms. Jones (your teacher's name)

English I

15 December 2013 (due date)

After Typing Heading, Strike Enter Key Once, Type and Center Title

Type first line of your paper. After typing title, strike Enter key once, align left, indent and start typing your paper. Indent first word of each paragraph one-half inch. Leave one space after a period.

Works Cited Page Template:

1. Open a new Microsoft Word document / click on **File** tab (upper left side of screen)
2. Click on **New** / type: **mla** / click on arrow or Enter



1. Click on the **“Works Cited in MLA Format”** template
2. Highlight all text on the template / format: Times New Roman / 12 / remove bold on title
3. Double click on page number in the upper right-hand corner / add your last name (TNR/12) and the correct page number (next number after the last page of your paper)
4. Click on the red **Close Header and Footer** button
5. Save to your x-drive
6. Replace the sample entries with your sources