

How to Format an MLA Paper in Word 2010 & 2013 & 2016

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Summary

How to format a paper with MLA style guidelines

Overview

- Margins should be 1” on all sides
- Font: Times New Roman 12 Pt
- Line Spacing: Double
- Paragraph Format: No space before or after, first line indent of 0.5” for body paragraphs, 1” left indent for long quotes.
- Header with last name and page number
- Heading, with your name, instructor name, course title, and date
- Works Cited page, with works alphabetized, hanging indent on paragraphs

Page margins

On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.

In the drop down list that appears, click **Normal**.

Your entire document will now have 1” margins.

Font Type and Size

On the **Home** tab, Click the **Font Type** box. This will select the name of the current font.

Start typing "Times." By the time you have typed the first word, you will see the rest of the font name appear as the font type.

Press the tab button to accept the font and move to the **Font Size** box. Type **12** and press the **Enter** key.

Your font is now set to Times New Roman, 12 pt.

Line Spacing

Line spacing should be double, with no extra space before or after paragraphs

On the **Home** tab, in the **Paragraph** group, click the bottom right corner to open the page dialog box.

Make sure your settings match those shown on the right to type the heading and header.

Header: Last Name and Page Number

From the Insert tab, click Page Number. A drop-down menu will appear.

Select **Top of Page**. A drop-down menu will appear.

Select **Plain Number 3**.

The menu will close, you will then see your insertion point before the page number 1.

Type in your **Last Name**, followed by **1 space**.

Select the text and on the **Home** tab, format the **font** to **Times New Roman 12 pt.**

To close the header, you can click the **close button**, or simply **double click** in the body of the document.

NOTE: when you are in the body of the paper, the header will look gray. When you are in the header, the body of the paper will appear gray. This is so you will know which is “active.” When you print the paper, both the header and the body will appear equally black.

Heading

Your heading goes at the top left of the first page. It is double spaced and has no indent. It should look like the image below:

After typing the heading, press the Enter key one time, then type the title of the paper.

Center Your Title

Either before or after typing the title, make sure your insertion point is on the same line as the title.

On the **Home** tab, in the **Paragraph** group, click the **Center Alignment** button to center the title.

Paragraph Alignment

Body paragraphs, must be left aligned.

Paragraph Format: Body Paragraphs

On the **Home** tab, in the **Paragraph** group, click the bottom right corner to

open the Paragraph dialog box.

For Body paragraphs, under **Special**, click the drop down list arrow, and select **First Line**, by **0.5”**.

Format Quotes

For **shorter quotations**, you can put them in quotation marks, and include them directly in the text.

For **Long Quotations** (more than 4 lines) , indent the quote one inch from the left margin and do not use quotation marks.

On the **Home** tab, in the **Paragraph** group, click the bottom right corner to open the Paragraph dialog box.

Under **Indentations** set the **Left** indent to **1”**

Works Cited Page

Works Cited is centered at the top of the page. It is not bold.

Citation Format: Hanging Indent

The citation paragraphs must have a hanging indent of 0.5 inch.

Select the paragraphs of your works you have cited.

On the **Home** tab, in the **Paragraph** group, click the bottom right corner to open the **Paragraph dialog box**.

Under **Special**, click the drop down list arrow, and select **Hanging, by 0.5”**.

Click **OK** to apply the format and close the dialog box.

**** NOTE:** While you have your paragraphs selected, you need to alphabetize the list of works cited, shown below.

Alphabetize the List of Works Cited

With the paragraphs selected, on the **Home** tab, in the **Paragraph** group, click the **Sort** button.

The **Sort Text** dialog box will appear, as seen below.

You want to sort by **paragraphs, text, ascending** (A to Z).

Click **OK**, the dialog box will close and your paragraphs will be in alphabetical order.

The **Sort Text** dialog box will appear, as seen below:

Your works cited page should look like this:

Key Words: MLA format, MLA, English paper

Online URL: <https://info.abtech.edu/article.php?id=459>