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

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

### **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 <b>Page Layout</b> tab, in the <b>Page Setup</b> group, click <b>Margi</b>	ns.
n the drop down list that appears, click <b>Normal</b> .	

Your entire document will now have 1" margins.
Font Type and Size
On the <b>Home</b> tab, Click the <b>Font Type</b> 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.



Line Spacing
Line spacing should be double, with no extra space before or after paragraphs
On the <b>Home</b> tab, in the <b>Paragraph</b> 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

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.



**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 you 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 <b>Home</b> tab, in the <b>Paragraph</b> group, click the bottom right corner to open the <b>Paragraph dialog box</b> .
Under <b>Special</b> , click the drop down list arrow, and select <b>Hanging</b> , by <b>0.5</b> ".
Click <b>OK</b> 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 <b>Home</b> tab, in the <b>Paragraph</b> group, click the <b>Sort</b> button.
The <b>Sort Text</b> dialog box will appear, as seen below.
You want to sort by <b>paragraphs</b> , <b>text</b> , <b>ascending</b> (A to Z).

Click <b>OK</b> , the dialog box will close and your paragraphs will be in alphabetical order.	
The <b>Sort Text</b> dialog box will appear, as seen below:	

