

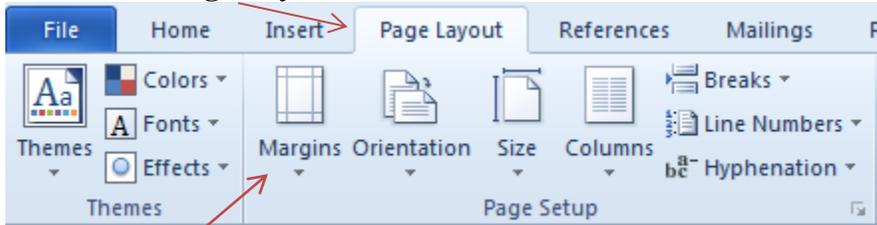
MLA Formatting Guide for Microsoft Word 2010

If you have another version of Microsoft word, you are still expected to figure out how to format it to meet all following requirements. Google it. Visit the Purdue OWL for any other questions. It's entirely possible for you to figure out these things on your own. You're an intelligent, sentient human being, and you have access to the Internet.

Whole Document

- ✓ **Set margins to 1" all the way around.**

Click on the **Page Layout** tab



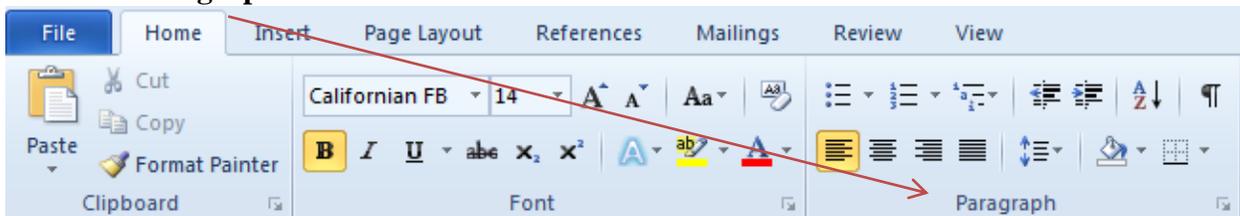
Click the **Margins** button.

Select **Normal** (1" bottom, top, left, and right)

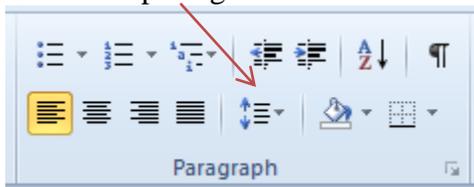
- ✓ **Set document to double spaced.**

Click on the **Home** tab.

Go to the **Paragraph** section.

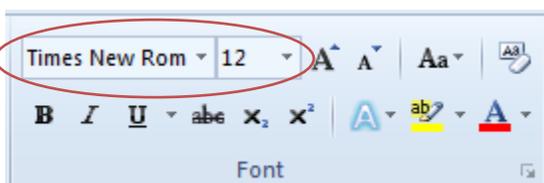


Click the spacing button.



Choose **2.0**.

- ✓ **Set font to size 12, Times New Roman.**



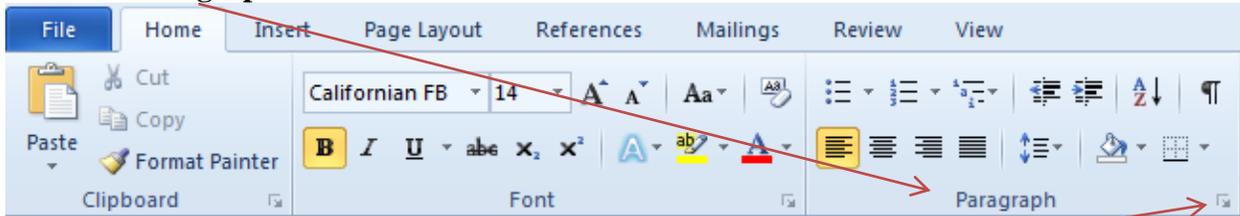
This is the **ONLY** font and size you should use. Do not underline, bold, italicize (unless it's a source's title, but NOT the title of your essay), or use any other sizes. The title of your essay and Works Cited Pages should be **EXACTLY** the same font as everything else.

✓ **Remove extra space.**

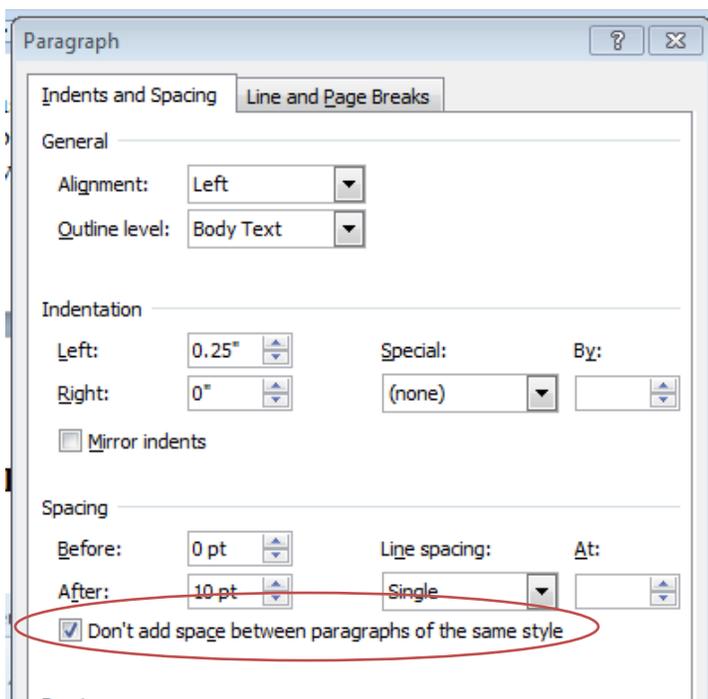
Even though your document is double spaced, there should be no **extra** space between the heading and the title, the title and the essay, or any of the separate paragraphs.

Click on the **Home** tab.

Go to the **Paragraph** section.



Click the **arrow in the bottom right corner** to open up the paragraph box.

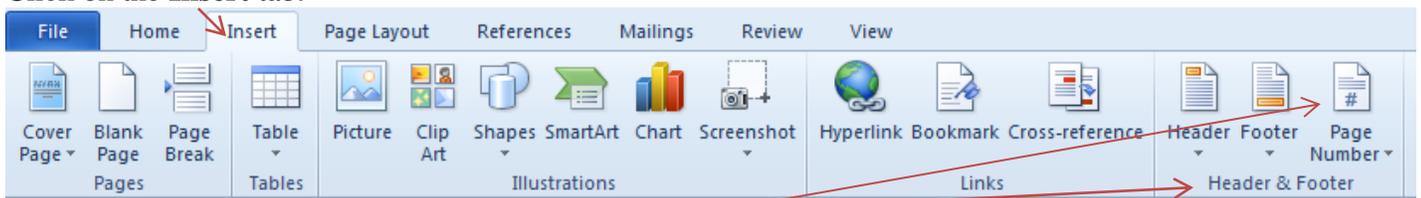


Check the box that says **Don't add space between paragraphs of the same style.**

Page Numbers

✓ **Place it on the top, right corner.**

Click on the **Insert** tab.



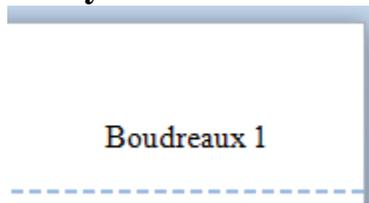
Go to the **Header & Footer** section.

Click the **Page Number** button.

Go to **Top of Page**

Choose **Plain Number 3**

- ✓ **Add your last name before the page number.**



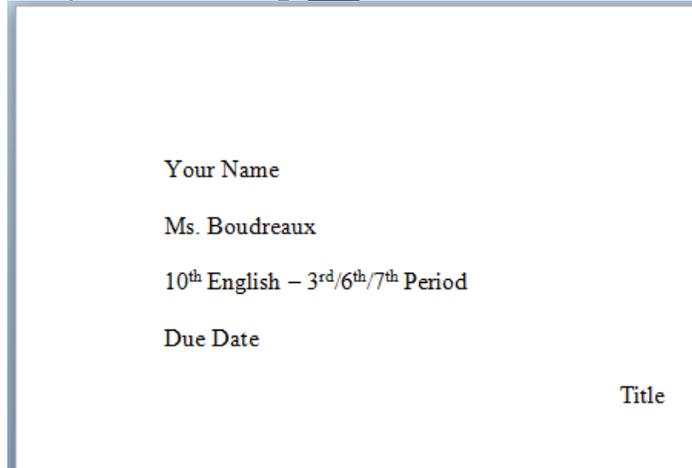
You **don't** need a comma or any other kind of punctuation, but you **do** need a space.

- ✓ **Make sure it's also in size 12, Times New Roman.**

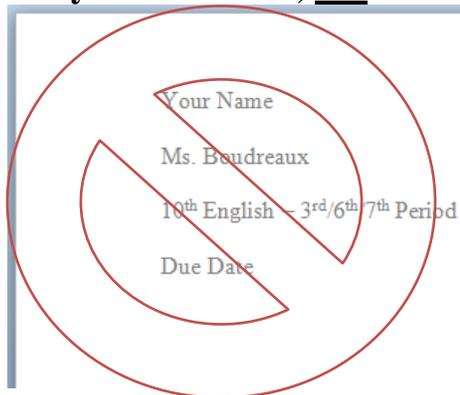
It will probably default to size 11 Calibri. Fix it. Ms. Boudreaux will definitely notice this.

Heading

- ✓ **Very first line, top left corner, flush with left margin**



- ✓ **Body of document, not the header.**



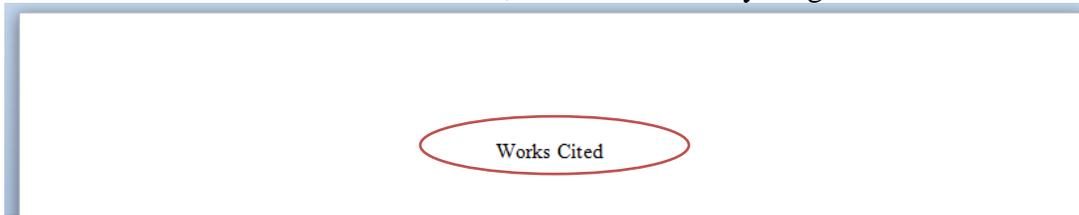
Works Cited Page

- ✓ **Use same criteria as rest of document.**

Set margins to 1" all the way around; set document to double spaced; set font to size 12, Times New Roman; Delete extra space.

✓ **Add and format title.**

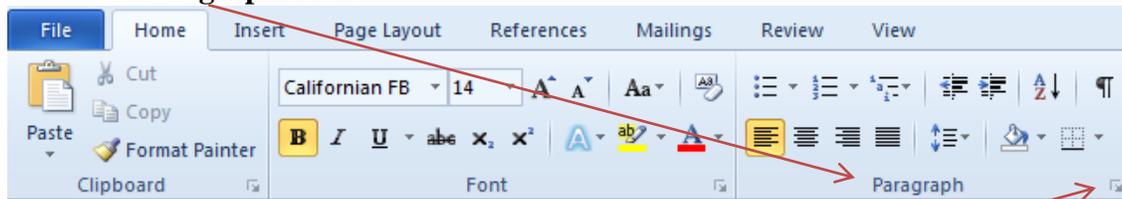
Title should be Works Cited – centered, same font as everything else.



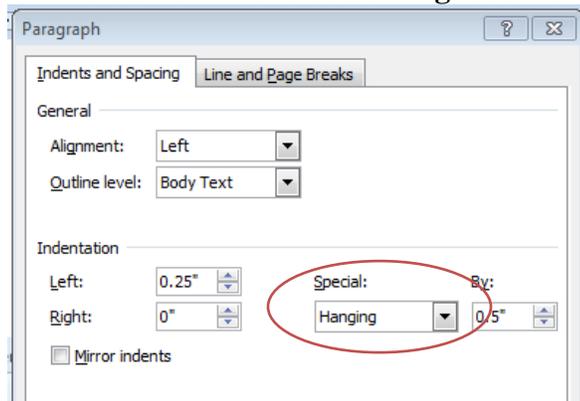
✓ **Use hanging indents for all entries**

Click on the **Home** tab.

Go to the **Paragraph** section.



Click the **arrow in the bottom right corner** to open up the paragraph box.



Find the **Special** drop down menu in the Indentation section.

Select **Hanging**.

✓ **Sample MLA formatted paper including Works Cited page**

<https://owl.english.purdue.edu/owl/resource/747/13/>

Other Questions?

<https://owl.english.purdue.edu/owl/resource/747/01/>