

I. Set Style to Word 2003: Open a new MLA document and then perform this simple step. Setting the style to Word 2003 should solve the *excessive spacing between line breaks* issue.

1. Click the HOME tab
2. Under "Styles," click the CHANGE STYLES icon
3. Select STYLE SET
4. Select WORD 2003

II. Set Margins: Top, bottom, left and right margins must be set to one inch.

1. Click the PAGE LAYOUT tab.
2. Click the MARGINS icon.
3. Select the NORMAL 1"x1"x1"x1" option.
4. You can also use the CUSTOM MARGINS option to set proper margins.

III. Check Paragraph Indentation: The first line of each new paragraph should be indented one-half inch. Usually the "Tab" button on the left side of your keyboard is defaulted properly, so simply depress that button whenever you wish to indent for a new paragraph. To check the default of your "Tabs" button:

1. Click the HOME tab.
2. Click to open the PARAGRAPH DIALOG BOX (the tiny button to the right of the word "Paragraph").
3. Click the TABS button at the bottom of the box.
4. Make sure that the DEFAULT TAB STOPS are set to 0.5".
5. Click OK to close.

IV. Set Line Spacing: All lines in an MLA paper are double spaced. There are no single spaces or quadruple spaces—*ever*. Even the class information and the title are double spaced. Set for double spacing:

1. Click the HOME tab.
2. Under "Paragraph," click the LINE SPACING button.
3. Select 2.0 for double spacing.

V. Check Spacing Between Paragraphs: Again, *everything* must be double spaced, so make sure that Word is not defaulted to add undesirable extra spaces between your paragraphs. Resetting your "Style" (#1 above) probably took care of this, but if not, follow these steps.

1. If you already have text, click Ctrl+A to select all text.
2. Click the HOME tab.
3. Click the LINE SPACING button again.
4. Look to the bottom of the pulldown menu that appears. If at the bottom of this menu you see REMOVE SPACE BEFORE PARAGRAPH and/or REMOVE SPACE AFTER PARAGRAPH, click to select. Doing so will remove any additional unwanted spaces.
5. If you see ADD SPACE BEFORE PARAGRAPH or ADD SPACE AFTER PARAGRAPH, then do *not* select, for your paragraph spacing is already properly set.
6. Click to open the PARAGRAPH DIALOG BOX (the tiny button to the right of the word "Paragraph")
7. Under SPACING, make sure the "Don't add spaces between paragraphs of the same style" box is checked.
8. Click OK.

VI. Numbering Your Pages: Number all of your pages on the top right of each page, beginning with the first page and ending with a Works Cited or Works Consulted page if applicable. Include directly to the left of the page number your last name followed by three spaces (Example: Strummer 1).

1. Click the INSERT tab.
 2. Click the PAGE NUMBER button.
 3. Select TOP OF PAGE to open selections.
 4. Select the plain option (no formatting or accents) that places the page number to the right. (Once you select this option, you should see the page number appear correctly placed in the right of the header.)
 5. Now, just to the left of the page number, type your last name followed by three clicks of your space bar.
 6. Double click anywhere in the body of your paper to exit the header.
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NOTE: Your header font and size needs to match the font of your text. You can always re-enter your header to change the font of your last name and page number by simply double clicking the top of any page.

VII. Print Your Class Information: In the upper left corner of your first page and flush with the left hand margin, list the class information specified by the instructor. Use individual, double-spaced lines for each piece of information. If your instructor is not specific about what to include, record the following information in this exact order and format.

- Your full name
- Your instructor's title and name
- The official course name/number and five digit course reference number (CRN)
- The official assignment name/number and descriptor (check your syllabus)
- The due date, printed formally with the month fully spelled out. Either European (7 December 2006) or American (December 7, 2006) style is acceptable.

Here is an example of appropriately printed class and assignment information:

Joseph Strummer

Professor Gary Enns

English 101 (70193)

Essay 1: Argument

7 December 2006

VIII. Center Your Title: After the class information, double space once and center your cursor with the centering option on your word processor.

1. Select the HOME tab.
2. Click the CENTER button (looks like a series of horizontal lines centered).
3. Type your title.
4. Click return and then hit backspace once to return your cursor to the left of the page to begin your text.

IX. Choose a Modest Font: Hold down the "Ctrl" and "A" keys of your keyboard to select your entire text and choose a modest formal font with serifs such as Times New Roman. Use 11 or 12 point—no larger. Remember to change your page numbers and last name in the header to match text's font and size. Again, you can simply double click in the header area of your paper to access the header.

(sample from a first page)

Strummer 1
Joseph Strummer
Professor Gary Enns
English 101 (70193)
Essay 1: Narration
15 September 2008
A Father Like Othello: How Ambition Created a Monster
It was a cold day in Slumberland, 1997. I couldn't stop watching the news. Even though my father had misbehaved and bucked his military superior and was the top story of every network, he and I both knew, as Othello knows, that his "services" would "out-tongue ... complaints" (Shakespeare 53).
But what we didn't count on was the impact that his actions would have on the rest of the family.
A silly mistake. It was a cold day in Slumberland, 1997. I couldn't stop watching the news. Even though my father had misbehaved and bucked his military superior and was the top story of every network, he and I both knew, as Othello knows, that his "services" would "out-tongue his complaints" (Shakespeare