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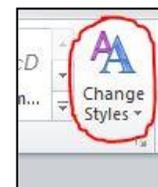 I. Set Style to Word 2003: Open a new MLA document and then perform this simple step. Setting the style to Word 2003 should solve the *excessive spacing between line breaks* issue.

1. Click the HOME tab
2. Under "Styles," click the CHANGE STYLES icon (image to right).
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 (image to right).
3. Select the NORMAL 1"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." Image to right).
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.
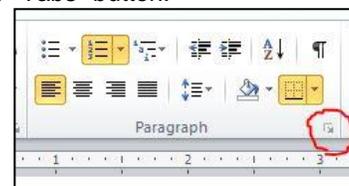
IV. Set Line Spacing: All lines in an MLA paper are double spaced. There are no single spaces or quadruple spaces—*ever*. Even the class information and the title are double spaced. Set for double spacing:

1. Click the HOME tab.
2. Under "Paragraph,' click the LINE AND PARAGRAPH SPACING button (image to right).
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" (#I above) probably took care of this, but follow these steps to make sure.

1. If you already have text, click Ctrl+A to select all text.
2. Click the HOME tab.
3. Cick the LINE AND PARAGRAPH SPACING button again.
4. Click LINE SPACING OPTIONS to open the paragraph dialog box (image to right).
5. Under "Spacing," place a checkmark in the "Don't add space between paragraphs of the same style" box.
6. Also make sure that the "Before" and "After" numbers are both set to 0 pt.
7. Click OK.
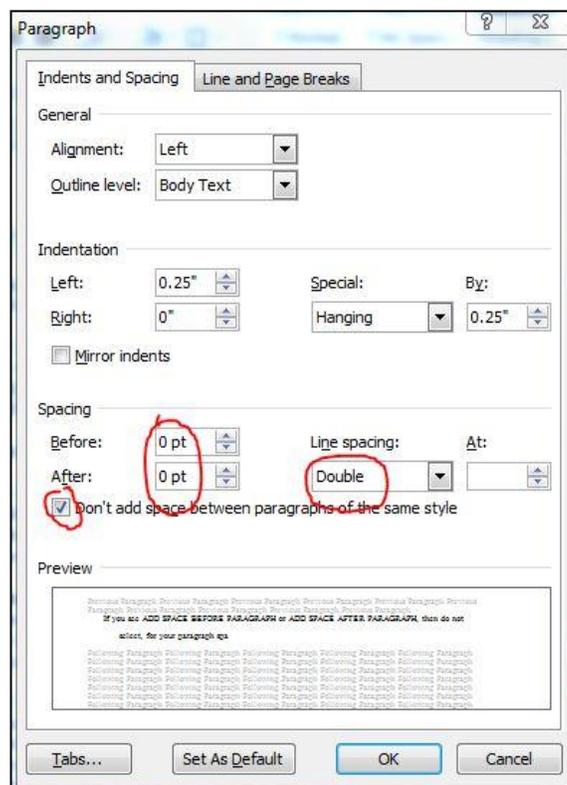
VI. Numbering Your Pages: Number all of your pages on the top right of each page, beginning with the first page and ending with a Works Cited or Works Consulted page if applicable. Include directly to the left of the page number your last name followed by three spaces (Example: Strummer   1).

1. Click the INSERT tab.
2. Click the PAGE NUMBER button (image next page).
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. Select both your last name AND page number and change to the font size/style you are using in your essay text.
7. Double click anywhere in the body of your paper to exit the header.
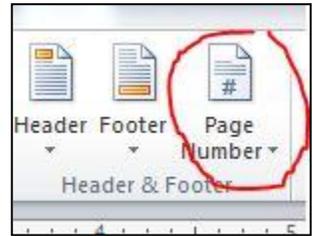
NOTE: Your header font and size needs to match the font of your text. You can always re-enter your header to change the font of your last name and page number by simply double clicking the top of any page.

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. I require the following information formatted exactly like the example below. If your instructor is not specific about what to include, using the following format is a safe bet. Include

- Your full name
- Your instructor's title and name. Use "Professor" for a college instructor unless he/she specifies otherwise (eg: Professor John Jones)
- 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.
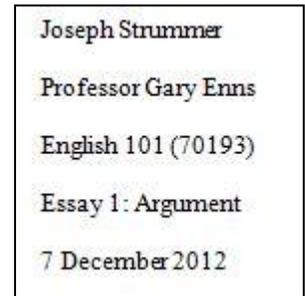
To the right is an example of appropriately printed class and assignment information for one of my classes. Format your class info *exactly* like this.

VIII. Center Your Title
: After the class information, double space once and center your cursor with the centering option on your word processor. Do not add any extra spacing above or below your title. Regular double spaces are correct.

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.
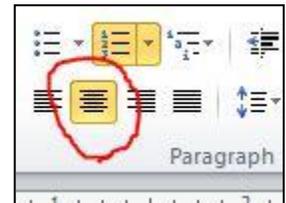
IX. Choose a Modest Font
: Hold down the "Ctrl" and "A" keys of your keyboard to select your entire text and choose a modest formal font with serifs such as Times New Roman. Use 11 or 12 point—no larger.

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 First Page:
To the right is a sample from the first page of an appropriately formatted MLA Style paper written for one of my classes. Notice the one inch margins; the uniform double spacing, even between paragraphs; the correct format for class information; the location and matching font of the header/page numbers; and the correctly formatted and centered title.