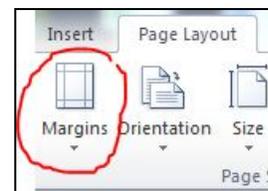## I. Set Margins: Top, bottom, left and right margins must be set to one inch.

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

II. 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. In the "Paragraph" section, click and open PARAGRAPH SETTINGS—the tiny button to the right of the word "Paragraph" (see 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.
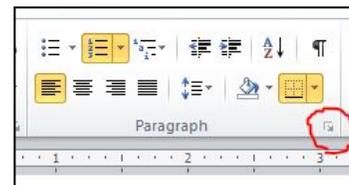
## III. Set Line and Paragraph Spacing: All lines in an MLA paper are double spaced. There are no single spaces or quadruple spaces—*ever*. Even the class information and the title are double spaced. Word is usually defaulted to single space with extra spaces between paragraphs—*clearly* unsuitable for and MLA paper—so follow these steps carefully to make sure *all* lines are double-spaced:

1. If you already have text, click Ctrl+A to select all text.
2. Click the HOME tab.
3. Click the PARAGRAPH SETTINGS button again. (See image in number 2 above).
4. Under "Spacing," select "Double."
5. Set the "Before" and "After" spacing numbers to 0 pt.
6. Place a checkmark in the "Don't add space between paragraphs of the same style" box.
1. Click OK.
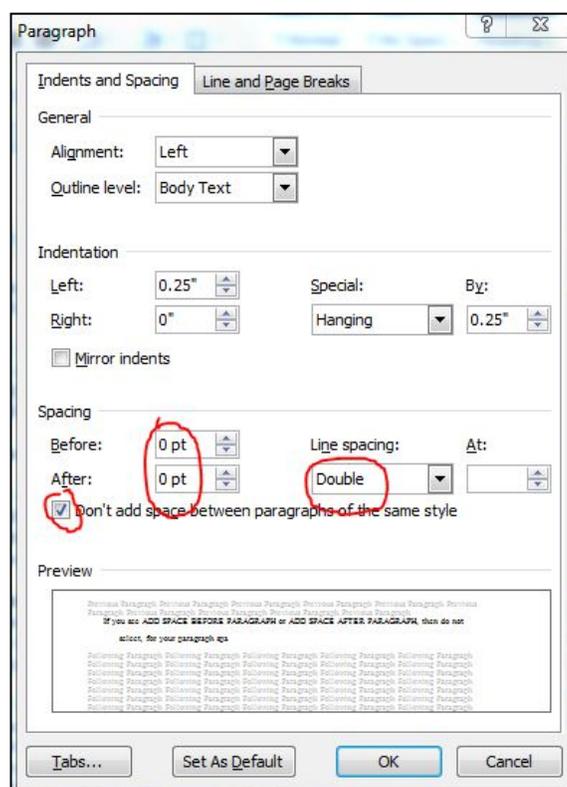
IV. Numbering Your Pages: Number all of your pages on the top right of each page, beginning with the first page and ending with a Works Cited or Works Consulted page if applicable. Include directly to the left of the page number your last name with one space between. (Example: Strummer 1).

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 one click 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.
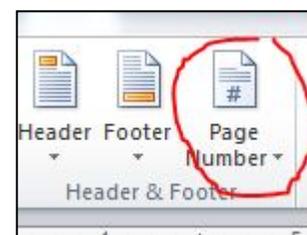
NOTE: Your header font and size need to match the font of your text. You can always re-enter your header to change the font of your last name and page number by simply double clicking the top of any page.

V. Print Your Class Information: In the upper left corner of

your first page and flush with the left-hand margin, list on separate double-spaced lines the class information specified by your instructor**.** *I require five lines of information formatted exactly like the example to the right (with the five-digit course CRN number in parentheses to the right of the class and with the assignment number/name included as the fourth line).* If your instructor is *not* specific about what to include, print the four MLA-recommended information lines in the following order:

Joseph Strummer

Professor Gary Enns

English 101 (70193)

Essay 1: Argument

7 December 2012

Sample for Prof. Enns' courses

1. Your full name
2. Your instructor's title and name. Use "Professor" for a college instructor unless he/she specifies otherwise (eg: Professor John Jones)
3. The official course name/number (eg: English 101)
4. The due date, printed formally with the month fully spelled out. Either European (7 December 2006) or American (December 7, 2006) style is acceptable.

VI. 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.

Paragraph

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.
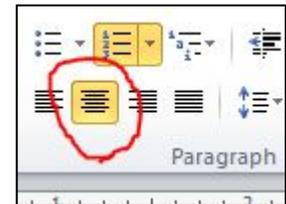
VII. Choose a Modest Font: Hold down the "Ctrl" and "A" keys of your keyboard to select your

entire text and choose a modest formal font such as Times New Roman. Use 12 point—no larger. (If your professor specifies another font/size, be sure to use it!) Remember to change your page numbers and last name in the header to match your text's font and size if necessary. 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 Stamberland, 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 Stamberland, 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

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.