



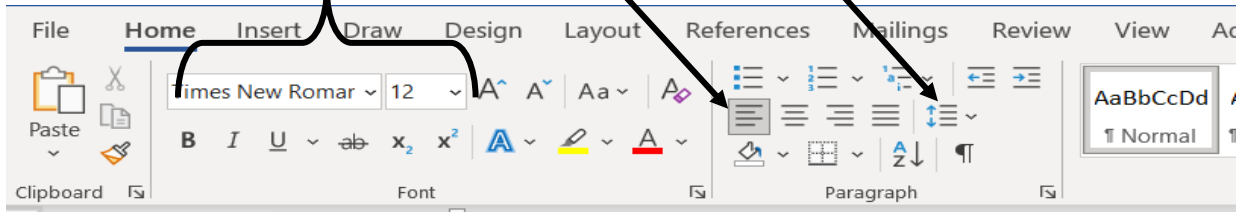
Formatting a Paper for MLA Style—Microsoft Word

1

Font= **Times New Roman**
Size = **12 pt.**

*Set the alignment to **left.**
*Set the spacing to **2.0**

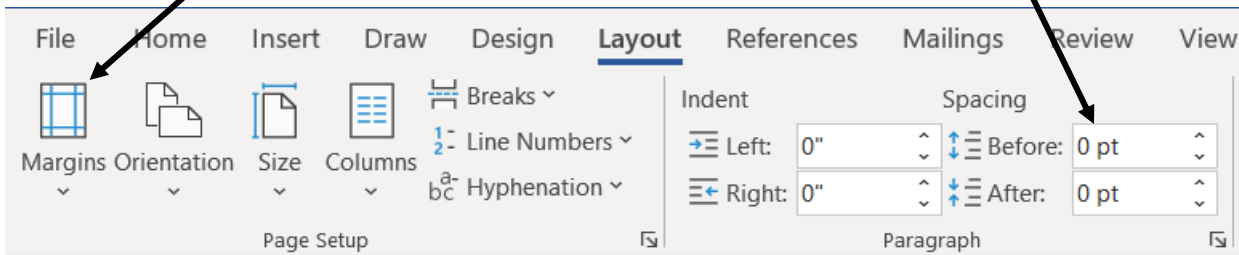
Watch a help [video!](#)
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2

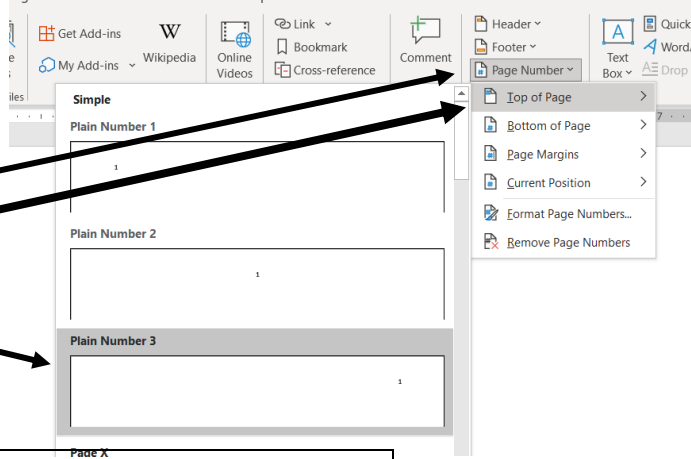
*Check your margins: **Normal** should be selected with 1 in. on all sides.

*Set the spacing to be **0** before and **0** after.



3

- Under the “Insert” tab, click—Page Number.
- Choose ‘Top of Page’
- Choose “Plain Number 3”



4

- Type your **LAST** Name in front of the page number. It will now appear at the top of each page.
- Now click **below** the blue dotted header line to continue typing.

King 1

5

- Type your heading:
Name
Teacher
Class-Period
Date (Day Month Year)
- Center your title.
- Indent when starting new paragraphs.
- Your Works Cited and Consulted page is the last page.

Patricia King
Mrs. Smith
English 10 – 3
1 Jan. 2013

How to Format for an MLA Paper

Formatting an MLA paper is easy if you just follow the pictures on this paper. Do not forget to cut and paste your Works Consulted page as the last page of your paper.

6

Press the Ctrl and Enter buttons to insert a new page for your Works Cited and Consulted page. It will be the last page of your paper and has different formatting.