

Student First and Last Names

Teacher Name

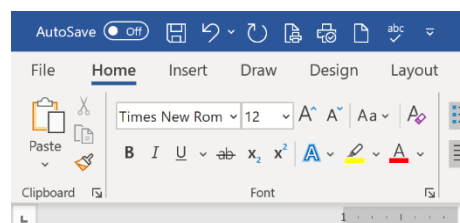
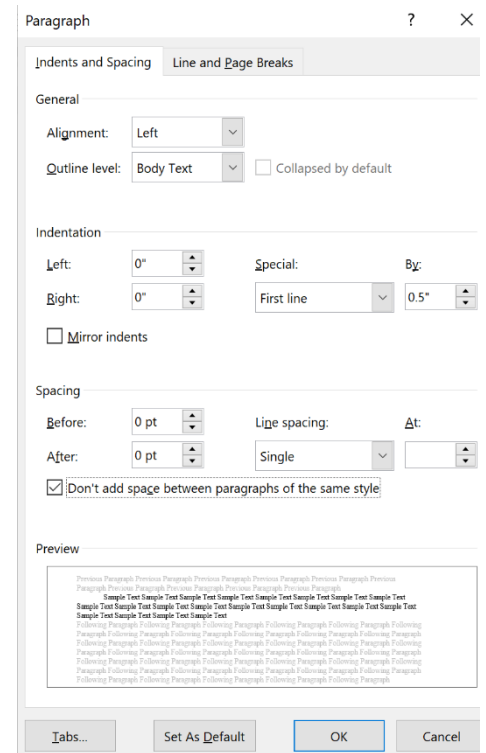
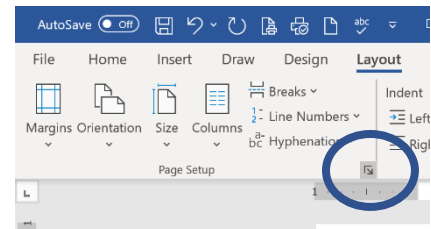
Class Name, Period #


Day Month Year Date (NOTE: Long term assignments have due date)

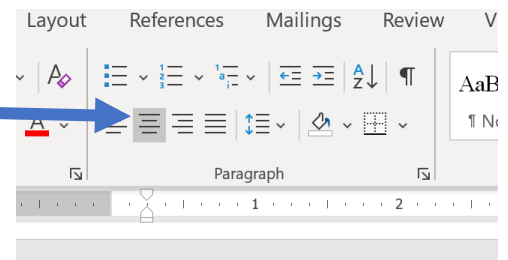
MLA Formatting Instructions

In order to format a Microsoft Word document for MLA, you need to follow these steps:

- Set the Margins.
 - Click the Layout tab in the toolbar.
 - Click the arrow button in the bottom righthand corner of the Page Setup section.
 - When the box opens, go to Margins. Set the margins to 1” for the top, right, and left. To make the bottom a true 1”, set the bottom margin to 0.9”.
 - Then go to Layout. Set the header and footer margins to 0.5”
 - Click OK
- Set the Paragraph styles.
 - Still from the Layout tab in the tool bar.
 - Click the arrow button in the bottom righthand corner of the Paragraph section.
 - When the box opens, go to Indents and Spacing.
 - Where it says “Indentations,” click “Special” and selecting “First Line” and set the Tab to 0.5”
 - Go to “Spacing” and change the Line spacing to Double.
 - Also make sure to CHECK the box for “Don’t add space between paragraphs of the same style.”
 - Go to the Line and Page Breaks section.
 - UNCHECK the Widow/Orphan Control option.
 - Click OK
- Set the Font
 - From the Home tab of the toolbar, go to the font section and select Times New Roman and 12



- Do the Header
 - Double click in the 1” top margin. This will open the Header and Footer Tab of the Toolbar.
 - Page Number → Top of Page → Page Number 3
 - Type your last name and press “Spacebar” once for a space.
 - If it’s not Times New Roman, 12 pt, then change that now from the Home tab.
- Do the Heading
 - Now double click in the body of your paper.
 - Type in the correct MLA Heading
 - To type in the paper title, it needs to be centered: do it with the Center Align button: 
 - When you are done typing the title, press Enter and click the Left Align button, next to the Center Align button.



NOTE: A major bonus for Microsoft Word is you can use a template called “MLA Style Paper.” Don’t use the researcher one. You can use the blank one if you’d like, but the paper one goes through and explains the different parts and how to set it up.