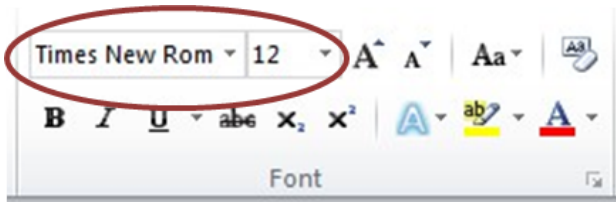
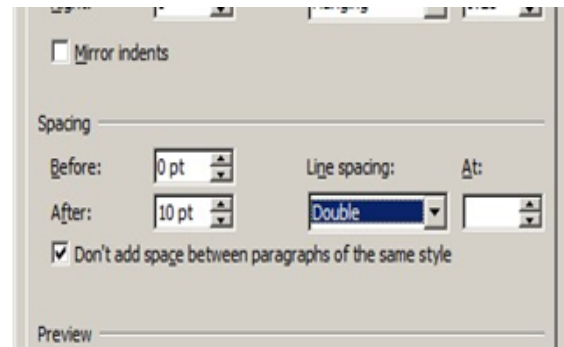
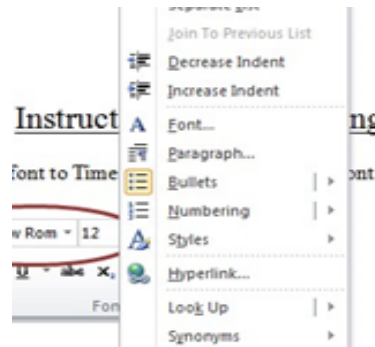

Instructions for Formatting in MLA Style

1. Set your font to Times New Roman and 12pt font. (Unless instructed otherwise by your professor.)



2. Spacing and Your Paper ➤ There are two methods to double space.
 - The first is a shortcut. Hold down the CTRL key while pressing the number 2 key at the top of the keyboard.
 - The second has multiple steps. First, select all your work (This can be done by holding down the CTRL key and pressing the letter A). Next, right click in the document (or you can click the arrow in the bottom right corner of the paragraph section under the home tab). From there choose the option that says “paragraph”. Next, under indents and spacing, go to the spacing section, click the drop down box for line spacing, and make it double.



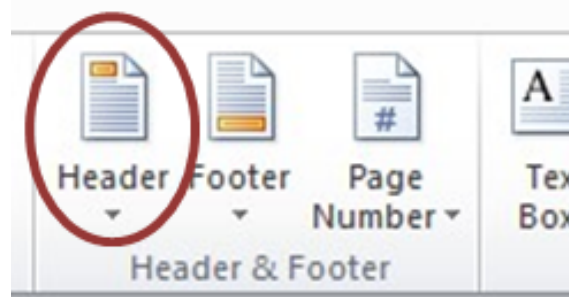
➤ You also want to check the spacing after each paragraph. Again, there are two ways to do this.

- The first is to go to page layout, under the paragraph section, and change the spacing after to 0. (Select all your work before doing this; it can be done by holding down the CTRL key and pressing the letter A).
- The second has multiple steps. First, select all your work (This can be done by holding down the CTRL key and pressing the letter A). Next, right click in the document (or you can click the arrow in the bottom right corner of the paragraph section under the home tab). From there, choose the option that says “paragraph”. From there, under indents and spacing, go to the spacing section. Change the spacing after to 0.

3. Insert your Header

➤ The easiest way to insert the header (in newer versions of Word) is to double click in the top margins.

- The next way to insert your header is to go to insert, then header.
- After you are in your header, insert page numbers. You do this by going to the header options that appear when you enter the header.
- Be sure to also set your header to Times New Roman 12pt font. The header does not automatically change the font in the header when you set it for the paper.



4. Works Cited Page

- When you get to your works cited page you have to put a hanging indent on all of your citations. After you get your citations typed, highlight them and click “paragraph”. When the options come up look under indentations. Then go to the indent option. Click the drop down box and click the “hanging” option.

