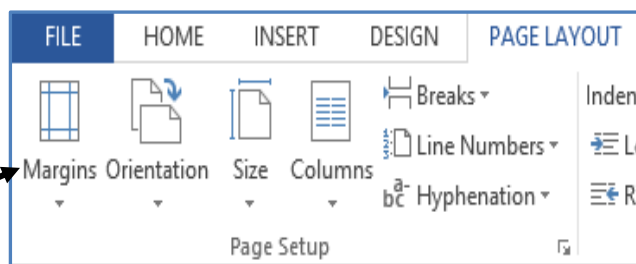


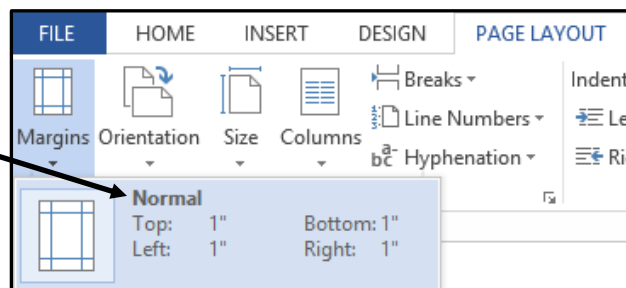
MLA STYLE – How to Format Your Paper Using Microsoft Word 2016

SETTING 1 INCH MARGINS

- ✓ Use 8.5 X 11 inch paper
- ✓ Set the margins of your paper to 1 inch on all sides.
- ✓ On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.

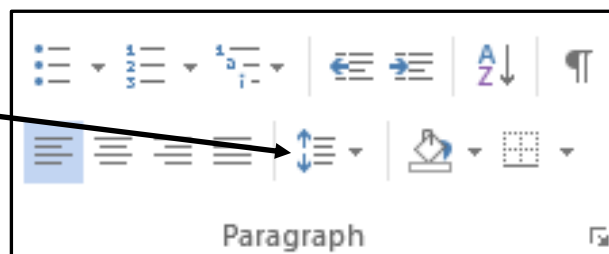


- ✓ Click the **Normal** margin width.
- ✓ The normal margins setting will give you 1 inch margins on all sides of your document.

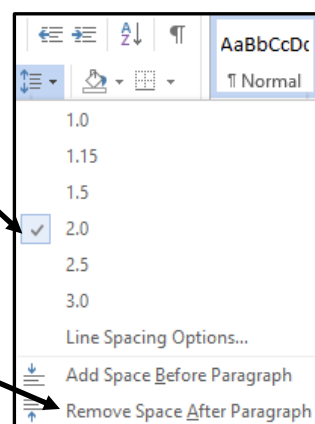


DOUBLE-SPACING PAPER

- ✓ Make sure to double-space your paper.
- ✓ On the **Home** tab, in the **Paragraph** group, click **Line Spacing**.

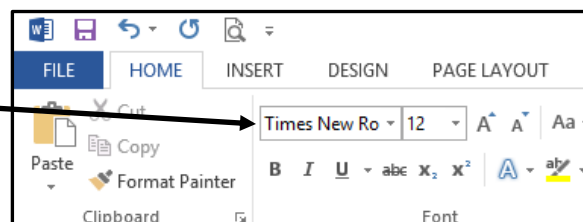


- ✓ Select **2.0** under **Line Spacing** to double-space your paper.
- ✓ Also, remember to click **Remove Space After Paragraph**.



FONT STYLE

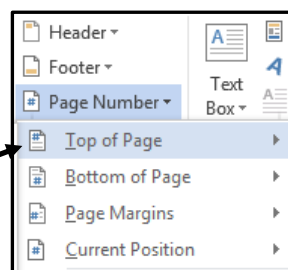
- ✓ Make sure that your document has the following font settings:
 - **Times New Roman**
 - **12 point**



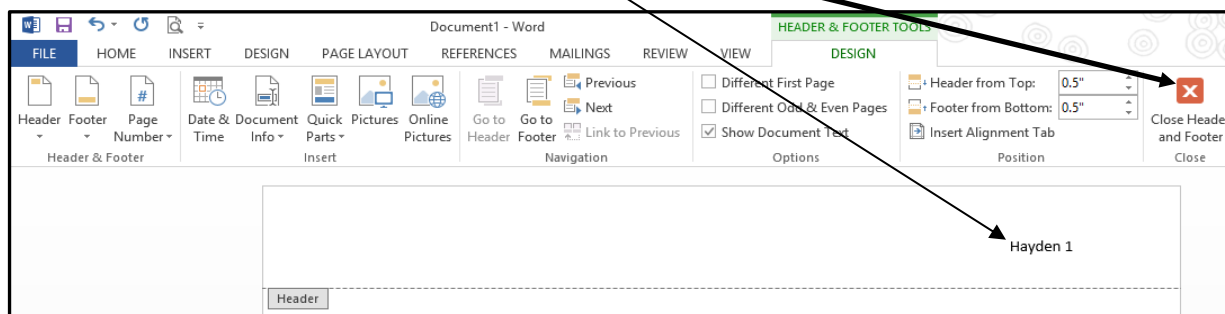
CREATING A HEADER AND INSERTING PAGE NUMBERS

Do not make a title page unless specifically requested. INSTEAD provide a double-spaced entry in the top, left corner of the first page that lists **YOUR NAME, YOUR INSTRUCTOR'S NAME, THE CLASS/COURSE, and the DATE** — see **EXAMPLE ESSAY** below.

- ✓ Lastly, create a header that has **YOUR LAST NAME** and numbers all pages consecutively in the upper, right-hand corner, one-half inch from the top and flush with the right margin.
- ✓ On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.
- ✓ Select **Top of Page** in the Page Number window.



- ✓ In the Top of Page window, click **Plain Number 3**. This will open the Header & Footer window, and your cursor will be placed before the first page number. Type **YOUR LAST NAME** before the first page number, making sure there is a blank space between your name and the page number.
- ✓ To save your header changes, click on **Close Header & Footer**.



EXAMPLE ESSAY – NOTE: 1) The **TITLE** of your paper is centered on the first page **ONLY** and it is **NOT** bolded, underlined or italicized. 2) Dates in MLA format are written in this order: day, month and year. 3) All paragraphs are indented 5 spaces.

