MLA Formatting Instructions for Microsoft Word 2007/10

1. **Set your margins**: 1) select **Page Layout** from the top ribbon; 2) select margins; 3) Set all margins to 'normal' or (top, bottom, right, and left) at **1"**.

2. **Set your spacing**: 1) Select **Home** from the top ribbon; 2) click on the small arrow in the lower right corner of the paragraph section; 3) in the spacing sub-section, select 'double,' and then check the box at the bottom that says, "Don't add space between paragraphs of the same style."

3. **Set your font and font size**: 1) Select **Home** from the top ribbon; 2) In the Font section, select Times New Roman from the font drop-down menu. 3) Select '12' from the font size drop-down menu. Since most all papers turned in at the college level require this font and size, you should set this as the default font and size if you are working on your own computer. To set the default font to Times New Roman 12, click on the small arrow in the lower right corner of the font section. Click on the "Default" button at the bottom of the dialogue box that opens up.

4. **Set your page numbering**: 1) Select **Insert** from the top ribbon; 2) In the **Header and Footer** section, click on "Header;" 3) Select the first, or "Blank" option; 4) Once a header [type text] has been inserted, return to the Home section in the top ribbon and click on the **align right** button in the paragraph section (this places your text against the right margin). When the cursor is located in the right-hand corner of the header box, type your last name and a space. 5)Click on the "Header and Footer Tools" button in the very top ribbon. 6) Click on the "Page Number" button in the "Header and Footer" section. 7) Choose "Current Position," "Simple" from the drop-down menu. This will automatically place the correct number on every page. 7) After the page number is inserted, your header should look like the header on this page (Shrock 1), and it should be flush against the right margin of your page. **If you are working on a computer that is not your own, CHECK the font! You will probably have to change it to Times New Roman 12 pt. font!** 8) When you are satisfied that your header is correct, click on the "Close Header and Footer" button at the very end of your toolbar ribbon.

5. **Type your heading:** 1) From the **Home** tab in the toolbar ribbon, click on the **align left** button in the paragraph section if you need to, so that the cursor is against the left margin of the page. **Note:** do not bold any text in your heading, and check to ensure that the lines in your heading are double-spaced.
   2) Type your first and last name, and hit the **Enter** key.
   3) Type your professor's name under your name (it should look like this: Dr. Dave Shrock), and hit the **Enter** key.
   4) On the third line of the heading, type the name of your class (it should look like this: Health 110), and hit the **Enter** key.
   5) Type the date on the fourth line of your heading (it should look like this: 21 September 2009), and hit the **Enter** key. **Note: Be sure to hit the "Enter" key JUST ONCE, as there should NOT BE extra lines between the date in your heading and the title of your paper!**

6. **Give your paper a title:** Click on the **align center** button in the paragraph section (this places your text in the center of the page). Type your title on the fifth line of the page (centered one double space below the date).

7. **Begin typing the body of your paper:** If you have carefully followed the previous steps, your paper is now correctly formatted so that your entire paper will be double spaced with ½" paragraph indentions. Additionally, your paper will be "aligned left" instead of "justified." If you still have 'extra spaces' between paragraphs, highlight all of the text and redo step #2 to remove them.

8. **Add in-text citations and a Works Cited page:** A new feature of Word 2007 is the reference section. To add references that you are using in your paper, follow these steps for each reference you will be using.
   1) Select **References** from the top ribbon; 2) in the citations & bibliography section, select MLA from the "Style" drop-down menu.
   2) Click on the "Insert Citation" button, and then click on 'add new source.'
   3) Choose the type of resource you are adding (such as magazine, book, journal, etc.) from the drop-down menu, and fill out the required fields.
   4) Once you have entered all of the sources you will be using in your paper, you can insert in-text citations by clicking on the "Insert Citation" button; this time, a drop-down menu will appear. Double-click on the citation you wish to insert.
   5) To create the **Works Cited page**, type "Works Cited" on the first line of the page immediately following the last page of your paper (the page numbering should continue from your paper, so if your paper ends on page 3, your **Works Cited page** will be on page 4). To create the list of entries on your **Works Cited page**, click on the "Bibliography" button, and double click on "Works Cited." You may still have to do some manual formatting on the **Works Cited page** to make sure that all text in Times New Roman, 12 pt. font and that the entire page is double-spaced.

Need Help? In the upper right corner of Word 2007 or 2010, there is a blue circled question mark. Simply click on this icon and type in your search term (such as MLA), and links for help will appear.

The next page provides you a visual example of how your first page should look. Notice that **everything** is double spaced. There is no comma in the date. There are no extra spaces between the date and the title, and there are no extra spaces after the title. Also notice that the title is not a bigger font than any other text on the page, and that it is not bolded, nor italicized, nor enclosed in quotation marks. Your paper should look exactly like the example on the next page.