MLA Formatting Tutorial: Microsoft Word 2007/10

This tutorial explains how to set the formatting in Microsoft Word 2007 or 2010 to match the guidelines presented in the *MLA Handbook for Writers of Research Papers* (7th ed.).

In the following pages, each formatting element is presented separately, but for a visual sample of what everything will look like together, see the sample paper and works cited page starting on page fifteen of this tutorial.

MacEwan University students should always check with their instructors and check assignment guidelines for any specific requirements that may vary from those presented in this tutorial.

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Margins

- On the page layout ribbon, set the margins to 1 inch (2.54 cm).
Font

- On the home ribbon, select a font that is easy to read and that shows a clear distinction between regular and italics.
  - The *MLA Handbook* recommends Times New Roman, 12 point font.
Header

- From the Insert ribbon, click on page number, then top of page, and select plain number 3.
Now, place your cursor before the page number, type your last name, and press the space bar.

- Click Close Header and Footer in the top right corner to go back to the main part of your document.
Spacing

- On the Home ribbon, select *Line Spacing Options* from the spacing menu.
- In the box that pops up, set the spacing options to zero for both *Before* and *After*.

- Also, set the *Line spacing* to double.
The *MLA Handbook* does not require a cover page for student papers.

Include your name, your professor’s name, the course and section number, and the date on separate lines in the top, left corner of the first page.

On the fifth line, type the title of your paper in the centre of the page.
Body of the Paper

- On the next line after your title, indent one tab from the left margin and begin your first paragraph.

Jane Doe
Professor Landon
English 102 (A801)
15 November 2013

Title of Paper

The first paragraph of your paper begins here.
Works Cited Page

- After the body of your paper, type Works Cited, centered, at the top of the page.
Then, type your works cited entries, in alphabetical order, on the left margin of the page. Press enter at the end of each entry.
• Highlight your works cited entries and click on the icon at the bottom of the paragraph options.
- Select “Hanging” from the drop-down menu titled *Special* in the indentation options portion of the window.

- Make sure the *By* field is set to 1.27 cm and then click OK.
Now, your works cited entries will be formatted with a hanging indent.
Sample Paper in MLA Format

First sentence of the introduction begins here. ________________________________________.

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__________ The thesis statement is typically the last sentence of your introduction.

Indent each paragraph. The first sentence of each paragraph should establish the topic or point of the paragraph. _________________________________________________.

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Works Cited


