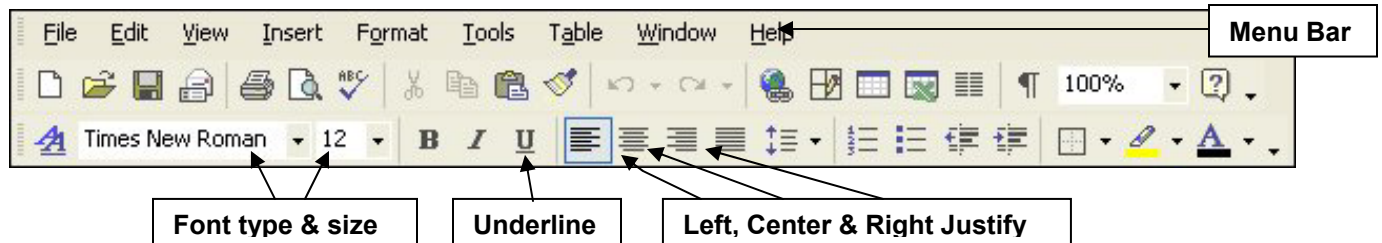


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**Instructions for Formatting a
Research Paper in MLA Style**

These instructions will help you format your paper using Word for Windows XP. It should be very similar for all other versions of Word. If you are using any other word processing program use the help files to help you format it. No matter what program you use, it is usually easier to set up the formatting before you start typing. **Always verify this format with your instructor before using.**



The Entire Paper

Font Type and Size

1. Open a new document by clicking on **File** on the menu bar, then click **New**, and then clicking on **Blank Document**.
2. To set the fonts, click on the down arrow next to the **Font** box and select the font of your choice. Standard fonts such as **Times New Roman** and **Arial** are the best choice (see illustration).
3. To select the size of the font, click on the down arrow next to the size box (see illustration) **12 pt.** font is acceptable for **Times New Roman** while, **10 pt.** font can be used for **Arial**.
4. If you wish to select different sizes or fonts for different parts of your paper (i.e. the title, etc.) highlight the text and repeat steps 2 and/or 3.

Margins

1. To set the margins, start by clicking on **File** on the menu bar and then on **Page Setup**.
2. In the **Margins** tab make sure the following settings are selected:
 - a. Set the **Margins** at **1"** from the **Top, Bottom, Left and Right**
 - b. Set the **Orientation** to **Portrait**
 - c. Set **Preview** to apply to the **Whole Document**
3. In the **Paper** tab make sure the following settings are selected:
 - a. Set **Paper Size** to **Letter**
 - b. Set **Paper Source** to **Default Tray** (both boxes)
 - c. Set **Preview** to apply to the **Whole Document**
4. In the **Layout** tab make sure the following settings are selected:
 - a. Set **Section** to **New Page**
 - b. Set **Headers and Footers** to **0.5" From Edge**. If you do not want your header to appear on the first page of your paper click on the **Different first page** box (see # 7 in the "Headers" section for more explanation).
 - c. Set the **Page** so that the **Vertical Alignment** is at **Top**
 - d. Set **Preview** to apply to the **Whole Document**
5. Click on the **OK** button at the bottom of the dialog box to save your settings.

Line Spacing and Paragraphs

1. Click on **Format** on the menu bar, then click on **Paragraph**. In the dialog box:
 - a. Set **Indentation** in the drop down menu under **Special** to **First Line**. Make sure that **0.5** is selected in the **By** drop-down box.
 - b. Set **Spacing** in the drop down menu under **Line Spacing** to **Double**

- c. Ignore the **Line and Page Breaks** tab.
2. Click on the **OK** button at the bottom of the dialog box to save your settings.

Headers

1. Click on **View** on the menu bar, and then click on **Header and Footer**
2. You will see a broken line box marked **Header** and a small dialog box marked **Header and Footer**
3. In the **Header** box, type your last name and then click on the **#** icon in the dialog box. The page number should appear after your name.
4. Highlight your last name and the page number then click on the **Right** justify icon on your toolbar (see illustration). The highlighted text should move to the right margin.
5. Click on the **Close** button in the dialog box.
6. The **Header** box and the dialog box should disappear leaving behind the grayed out new header. This header will print on every page of your document and the page number will change automatically.
7. Although MLA style allows a header on the first page, some instructors prefer for your header to start on page two. Ask your instructor for his/her preference (see 4b in the "Margins" section for instructions on how to set this).

Block Quotes

When you come across a direct quote that is longer than 4 typed lines, you must set it off from the rest of the paper by following the steps below.

1. Place your cursor before the first word of the direct quote.
2. Press the **Enter** key on your keyboard.
3. Highlight the section you want to set off.
4. Press the **Tab** key on your keyboard twice. Press the right arrow on your keyboard so that the passage is no longer highlighted.
5. Press the **Enter** key, then press the **Backspace** key to return your cursor to the left margin.
6. Continue typing the rest of your paper.

Works Cited Page

1. At the end of the text of your paper, press and hold the **Ctrl** key on your keyboard and tap the **Enter** key. This will create a new page.
2. On the first line of this new page click on the **Center** justify icon. When the cursor moves to the center of the line type "Works Cited." Press **Enter**.
3. Click on the **Center** justify icon again to turn centering off and go back to the left margin.
4. With your cursor on the left margin of the next line follow the following steps to set your hanging indents.
 - a. Click on **Format** on the menu bar, then click on **Paragraph**.
 - b. Set **Indentation** in the drop down menu under **Special to Hanging**. Make sure that **0.5"** is selected in the **By** drop-down box.
 - c. Set **Spacing** in the drop down menu under **Line Spacing to Double**
 - d. Ignore the **Line and Page Breaks** tab.
 - e. Click on the **OK** button at the bottom of the dialog box to save your settings.
5. Start typing your works cited. The first line should now start on the left margin with all lines after that indented 5 spaces. When you hit return to go to the next citation, your cursor should automatically return to the left margin.

Miscellaneous

1. To underline a phrase or title, highlight the text and click the **underline** icon.