

Setting MLA Format in Microsoft Word 2013

Opening Microsoft Word:

→ Double-click on the *Microsoft Word* icon.

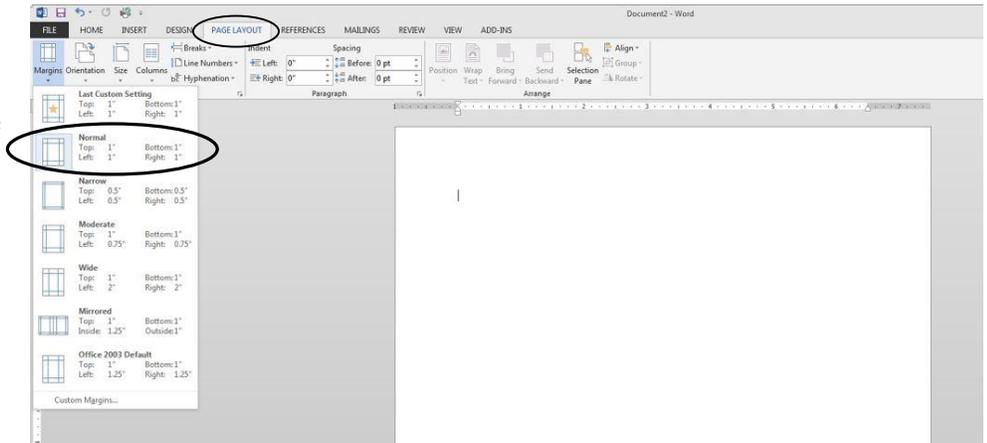
Setting Up the Paper in MLA Format:

1. Setting the margins on the page

→ Go to the *Page Layout* tab.

Click on the small arrow on the bottom right edge of the *Page Setup* box. A new window will open.

→ On the *Margins* tab, select setting that puts all margins at 1".



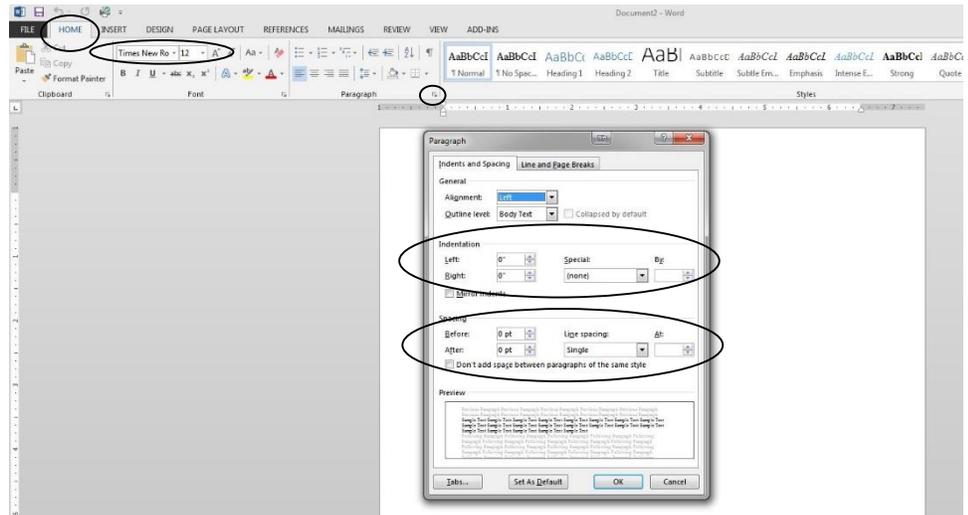
2. Setting the indentations and the spacing:

→ Go to the *Home* tab. Click on the small arrow on the bottom right edge of the *Paragraph* box. A new window will open.

→ Where it says *Indentation* and *Spacing* set the left and right indentation to zero (0), the *Special* to (none). Set the *Spacing Before* and *After* to 0 pt and set the *Line Spacing* to *Double*.

→ Click *OK*.

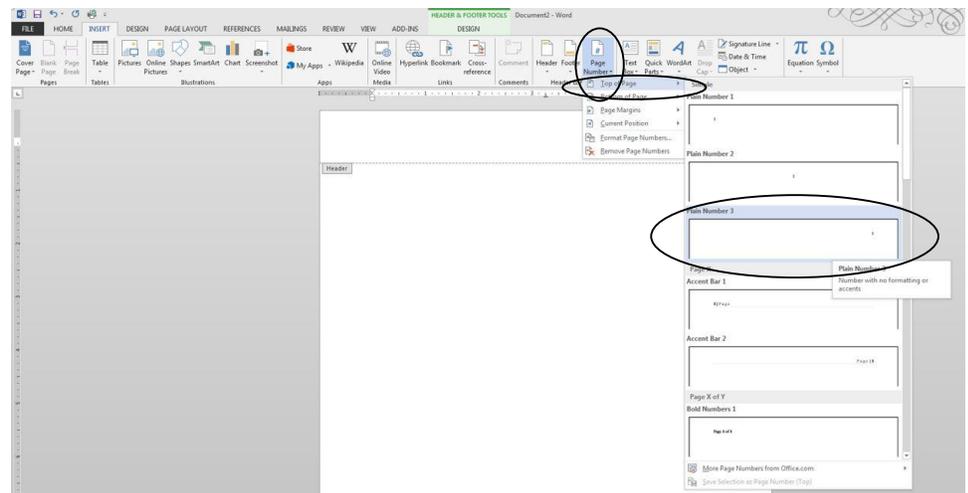
→ Under the *font* area make sure that the font is set to *Times New Roman* and size *12*.



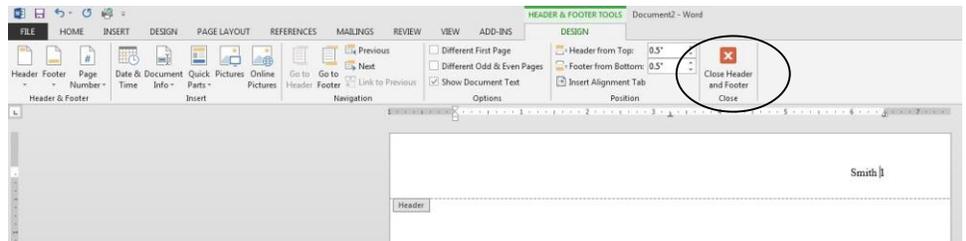
3. Setting the Header & Page Number:

→ Go to the *Insert* tab. Click on the *Page Number* icon. Click on the *Top of Page* option. A new dropdown menu will open. Click on the third option *Plain Number 3*.

→ Make sure that the font is to *Times New Roman* and size *12* here as well.

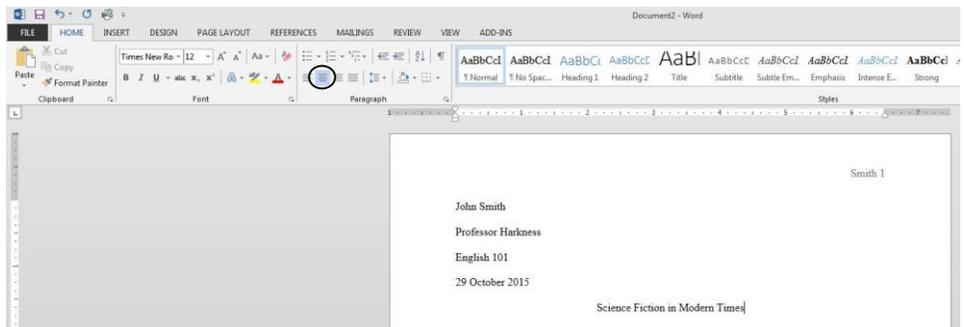


→ Type your last name and a space in front of the number and click on the *Close Header and Footer* button.

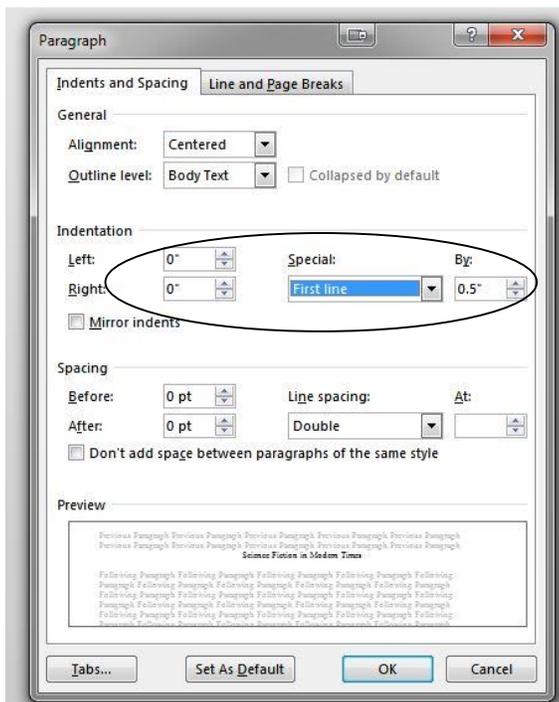


4. Beginning the Paper:

- Type your name, your instructor's name, the name of the class, and the date each on a separate line.
- Hit *Enter* key once to get to a new line. Click the *Center* icon to align your text and type your title. (Capitalize the first letter of each main word. The title should be the same font and size as the rest of the paper. Do not underline or boldface the title.)



→ Hit *Enter* key once to get to a new line. Click the *Align Left* icon and then go to the *Paragraph* box again. For the remainder of your essay text set your *Indentation* under *Special* to "First Line" and "0.5 inches". Click *OK*. This will ensure that your paragraphs are aligned perfectly. You need only to write your text and hit the *Enter* button key at the end of each paragraph.

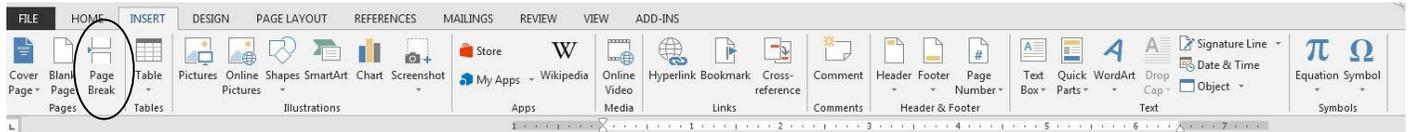


Creating a Works Cited Page in MLA Format

Note: The Works Cited Page needs to be on a separate page at the end of your paper. You **do not** have to change the *margins*, the *line spacing* or the *font size* for the Works Cited page.

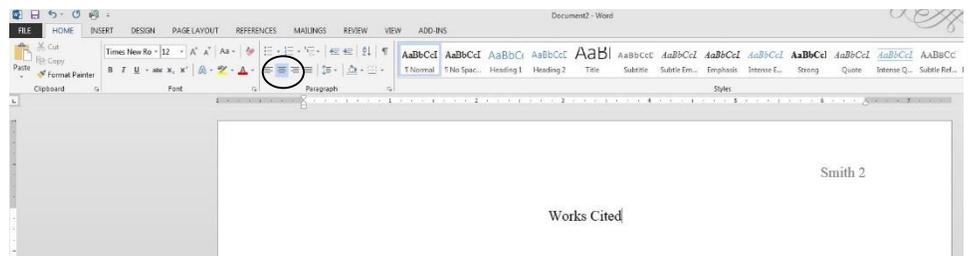
1. Adding a Page:

- To add an empty page, go to the end of your paper and hit the *Enter* key once to make sure you are in a new line.
- Go to the *Insert* tab and click on the *Page Break* icon.



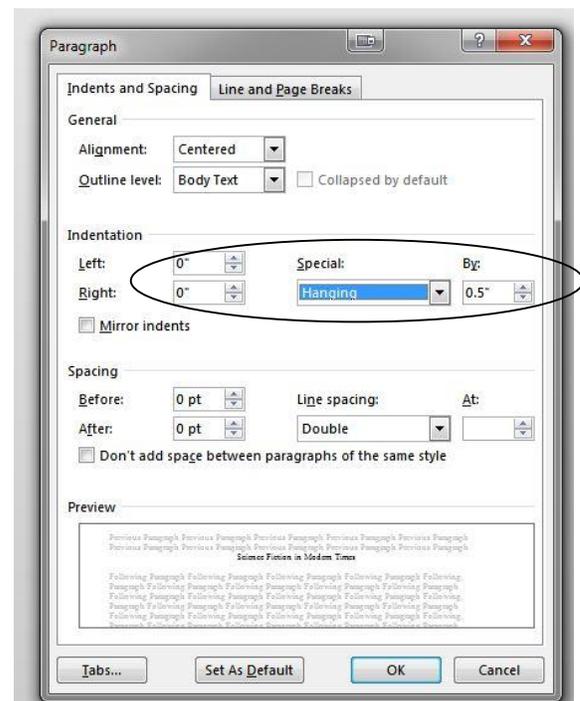
2. Typing the Title:

- Click the *Center* icon on the Home tab.
- Type “Works Cited” and hit the *Enter* key.



3. Setting a Hanging Indent:

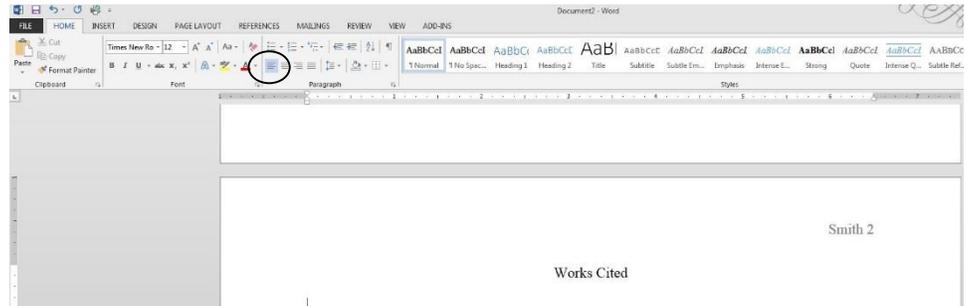
- Go to the *Home* tab. Click on the small arrow on the bottom right edge of the *Paragraph* box. A new window will open.
- In the *Indentations* area set the left and right indentation to zero (0), the *Special* to *Hanging* by 0.5 inches.
- Click *OK*.



4. Typing Entries

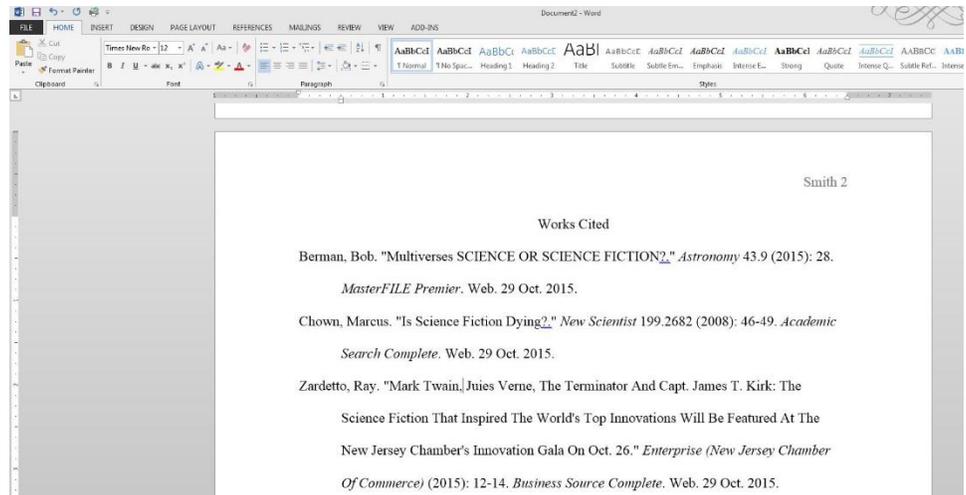
Note: Remember to sort your sources alphabetically by the last name of the author *or* the first word of the title (excluding a, an or the).

→ Click the *Align Left* icon on the *Home* tab.



→ Start typing your first source. When you get to the end of a line, do **not** hit the *Enter* key. Just keep typing and the text will adjust itself to the hanging indentation that was set earlier.

→ Hit the *Enter* key **after** you have completed the entry for your source.



Note: Consult a writing handbook, handouts on MLA format and online resources on how to properly cite your sources.