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 theMargins 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.