



The Betty East Tutoring Center at Victoria College

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MLA Format Instructions

This guide uses Microsoft Word 2013.

Setting Up—Before You Begin Typing:

Margins

- Open Microsoft Word
- Click on the “Page Layout” tab at the top of the screen
- Under the “Page Setup” section, click on the down arrow under “Margins”
- Make sure “Normal” is chosen

Spacing and Font

- Click the “Home” tab
- In the third section, “Paragraph,” click on the box with the up and down arrow
- Choose 2.0 to make the document double-spaced
- Click on the box with the up and down arrow again
- Choose the last tool: “Remove Space After Paragraph”
- In the second section, “Font,” change the font to Times New Roman and the size to 12

Before the First Paragraph:

Page Numbers

- Click on the “Insert” tab
- Under the “Header & Footer” section, click on “Page Number”
- Choose “Top of Page” and then “Plain Number 3”
- Double-click at the beginning of the inserted page number on your paper to put the cursor there
- Type in your last name and hit the space bar one time; the result should be like this: Smith 1
- Highlight the page number with your last name and change to Times New Roman, 12 point font
- Double-click below the header line, somewhere in the middle of the page, to close out the header and to begin typing your heading.

Heading

- Begin typing your heading (make sure you are back on the “Home” tab):
Your Name (Jane Smith)
Instructor’s Name (Professor Prickett)
Course Number (EDUC 1300)
Due Date (1 December 2015)
- Hit the “Enter” key

Add a Title

- Choose the “Center Text” icon in the Paragraph section, it looks like four centered lines. Type your title
- Hit the “Enter” key

Writing the Paper:

The First Paragraph

- Make sure “Align Text Left” in the Paragraph section is chosen (next to the centered button you just used for the title)
- Tab one time as an indent for the first paragraph; do not use the spacebar to indent.
- Begin typing your introduction. Paragraphs should automatically indent from now on when you hit the “Enter” key at the end of paragraphs

The Last Paragraph

- After the last sentence of the last paragraph of your paper, select the “Insert” tab
- Under the “Pages” section, select “Page Break”

The Works Cited Page

The Works Cited Page

- Select the “Home” tab
- Choose the “Center Text” icon in the Paragraph section that you used when you typed the title of your paper. Type: Works Cited
- Hit the “Enter” key

Formatting the References

- Make sure “Align Text Left” in the Paragraph section is chosen (next to the centered button you just used for the title)
- Begin typing your references in alphabetical order. They should be double spaced
- If a reference is longer than one line, it must have a hanging indent:
 - Select the “View” tab
 - Check the box next to “Ruler”
 - Hover your mouse over the bottom part of the object that looks like an hour glass that appears in the upper left-hand corner of your viewing area until the words “Hanging Indent” appear
 - Click and slide the bottom portion the right a ½ inch
 - Repeat for each reference that is longer than one line; this separates the references and keeps them from running together
- Remember, references must be listed in alphabetical order

Finishing:

Wrapping Up

- After you have proofread your document for errors, you are ready to save and print
- Save your document. Go to **File ----Save as** and then type the class number, an underscore, your last name, an underscore, and the project. For example: EDUC1300_Smith_CareerProject. Indicate where you want it saved on your computer (i.e. Documents)
- It is a good idea to save your work periodically to avoid accidentally losing it. Always email the project to yourself or save to a thumb drive, computers are known to crash.

