

MLA Format Instructions Microsoft Word 2016

Setting Up—Before You Begin Typing:

Margins

- Open Microsoft Word and Click on “Layout” tab at the top of the screen
- Click on down arrow under “Margins”
- Make sure “Normal” is chosen - 1” all around

Spacing and Font

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

Before the First Paragraph:

Page Numbers

- Click on “Insert” tab
- In “Header & Footer” section, click on “Page Number”
- Choose “Top of Page” and then “Plain Number 3”
- Double-click at the beginning of inserted page number on paper to type last name: Smith
- Hit space bar one time; the result: Smith 1
- Highlight and change to Times New Roman, 12 point font
- Double-click below header line to close out header and to begin heading.

Heading

- Begin typing heading (make sure you are back on the “Home” tab):
Your Name (Jane Smith)
Instructor’s Name (Professor Smart)
Course Number (EDUC 1300.2)
Due Date (1 December 2017) this is MLA format for dates
Hit “Enter” key

Add a Title

- Choose “Center Text” icon in the Paragraph section (four centered lines).
- Type title
- Hit “Enter” key

Writing the Paper:

The First Paragraph

- Make sure “Align Text Left” in Paragraph section is chosen (next to the centered button)
- Tab one time as an indent for the first paragraph; do not use the spacebar to indent.
- Begin typing introduction. Paragraphs will indent when “Enter” key is hit

The Last Paragraph

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

The Works Cited Page

Setting Up:

- Select “Home” tab
- Choose “Center Text” icon in Paragraph section. Type: Works Cited
- Hit “Enter” key

Formatting the References

- Make sure “Align Text Left” in Paragraph section is chosen (next to centered button)
- Begin typing references in alphabetical order - double spaced
- If reference is longer than one line, indent second and all other lines
 - ❖ Place the cursor at the end of the first line
 - ❖ Hit the “Enter” key
 - ❖ Tab over one time to indent
- Remember, references must be listed in alphabetical order

Finishing:

Wrapping Up

- Proofread document for errors, save, and print
- To save your document. Go to **File, Save As**, and type in name. If you do not name document, it will take the first words on the paper, usually your name, so all documents will have the same file name unless you choose something unique to that paper.
- Select “Main Campus” printer if at VC and push “Print”
- Go to a print station and sign in to retrieve paper
- It is a good idea to save work periodically to avoid accidentally losing it. Always email project to yourself or save to a thumb drive, since computers are known to crash.