Formatting in MLA

To write in MLA, you’ll need to adhere to a specific style template. Use this guideline to get started:

1. Under "Page Layout," select Margins. Set margins to 1" on all sides.

2. Make sure to change your font style to "Times New Roman" and 12-point font. Then click on the "Line and Paragraph Spacing" button, then select "2.0" to double-space the document.

3. Double-click at the top of the document to open the header. Go to Page Number > Top of Page > Plain Number 3.

4. Click to the left of the "1." Type your last name.

5. Go to the top line of the first page, and fill in the information just as shown in the template we have here.

Your Name
Professor’s Name
Class
14 November 2016
6. Time to add your title. Titles are centered. Do not bold, underline, italicize, or put quotation marks around your title.

7. Click on the "Center" button to align your title to the center. Once you have finished typing your title, change your paragraph setting back to "Align left" so that your paragraphs will align with the left margin.

8. Click on the "Line and Paragraph Spacing" button, then select "Line Spacing Options..." Enter the information as seen in the provided screenshot...

9. Now you’re ready to start writing your paper! :)

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Works Cited Page

1. Go to the end of your paper and insert a Page Break.

2. On the first line of the new page, type "Works Cited." Use the appropriate alignment button to center it.

3. Click on the "Line and Paragraph Spacing" button, then select "Line Spacing Options..." Change "Special" to "Hanging."

4. Enter your citations alphabetically. Refer to our MLA citation guide for more assistance.