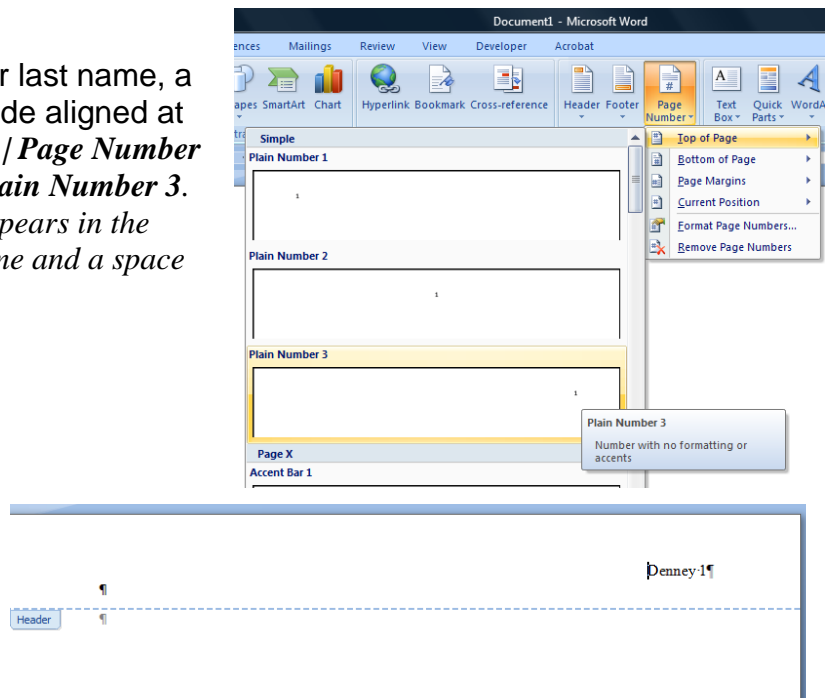


Formatting Instructions (Using MS Office 2007)

1. Change margins to 1 inch (*Page Layout / Page Setup dialog box*)
2. Set the line spacing to **double spacing**. Everything is double spaced with no extra blank lines anywhere.
(Use keyboard shortcut **Ctrl + 2** or right click and choose **Paragraph** to get to the Paragraph dialog box.)
3. Set font to **Times New Roman 12 pt.** (*Or the font size/style as directed by the instructor. Times New Roman 12 pt. is the most common choice.*)

4. Create header with your last name, a space, and the page code aligned at the right margin. (**Insert / Page Number / Top of Page / Choose Plain Number 3.** Once the page number appears in the header, type your last name and a space in front of the number.)



5. Select the header text and change the font to Times New Roman 12 pt.
(*or same font size/style as the body of the paper.*)
6. At the top of the document at the left margin type the following 4 lines of text:

Student Name (*Actually type your name.*)

Pam Denney (*or whatever your instructor's name is*)

COSC 1401 (*or whatever the name of your course is*)

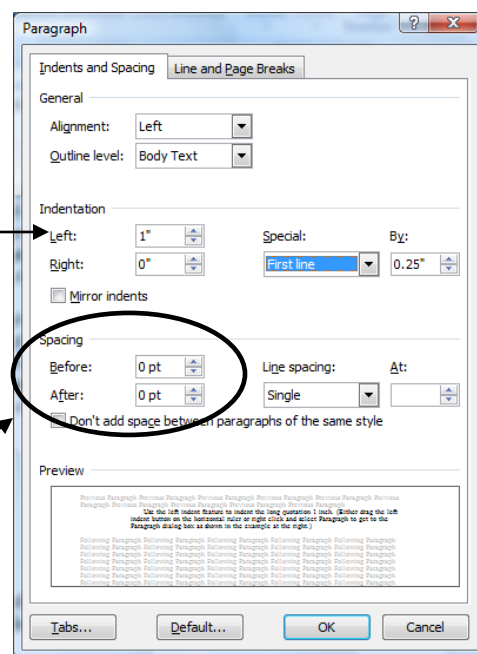
10 January 2008 (*or whatever the date is – be sure to use this format*)

- On the next line center the title of the paper. (*no bold or underline – capitalize 1st letter of important words*)
- Type your paper, inserting parenthetical citations anytime you paraphrase or quote from one of your sources. Be sure to watch the placement of punctuation carefully!

(Examples of parenthetical citations are in the MLA Example document at the end of this handout.)

Quotations: Short quotations (3 or less lines long) are typed just like unquoted information except quotation marks are placed around them. Long quotations (4 or more lines long) are indented from the left margin by 1 inch. (*Either drag the left indent button on the horizontal ruler or right click and select **Paragraph** to get to the Paragraph dialog box as shown in the example at the right.*)

Make sure the **Paragraph Spacing** for all paragraphs is set at zero (Before and After). Otherwise, you may have extra space between your paragraphs. (*To check this, select all paragraphs including the title, right click and choose **Paragraph** to get to the Paragraph dialog box as shown in the example at the right.*)

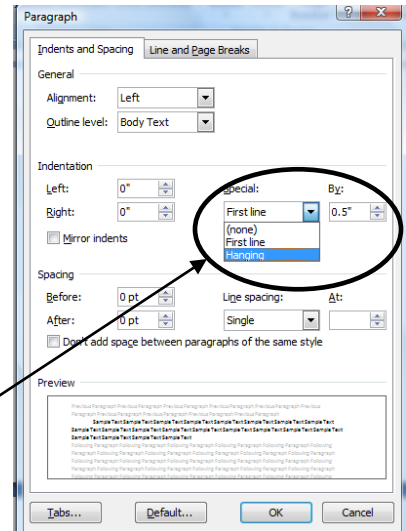


- At the bottom of the last paragraph insert a hard page break so the Works Cited page will always start on a new page. (*Choose **Page Layout / Breaks / Page.***)
- On the first line of the new page type the title **Works Cited** (*centered & no bold or underline*)

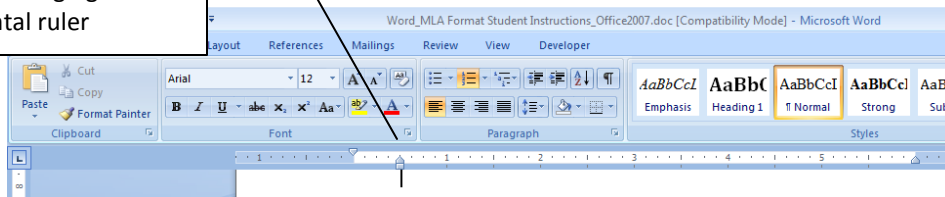
11. On the line below the Works Cited title, complete the following tasks:

- Change back to left alignment. (*Click the **Align Left** tool button.*)

- Set a ½ inch hanging indent so the 2nd line of sources will automatically indent ½ inch. *
(*Use either the horizontal ruler (Method 1) or right click and choose **Paragraph** to get to the Paragraph dialog box. Change the Special Indentation to “hanging.”*)



Method 1 - Set hanging indent on the horizontal ruler



12. Type the Works Cited sources. Pay attention to the punctuation as demonstrated on the MLA Example document that follows.

13. Remove the hyperlinks from the URL addresses.
(*How? Select URL, right click on it, select **Remove Hyperlinks**. Do not press the Enter key after it or the URL will reappear.*)

* **Note:** *If the sources do not follow your hanging indent command, you can select all the sources after typing them and go back to the **Paragraph** dialog box and set it again for ½ inch hanging indent.*