MLA Formatting Instructions
(Using MS Office 365)

1. **Set Margins:**
   *(Located on the **Page Layout** tab)*

   - Set the **Margins**:

   - **Top** margin at 0.5” so you can type the header in the proper position and set all other margins at 1”

2. **Set the line spacing to double spacing:**
   *(Located on the **Home** tab. Select 2 from the Line Spacing drop down list.)*

3. **Set the paragraph spacing Before and After to 0 pts.**
   *(Located on the **Page Layout** tab in the **Paragraph** group)*
4. Set font to **Times New Roman 12 pt.** Or use the font size/style as directed by the instructor. (Located on the **Home** tab.)

5. **Type a header at the top of each page:**
   The Office 365 version of Word does not create an automatic header, so you must create it manually at the top of each page of your document. It should include your last name, a space, and the page number aligned at the right margin.

   **Step 1:** On the 1st line of the page, click the **Align Text Right** button located on the Home tab.

   **Step 2:** Type your last name, a space, then the correct page number.

   **Step 3:** After typing the page number, strike the **Enter** key one time, then the **Align Text Left** button located on the Home tab so your cursor is moved back to the left margin.
6. **Type Personal Information on first page:** On the first page 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)*

   ENGL 1301  *(or whatever the name of your course is)*

   10 January 2013  *(or whatever the date is – be sure to use this format)*

7. **Title:** On the next line **center** the title of the paper. *(no bold or underline – capitalize 1st letter of important words)* *(To center, click the Center alignment button on the Home tab.)*

8. **Side Headings:** If you include ant side headings, type them on a line by themselves. Do not include any bold, underline, or ending punctuation mark.

9. Type the body of the paper, citing the sources properly any time you paraphrase or quote from a source.

10. If your document includes a Works Cited page, strike the **Enter key** at the end of the last paragraph of the body of the paper until you are at the top of a new page.

   - On the first line of the new page, type the header *(your last name and page number)*. On the next line, type the title **Works Cited** *(centered & no bold or underline)*

   - Manually type the sources on the Works Cited page using the instructions at the end of this document or use the EasyBib.com website to create each Works Cited source and paste it to the Works Cited page.

11. When you are finished, double check line spacing and paragraph spacing for the entire document *(refer to Steps 2 & 3)*. If needed, select the entire document and reset both.