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English ####

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Your Witty and Intriguing Title Goes Here

In this document, I will discuss how to format a paper to MLA standards using Microsoft Word 2013. **The steps and instructions will differ for you if you are not using the newest edition of Word.**

In order to set up a document in MLA formatting, you will need to do a number of things: adjust the line spacing, the font type and size, and of course, the extra line space between paragraphs. Addressing the line spacing and extra line issues first, we begin at the top left of the screen. Click “Home,” then under the “Paragraph” heading, click “Line and Paragraph Spacing.” In this drop down list, you will want to do a couple of things. First, change your spacing to double (2.0). Then, look at the very bottom of the list, where you will see “Line Spacing Options.” Midway down, you will see a box with the words “Don’t add space between paragraphs of the same style” beside it. Check that box. You will no longer have the dreaded extra space in your papers.

To change the font, you will need to either highlight all the text in your document that you have typed thus far, set this up as the default for new documents, or do this prior to beginning work on your document. Under the tab labeled “Home,” there is a box labeled “Font.” In that box is a drop down list box of font types, with the default being Calibri, 11 point. Change this font to Times New Roman, 12 point, by using the arrows to the right of the font name/size.

The margins will default to 1 inch, all the way around the document, so you can leave those as they are. Your tab stops, also, may be left to the default setting.

Your paper will need a header, and should be limited to your last name, a space, then the page number – no other text. The font should be the same as the remainder of the paper, and the header should be flush with the right margin. In the top part of your screen, click “Insert,” then look to the right and locate the drop down arrow reading “Header.” Choose the first header, then delete everything in it. Click “Page Number,” then choose “Top of Page,” and when offered the options, choose the third one that places the page number at the right alignment of the page. Type your name before the page number and a space. Then block highlight the text in the header and right click – the font options will appear. Choose Times New Roman, 12 point and your header is set.

Should you have issues with the steps involved in formatting your paper to MLA standards, try this search: <http://tinyurl.com/oyslfdz>. You should also check your handbook, as it has examples as well. Feel free to make use of this document as a template, too, if you like.