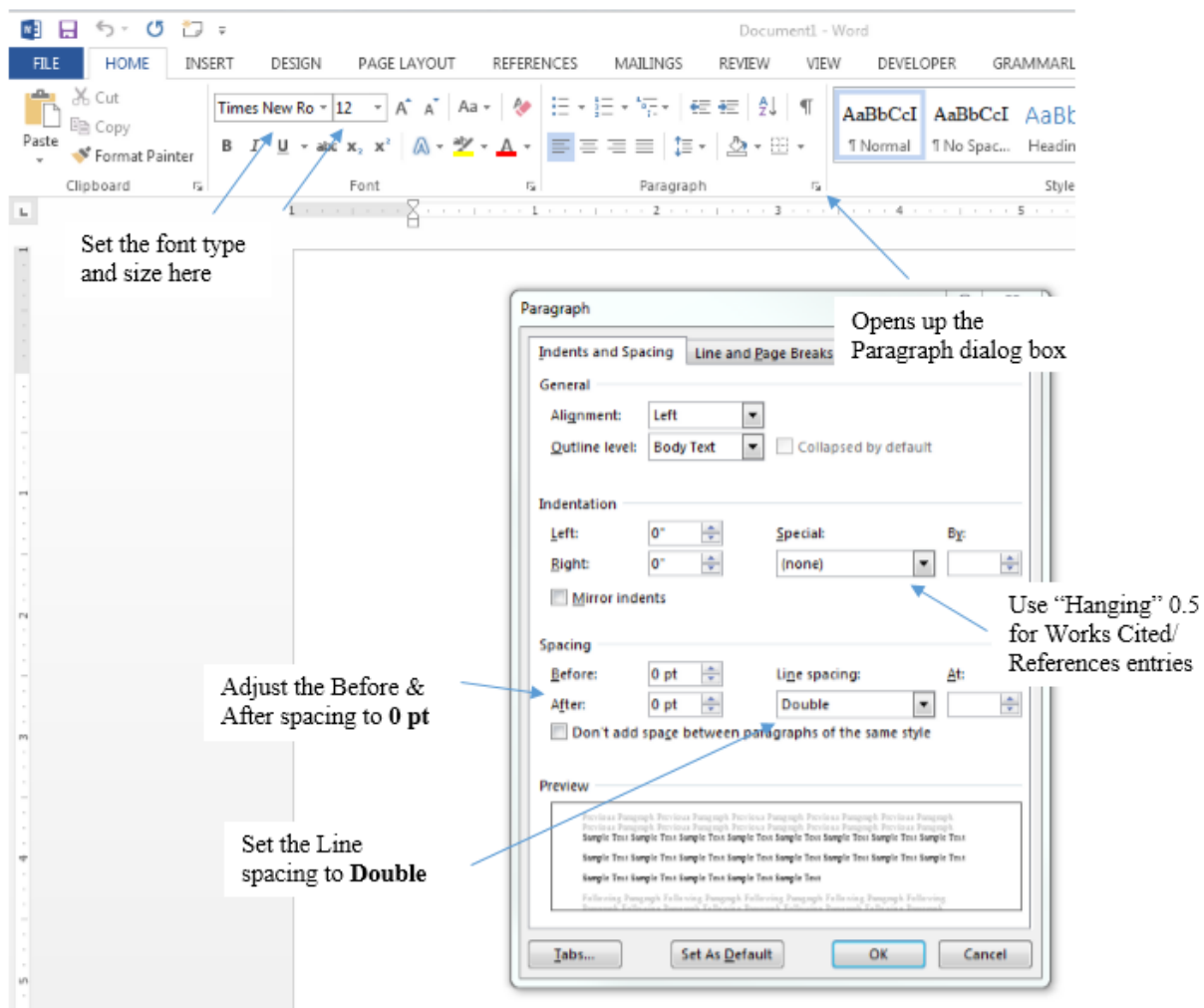


## Setup for an MLA Paper

### General Formatting

- On PAGE LAYOUT ribbon, Margins should be set to 1" Normal
- On HOME ribbon, Font should be set to Times New Roman, 12 pt
- On HOME ribbon, open the Paragraph dialogue box using the small arrow in the lower right of the Paragraph section
  - Line Spacing should be double
  - Spacing BEFORE and AFTER paragraph should be 0
  - Use Special: Hanging for formatting a Works Cited or Bibliography



The image shows a Microsoft Word interface with annotations for setting up an MLA paper. The font is set to Times New Roman, 12 pt. The Paragraph dialog box is open, showing the following settings:

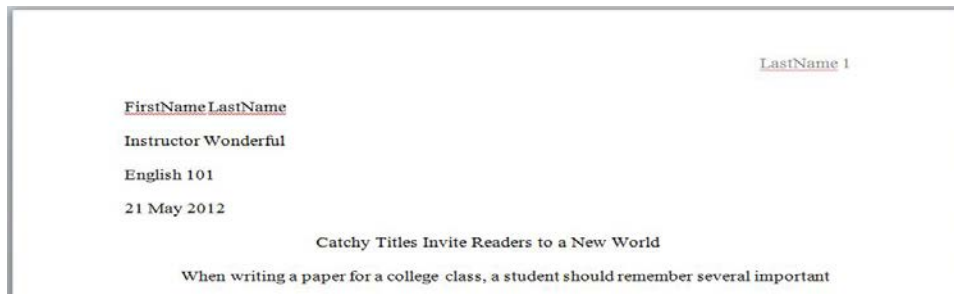
- General:** Alignment: Left; Outline level: Body Text; Collapsed by default:
- Indentation:** Left: 0"; Right: 0"; Special: (none); By:
- Spacing:** Before: 0 pt; After: 0 pt; Line spacing: Double; Don't add space between paragraphs of the same style:

Annotations include:

- "Set the font type and size here" pointing to the font and size dropdowns in the ribbon.
- "Adjust the Before & After spacing to 0 pt" pointing to the Before and After spacing fields in the dialog box.
- "Set the Line spacing to Double" pointing to the Line spacing dropdown in the dialog box.
- "Opens up the Paragraph dialog box" pointing to the Paragraph dialog box icon in the ribbon.
- "Use 'Hanging' 0.5 for Works Cited/References entries" pointing to the Special dropdown in the dialog box.

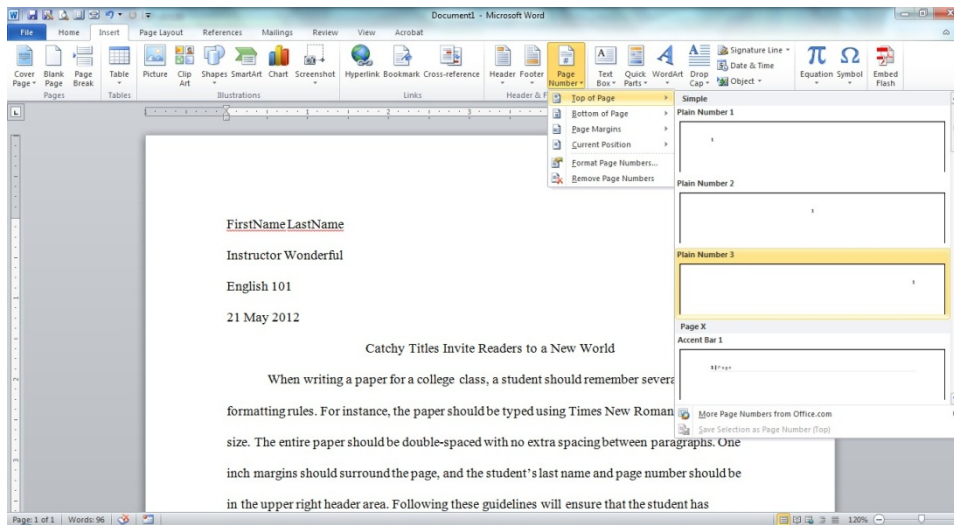
### First Page Layout

- Four-line Heading: Student Name, Instructor Name, Course Number, Date
- Title centered

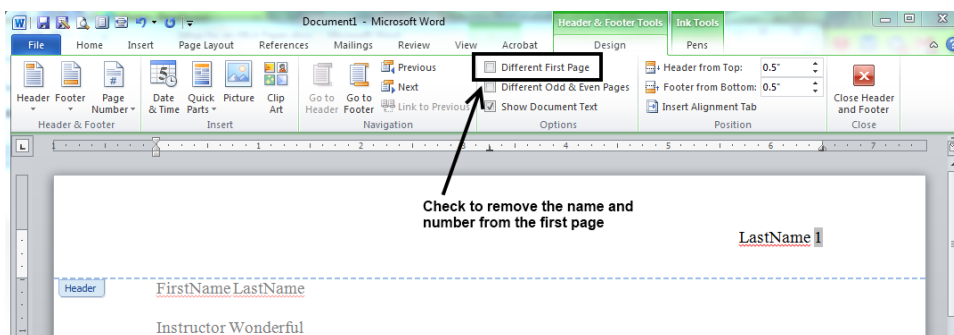


## Page Numbering

- Choose INSERT – PAGE NUMBER – TOP OF PAGE – PLAIN NUMBER 3



- Type your last name and one space. Page number should be showing in grey.
- Make sure name and page number are in Times New Roman, 12 pt.
- If your instructor does not want your name and page number on the first page, check “Different First Page” to remove them.



- Select CLOSE HEADER AND FOOTER

## Works Cited

- Begin the Works Cited on a new page at the end of the paper
- The heading, Works [or Work] Cited, is centered at the top of the page
- The sources are arranged alphabetically by author's last name or by title if no author is given
- The page is double-spaced with a hanging indent of ½"

Daly 7

### Works Cited

Besthoff, Len. "Cell Phone Use Increases Risk of Accidents, but Users Willing to Take the Risk." *WRAL.com*. Capitol Broadcasting, 9 Nov. 1999. Web. 12 Jan. 2001.

Farmers Insurance Group. "New Survey Shows Drivers Have Had 'Close Calls' with Cell Phone Users." *Farmers*. Farmers Insurance Group, 8 May 2000. Web. 12 Jan. 2001.

Haughney, Christine. "Taking Phones out of Drivers' Hands." *Washington Post* 5 Nov. 2000: A8. Print.