Formatting a Document for MLA Style
(Microsoft Word 2003)

<u>one-inch margins</u>
- FILE → PAGE SETUP
- Reduce LEFT and RIGHT MARGINS from 1.25" to 1".

<u>double-spacing</u>
- FORMAT → PARAGRAPH
- Change LINE SPACING from SINGLE to DOUBLE.
- The entire essay, including the heading, should be double-spaced.

<u>font</u>
- FORMAT → FONT
- Choose TIMES NEW ROMAN, REGULAR, and 12.
- You must choose a standard font, one that is simple and easy to read.

<u>header</u>
- VIEW → HEADER and FOOTER
- Choose ALIGN RIGHT, type your last name and a space, and then click INSERT PAGE NUMBER.
- Once you've done this, your last name and the page number will appear in the header of each page of your document.

<u>heading</u>
- At top of first page only, justified left, type the following information on separate lines:
  your name
  teacher's name
  course title
  date (*day month year*)

<u>title</u>
- On the line following the date, choose CENTER alignment, and type your title with appropriate letters capitalized.
- Do not italicize, underline, or place quotation marks around your title.
- On the next line, begin your first paragraph, after choosing LEFT alignment.

<u>documentation</u>
- Use parenthetical citations within the body of your essay to acknowledge paraphrased ideas and quotations. The citation should appear before the period at the end of the sentence and include page number or author's name and page number.