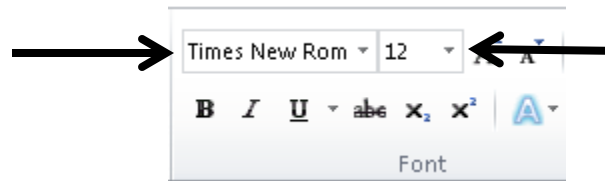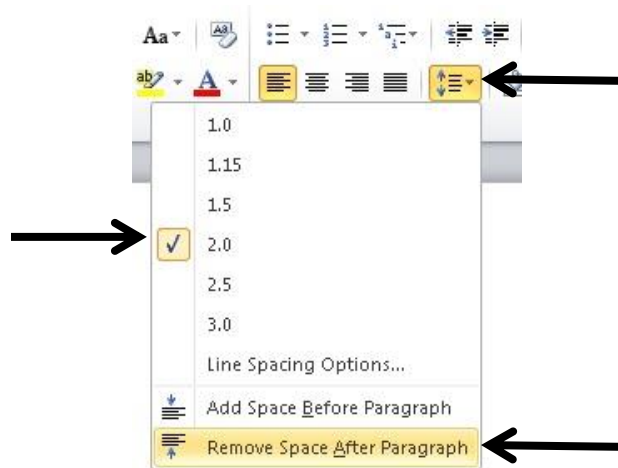# How to Format a Paper in MLA Style

1. Change the **font** to size 12, Times New Roman

2. Change the **spacing** to Double Space
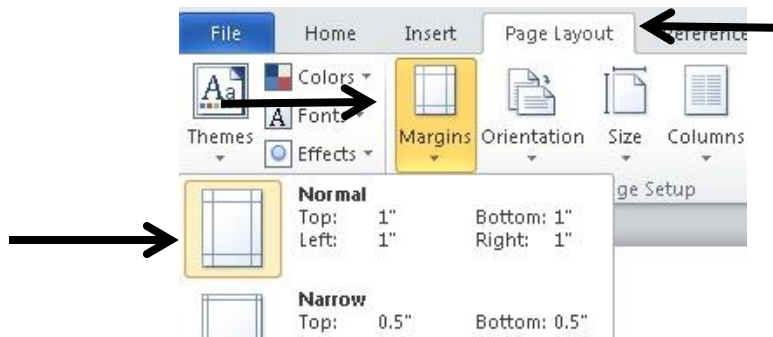
    b. Select the Line and Spacing Paragraph options and click on **Remove Space After Paragraph and select 2.0 for double space**

3. Change your **Margins** to 1"

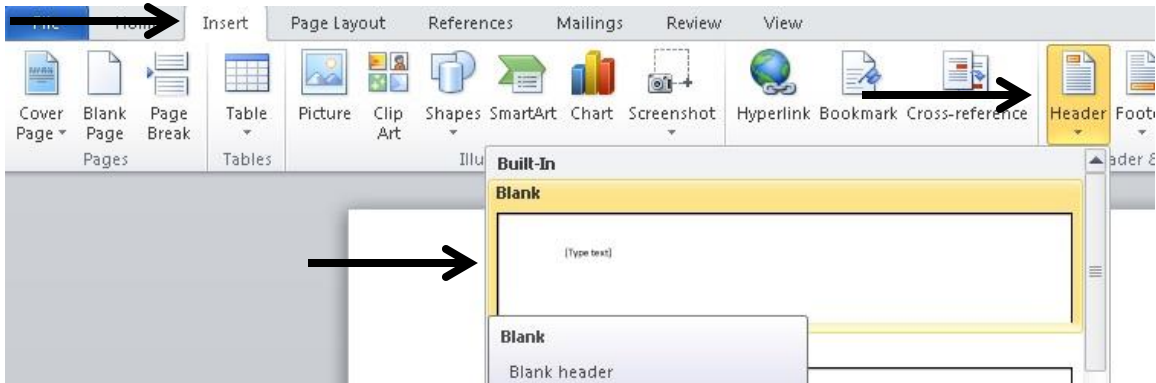   a. Click on **Page Layout** at the top

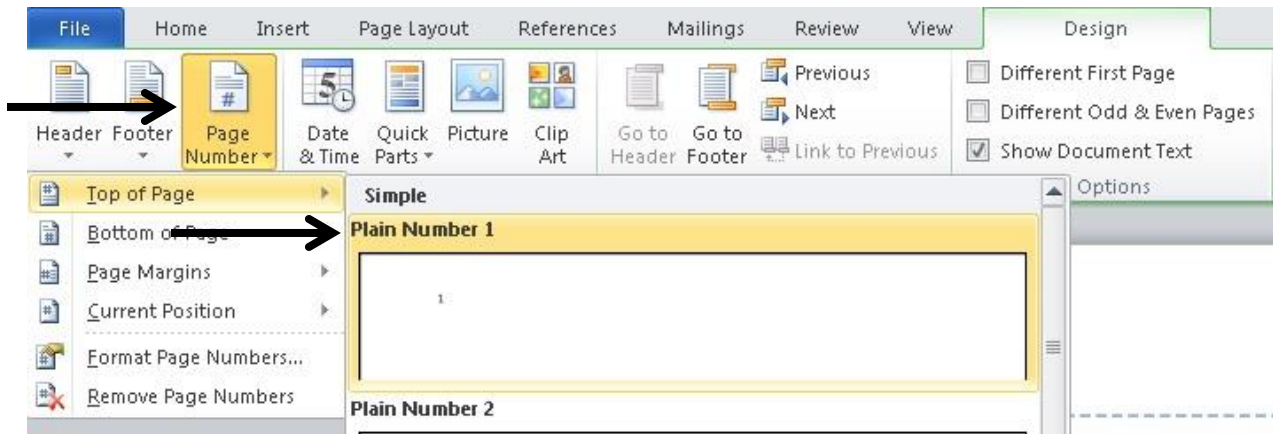   b. Click on **Margins** and select the first option: **Normal**

4. Insert a **running Header** with your Last Name and Page Number that will appear on each page

    a. Click on **Insert** at the top

    b. Click on **Header** and select the first option: **Blank**
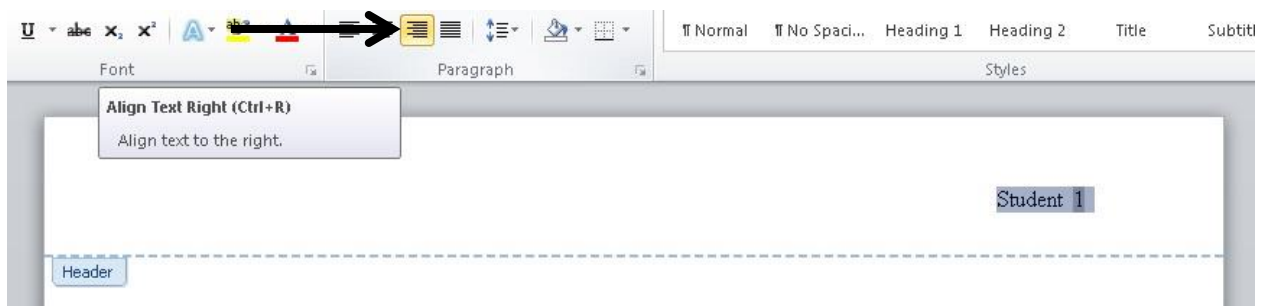

    c. Once the Header Option is open, click on **Page Number**, mouse over **Top of Page** and select **Plain Number 1**
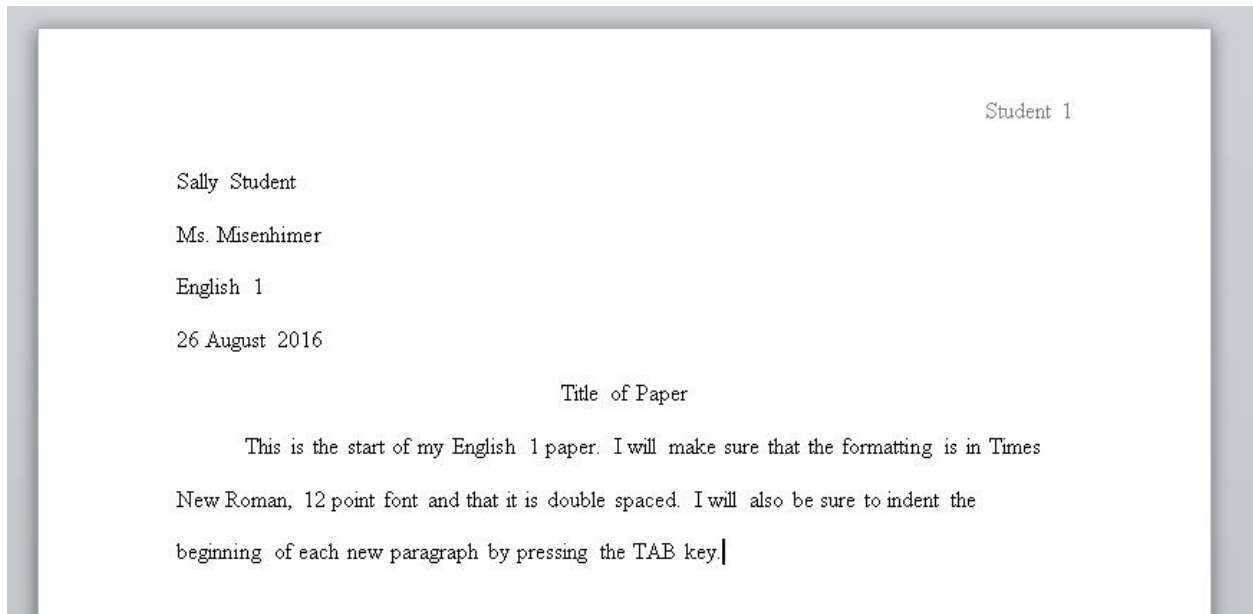

    d. Type your **Last Name** with a space in front of the Page Number

    e. Change the **Font to size 12**, **Times New Roman** and **align to the Right**

5. Start your paper by inserting your **MLA style heading** on the first page (NOT in the Header)

    a. Be sure to **capitalize and center your title** and **indent each new paragraph** by pressing the **TAB** key


```
                                                              Student 1

Sally Student

Ms. Misenhimer

English 1

26 August 2016

                              Title of Paper

        This is the start of my English 1 paper. I will make sure that the formatting is in Times

New Roman, 12 point font and that it is double spaced. I will also be sure to indent the

beginning of each new paragraph by pressing the TAB key.
```

6. The last page of your paper will be your Works Cited page **(please see the "How to Create a Works Cited Page" handout for help creating citations)**

    a. Remember that this should be its **OWN** page with 12 point, Times New Roman font, and double spaced

    b. Your title should be Works Cited and aligned to the center

    c. Highlight each entry and press **CTRL + T to create a hanging indent**