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

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"

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Works Cited

