Formatting for MLA Workshop  
September 10, 2003  

How to create the perfect MLA paper…

This is the Title

This is the start of the research paper. Please see below for formatting instructions. Many of you already use this type of formatting. This workshop is designed to help you use the computer for easier and more efficient formatting.

Let’s have fun!

Formatting Musts!!!!

1. 1 inch Margins (Top, Bottom, Left, Right-don’t change the gutter)  
   a. File, Page SetUp

2. Every EVERY line is double spaced  
   a. CTRL-2 or Format, Paragraph, Line Spacing, 2

3. Heading (4 parts, note date format)

4. Header (Student’s last name and page number)  
   a. Do not type in a page number ex: 1, use automatic pagination feature!  
   b. View, Header and Footer, Right alignment button  
      Type last name, Hit space bar 1x, Choose  
      This is the automatic pagination icon.
5. Title
   a. Title is in **INITIAL CAPS**—only first letter of important words are capitalized and there is **NEVER** any underlining or bolding!

6. Paragraphs
   a. Tab in at the beginning of each paragraph, there is always only **ONE** blank line between each line. (Don’t let students make their papers appear longer by adding extra blank lines)
   b. Lines at the beginning or end of paragraphs
      i. There should never be one line of a paragraph left alone at the bottom of a page or at the top of a page. This is called a widow/orphan. Tell students to insert a page break to keep two lines together.

7. Your paper is finished! Now it is time to begin working on the Works Cited page. Instead of starting a new document they should just insert a page break at the end of the paper. That way the automatic pagination stays on.
   a. **Insert, Break, Page Break**
Works Cited

1. The works cited page is titled just as it is shown above. It is not called bibliography, reference page or any thing other than Works Cited.
   a. It is typed in Initial Caps, just like the main title. It is never bolded or underlined.
   b. Double space is still set so there is only one blank line between the title and the first line of text.

2. After typing the title you need to set **hanging indent**. Hanging indent is used so that the second line of a reference automatically gets tabbed in five spaces. If you do not set this, you cannot use the sort function which automatically put references in alphabetical order.
   a. Format, Paragraph, Special, Hanging

3. To sort your references so that they are in alpha order…
   a. Highlight text, table, sort

4. Types of Works Cited entries (most commonly used)
   a. Books


   **Book titles**
   
   *are*
   
   **underlined.**

   b. Periodicals


   **NOTE:** Double space and second line indented.

   c. Web Sites (Personal)


   You **CAN** put a web address on the first line.