*Note: Some professors may ask for something slightly different. When in doubt, follow your professor’s instructions.

**Font:** Not all Microsoft Word programs have the appropriate font set as default. In order to set the appropriate font and size, use your mouse to select the correct one (Times New Roman or Arial, 12 pt).

To set the **Margins**, first click the “Page Layout” tab. Then, click on the “Margins” button.

A menu of all possible margin layouts will open. For MLA format, the margins must be set to 1” on all sides. Click on the **Normal** layout from the drop down menu; this will set the margins to 1”.

Created 12 May 2014 by A. Buell for St. Pete/Gibbs Campus Writing Studio.
Updated 21 January 2016 by A. Buell.
MLA requires double spacing without extra spaces between paragraphs. You can change both of these at once by expanding the paragraph menu.

On the paragraph menu, select “Double” in the “Line Spacing” drop down menu, and click the box next to “Don’t add spaces between paragraphs of the same style.”

To insert the Header, you can double click in the empty space at the top of the page, above the text,
or you can switch to the “Insert” tab and select the “Header” drop down menu. Select “Blank.”

Once the header is open, you can insert the page number. The page number must be inserted before you type in your last name. The page number is inserted by clicking the “Page Number” drop down menu. From there, you should select “Top of Page” and “Plain Number 3.”

Once you have a page number, you can type in your last name right in front of that number. Make sure that the font of your name matches that of your paper. You may need to click on the “Home” tab with the header open to change this.
When you're done creating the header, be sure to click the “Close Header and Footer” button.

Then, type the heading of your paper.

Once you have typed your heading, hit “Enter” **just once** on the keyboard to drop down one line. This will be your title. MLA requires that your title be **centered**. Click on the “center text” button.
Then, type your title. **Do not underline, bold, or italicize.** It also does not go in a larger font size or “inside quotation marks.”

Drop down just one line more using the “Enter” key and press the **left align** button on the paragraph box.

Remember to hit the tab key at the beginning of every paragraph, including the first. Now you can begin typing your paper.
The last page of any MLA paper that contains research is the **Works Cited** page. This should be on a page all by itself with a centered title of “Works Cited.”

Your “Works Cited” entries should be in the same format as the rest of the paper (same font, 12 pt, double spaced). The only difference is that the entries should follow **hanging indentation**. The first line of each entry is left justified, and any line thereafter is indented.

```
Works Cited


```
This option is found under the “Special” drop down menu of the expanded Paragraph menu.

That’s it! You now have a properly formatted MLA (7th edition) paper.