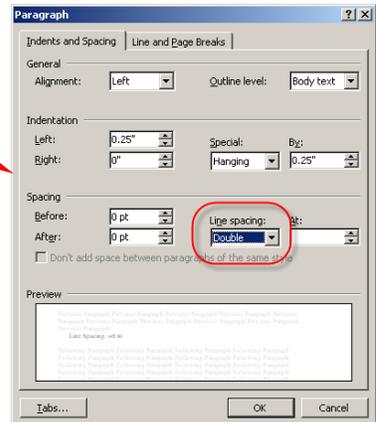
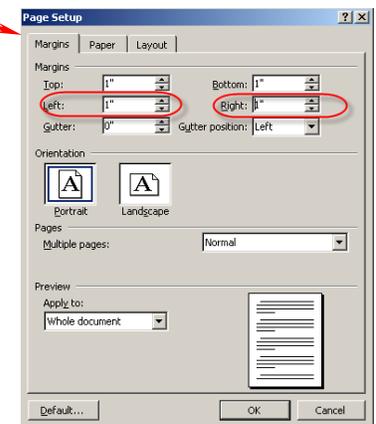


## *How to Format Essays the MLA Way*

1. Set your program to double space:
  - a. Click on the Format menu item
  - b. Paragraph
  - c. Line Spacing: set to Double



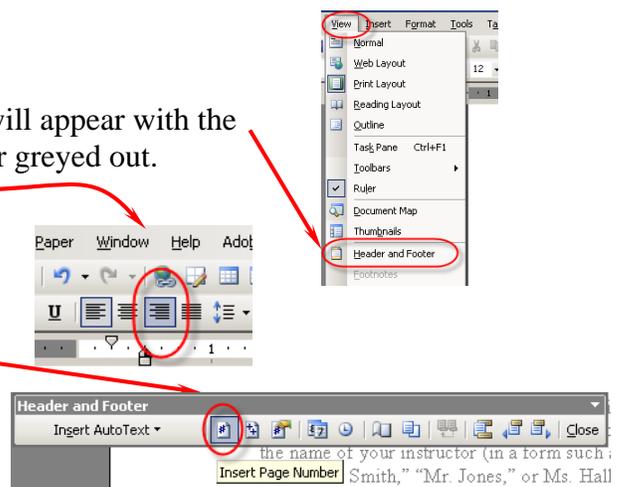
2. Set your margins to 1 inch:
  - a. Click on the File menu item
  - b. Page Setup
  - c. By default the margins in MS Word are set to 1.25 inches. Change the left and right margins to 1 inch



3. Four items should appear in the upper left corner of the first page of your essay, with one item per line. Those items consist of the following: your first and last name, the name of your instructor (in a form such as “Professor Smith,” “Mr. Jones,” or Ms. Hall”), the course name (“Honors 10 Language Arts”), and the date on which the assignment is due (written the European way: 10 November 2008). No separate title page is allowed.
4. In addition, each page of your essay, including the first one, should be numbered in the upper **right** corner. Your last name (but not your first name) should appear immediately before each page number, with only one space between them. Use the same type and size of font for your last name and page number as well as the body of the paper and heading. A font with Serifs such as Courier or Times New Roman in size 10 or 12 is considered normal.

Set the page header in the *Header and Footer*. That way, the correct page number will automatically appear on every page automatically.

- a. Click the *View* menu item.
- b. Click on *Header and Footer*. A rectangular box will appear with the cursor in it and the body of your paper will appear greyed out.
- c. Click on the button to *Align Right*.
- d. Type your last name followed by a space.
- e. Click on the icon to *Insert Page Number*.
- f. Click the *Close* button to close the *Header and Footer* toolbar and return to your paper.



NOTE: The screen shots and instructions were created on Word2003. Other versions or programs may look different, but the processes should be very similar.