

MLA Format:

The MLA formatting type is the formatting you will need to use for your Home2Teach courses.

These are the several parts of MLA format:

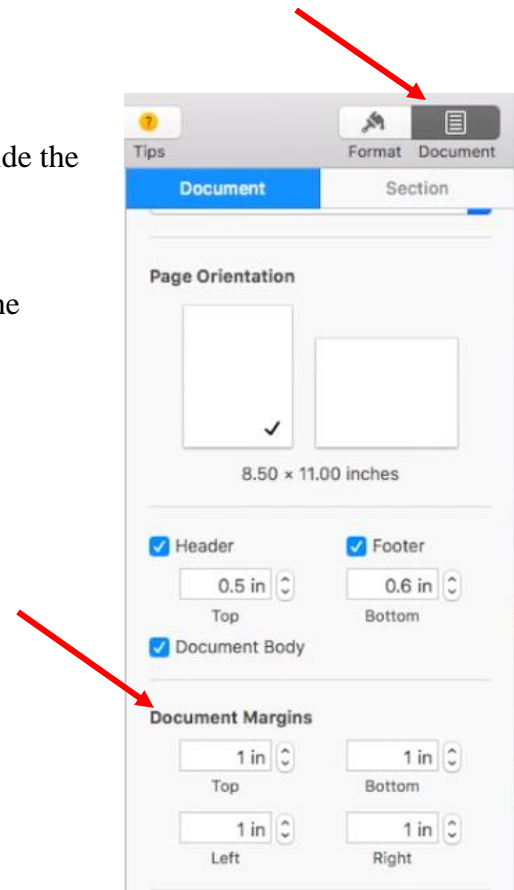
1. Margins 1" on all sides
2. Header in the upper right corner with last name and page number
3. Double-spaced lines throughout entire paper
4. Size 12, Times New Roman font
5. Heading with name, teacher, class, and date
6. Title, centered
7. First-line indentation for each paragraph

For Macs: Export the file into a format readable by Microsoft Word

Note: Specific instructions for each of these parts are contained in the following pages. Please refer to them to correctly format your paper.

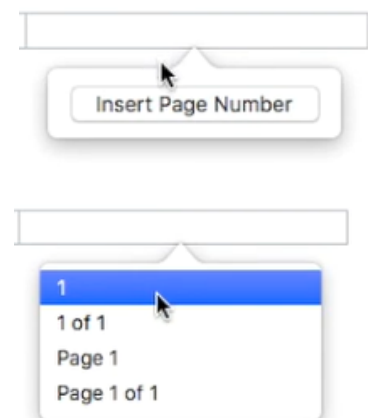
Set Margins

- Open a new document and choose a blank template.
- In the upper right corner, click the **Document** button beside the **Format** button.
- Go to the section that says **Document Margins** and set the margins to 1-inch on all sides.

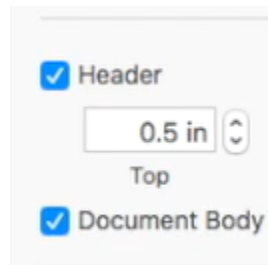
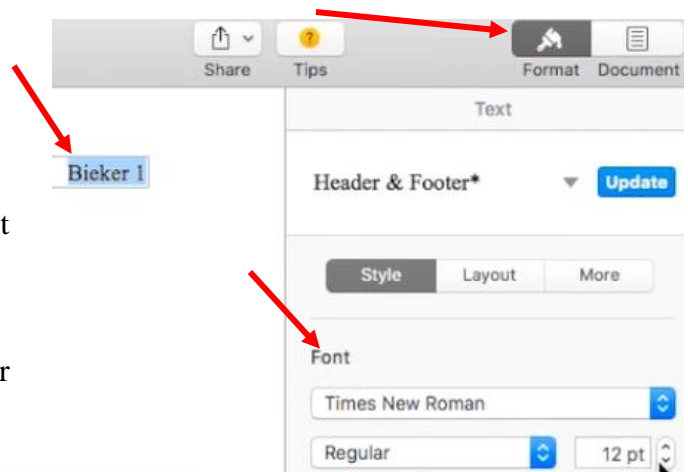


Create the Header

- Hover your mouse over the top of the page until three boxes appear.
- Click into the box on the right, and then click **Insert Page Number**.
- Click on the number “1” at the top of the drop-down box that appears.
- Type your last name in front of the number in the box and add a space.

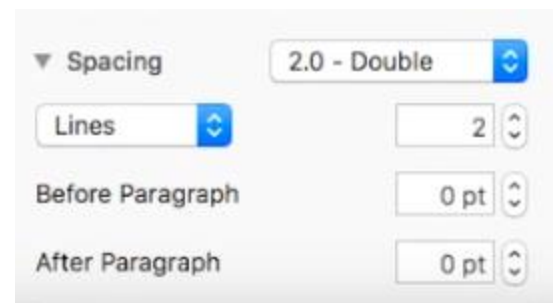


- Go to **Format** at the upper right corner. Then highlight your last name and page number.
- Go to the section that says **Font** and set the font to **Times New Roman**. Set the font size to **12**.
- Go back to **Document** and make sure the header is set to **0.5** inches.



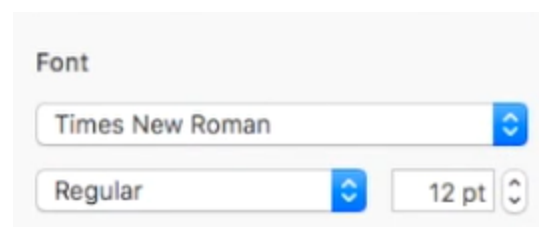
Set Paragraph Spacing

- Go to **Format** and go down to the **Spacing** section.
- Click on the drop-down menu to the right of the word **Spacing** and choose **2.0 - Double**.
- Make sure **Before Paragraph** and **After Paragraph** are set to **0 pt**.



Set the Font

- Under **Format**, go up to the **Font** section.
- Use the drop-down menus there to set the font to **Times New Roman Size 12**.



Create a Heading

- In the upper left corner of the first page, type the following:

Your first and last name

Your teacher's name

The class name

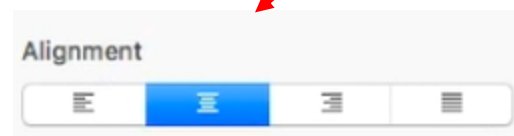
Date (Write in this order: day, month, year. Do not abbreviate the month)

- Hit **Enter** only *once* to go to the next line. Your heading should look like this:

Emily Smith
Ms. Brianna
Elementary Writing 1
13 June 2008

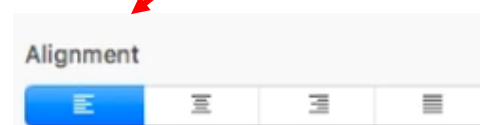
Add a Title

- Press **Enter** ONCE after the date line in your heading.
- Under **Format**, go the **Alignment** section and press the **Align Center** icon.
- Then type in your title. Do **not** change your font size/type/style. This should be size 12 Times New Roman, just like the rest of your paper!



Start a Paragraph

- Press **Enter** ONCE again, and click the **Align Left** icon. There should not be an extra line between your title and the first line of your paragraph.



- The first line of every paragraph should be indented. To do this, hit the **Tab** key on your keyboard (next to the letter Q). Now you're ready to start writing!!

Export the File

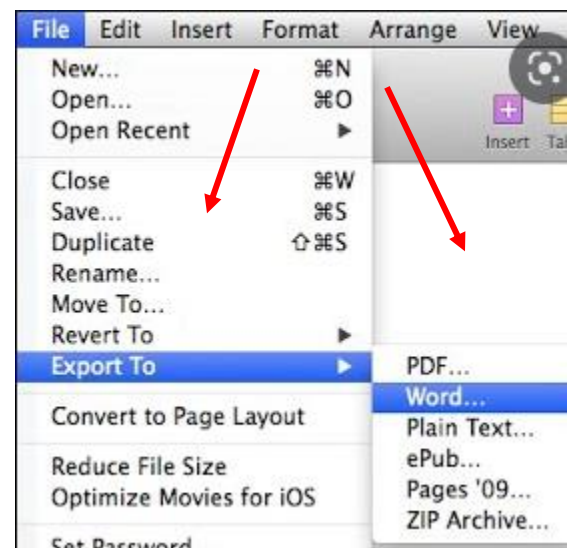
In order for your teacher (who probably has a windows computer) to read your assignments, you must "Export" your assignments into a readable form.

- To do this, go to the menu bar at the top and select **File**.
- Click **Export To** on the drop-down menu, and then select **Word**.
- In the pop-up box that appears, type in the name of the document (Class-Student Name-Assignment) and choose its destination (your file folder for this class).

Save As:

Tags:

Where:



- Then click **Export**.
- When sending the document to your teacher, attach the EXPORTED document, and not the original.

See the next page for how your document should look like.

Ballard 1

Ryan Ballard

Ms. Stephanie

Comparative Writing

28 October 2016

Why Use MLA

The MLA suggests that, when creating a document on a computer, the writer try to maintain a series of guidelines that make it easier for people to reader a composition without causing the style to distract from the content. MLA style has been widely adopted by schools, academic departments, and instructors for over half a century. The association's guidelines are also used by over 1,100 scholarly and literary journals, newsletters, and magazines and by many university and commercial presses. The MLA's guidelines are followed throughout North America and in Brazil, China, Indian, Japan, Taiwan, and other countries around the world.]