

MLA Format:

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

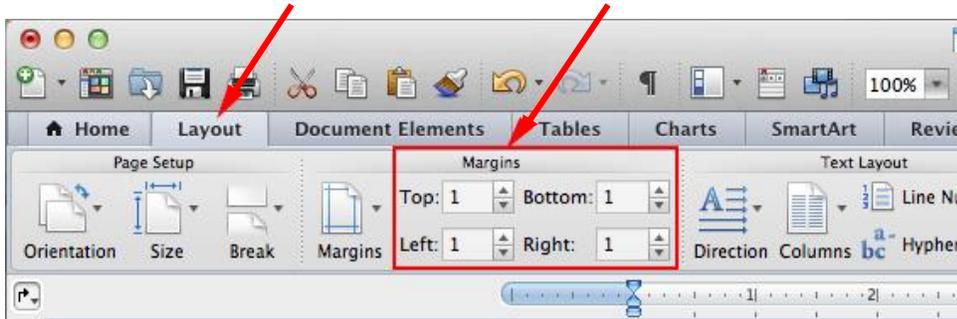
These are the several parts of MLA format:

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, date
6. Title, centered
7. First-line indentation for each paragraph

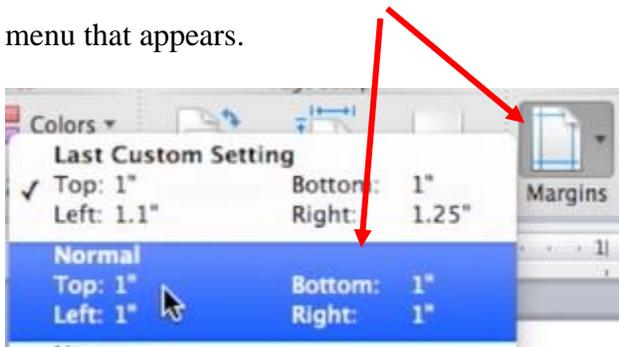
Note: Specific instructions for each of these parts are contained in the following pages. Please refer to them to correctly format your paper.

Set Margins

Select the **Layout** tab, and set the margins to 1-inch on all sides.



You can also click **Margins**, and then select **Normal** (1" top, bottom, sides) from the drop-down menu that appears.



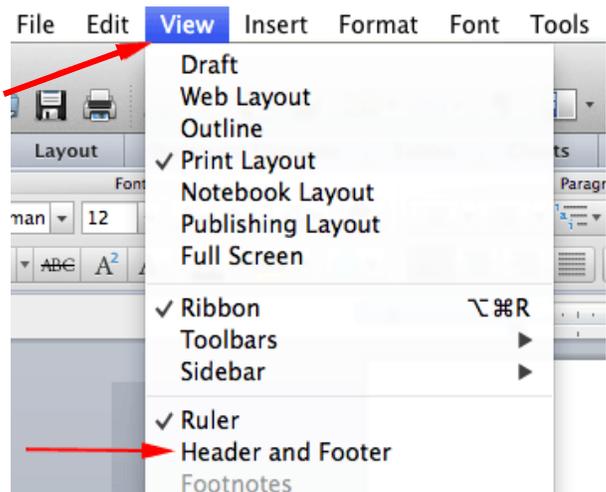
Create the Header

Click **View** on the menu bar and select **Header and Footer** from the drop-down menu that appears.

Then click the **Align right** icon.

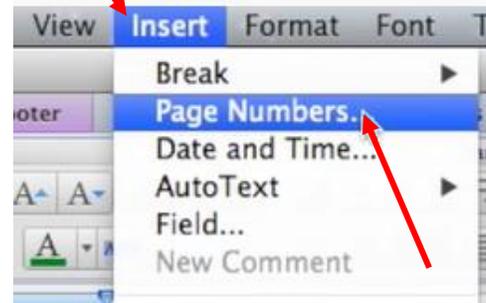
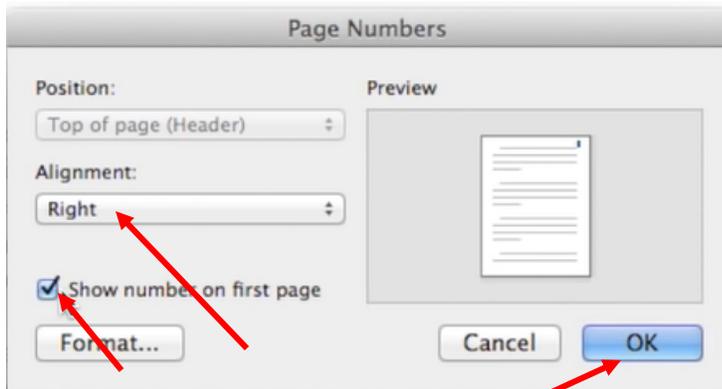


Under the **Home** tab, set your font to **Times New Roman**, Size **12**.



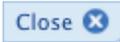
Next, click **Insert** on the menu bar, and from the drop-down menu that appears, select **Page Numbers**.

A pop-up box like this should appear.



Make sure that the **Alignment** section is set to **Right** and that the box that says **Show number on first page** is checked. Then click **OK**.

Type your last name in front of the page number at the top and add a space.

To return to your document, click .

Your header should look like this:

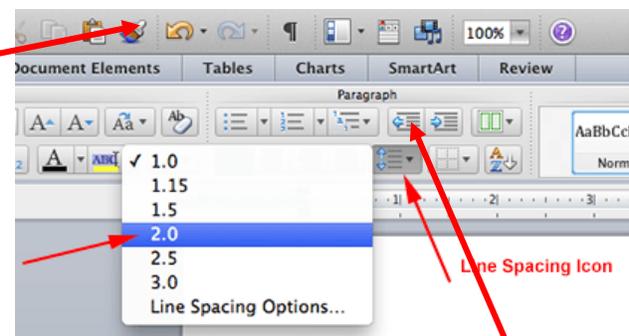


Set Paragraph Spacing

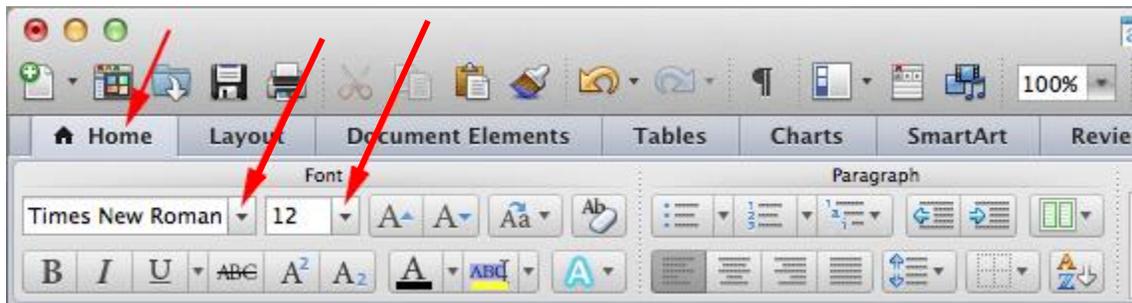
On the **Home** tab, select the **Line Spacing** icon, and then click **2.0** on the drop-down menu.

Set the Font

On the **Home** tab, click the drop-down arrow in the font box. Find **Times New Roman**. In



the size box beside it, choose **12** from the drop-down menu.



Create a Heading

In the top left corner of the first page, type the following:

Your first and last name

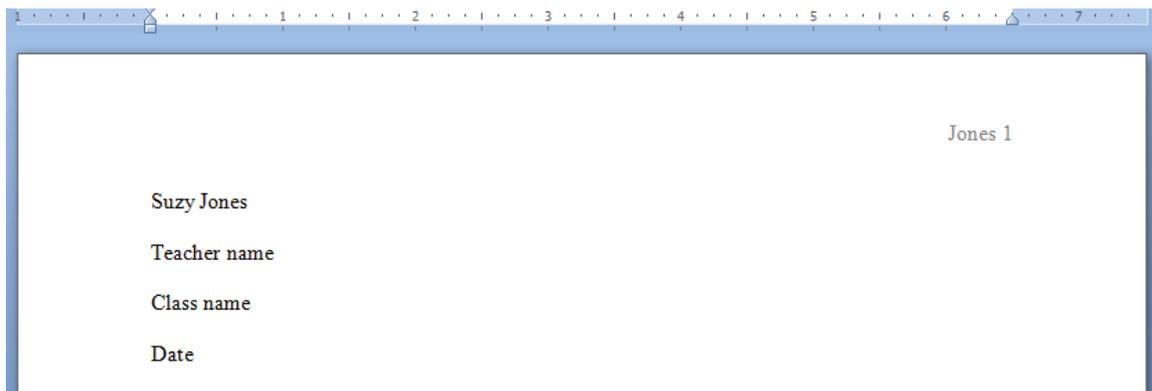
Your teacher's name

The class name

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

Hit **Enter** ONCE to go to the next line. There should not be extra space between your heading and title. Your finished header should look like this:

Add a Title



After the date, hit **Enter** ONCE to go to the next line. There should not be extra space between your heading and title. Click the **Align Center** icon. Then type 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 Your Paragraph

Hit **Enter** ONCE after your title. Again, there should not be extra space between your title and paragraph. Select the **Align Left** icon again to return your cursor to its proper position.

The *first* line of every paragraph should be indented. To do this, hit the **Tab** key on your



keyboard (next to the letter Q). Start your writing!

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

Smith 1

Emily Smith

Ms. Brianna

Elementary Writing 1

13 June 2008

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 read 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, India, Japan, Taiwan, and other countries around the world.