

### **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:

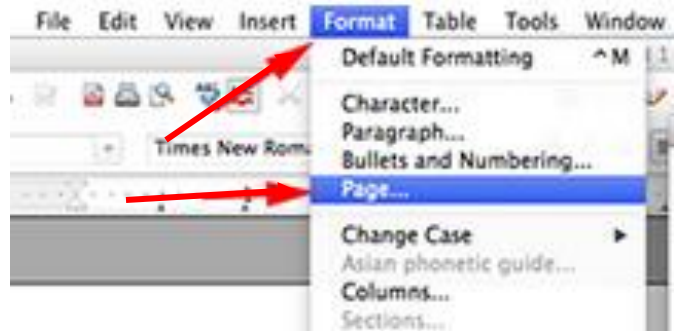
1. Margins 1" on all sides
2. Header in the upper right corner with last name and page number
3. Double-spaced lines throughout entire paper
4. Size 12, Times New Roman font
5. Heading with name, teacher, class, and date
6. Title, centered
7. First-line indentation for each paragraph

**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

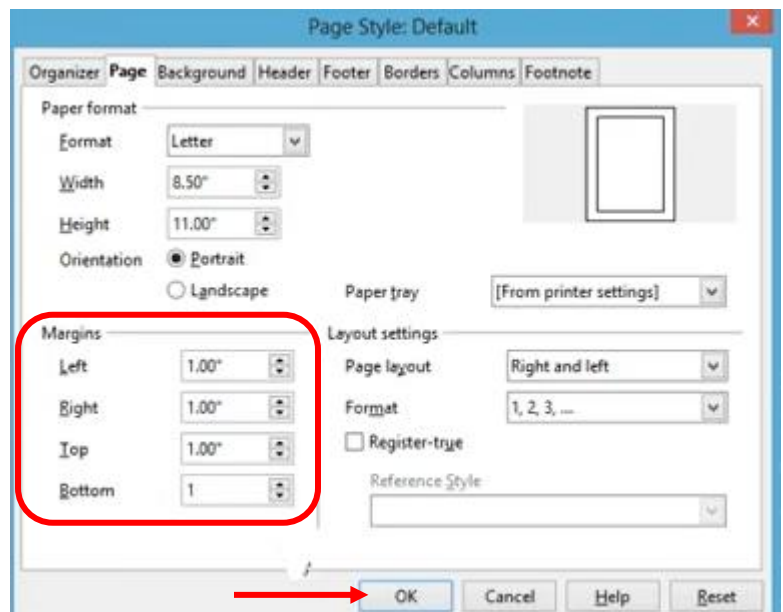
Go to **Format** on the menu bar at the top of your document.

Select **Page** from the drop-down menu that appears.



A pop-up window like this should appear.

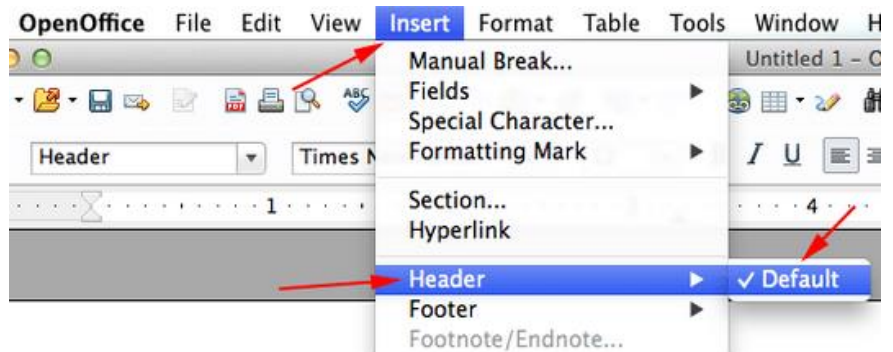
Go to **Margins**, and set each Margin to 1-inch. Click **OK**.



### Create the Header

Go to **Insert** at the top.

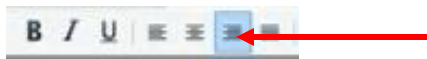
Choose **Header** from the drop-down menu. Click **Default**.



Then go back to **Insert**, but choose **Fields** this time.

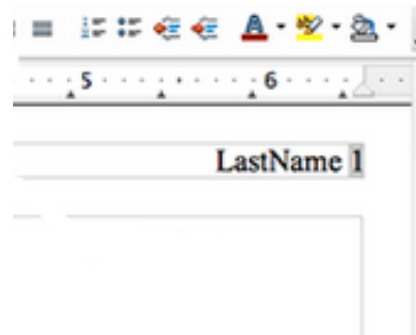
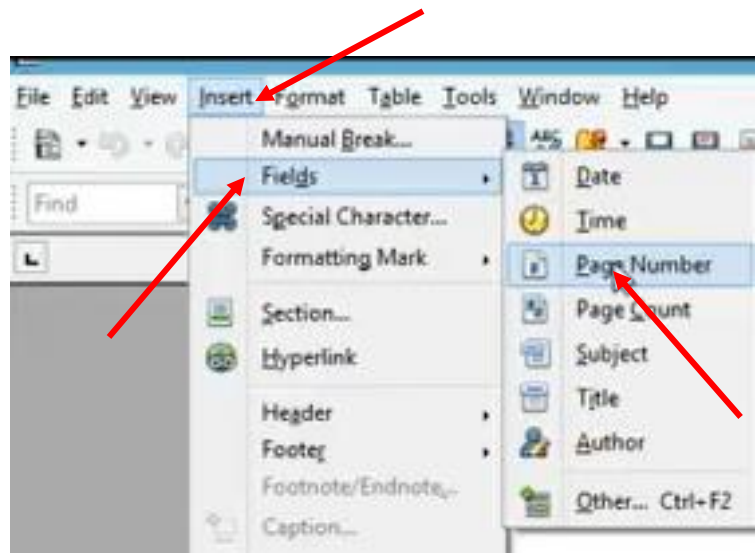
Select **Page Number** from the drop-down menu that shows up.

Then click the **Align Right** icon located on your tool bar.



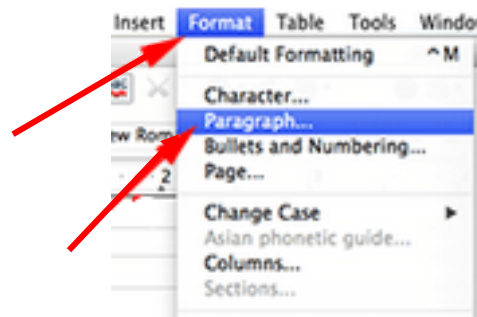
Type your last name beside the page number and add a **space**.

It should look like this:



### Set Paragraph Spacing

Go to **Format** at the top and choose **Paragraph**.

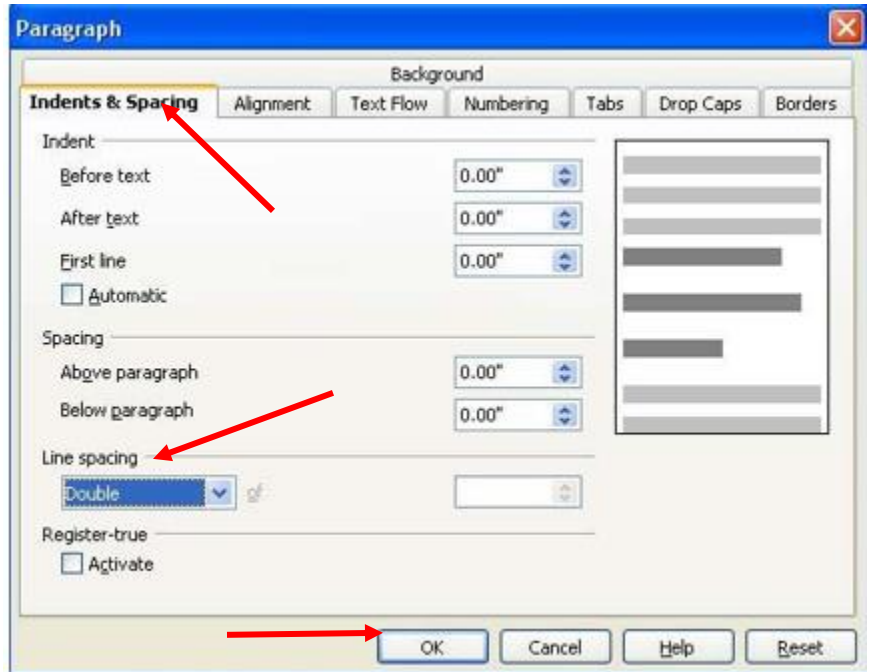


This pop-up box should appear.

Under the **Indents & Spacing** tab, go down to **Line Spacing**.

Use the drop-down arrow to select **Double** from the list.

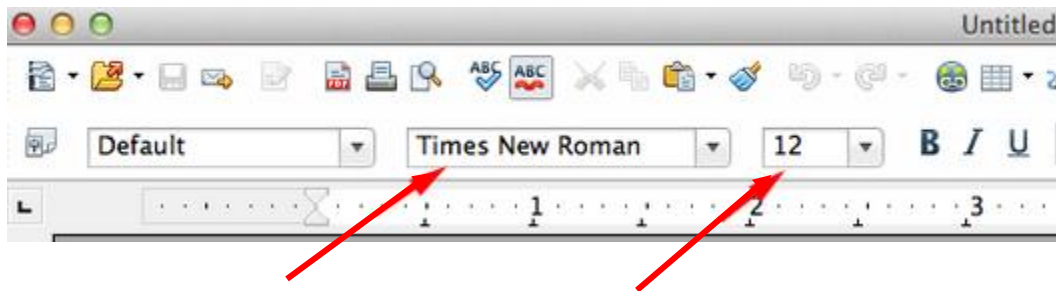
Click **OK**.



### Set the Font

OpenOffice automatically uses Times New Roman Size 12, so there is no need to change it.

However, if you do need to change the font, you can go over to the font section and change it.



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



## Add a Title

Hit **Enter** ONCE to go to the next line. There should not be extra space between your heading and Title. Click on the **Center** icon.



Then type your title. Do **not** change your font/style/size. This should be Times New Roman Size 12, 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 to return your cursor to its proper position.



The *first* line of each paragraph should be indented. To do this, hit the **Tab** key on your keyboard (next to the letter Q). Start your writing!

Your document should look like this:

