

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:

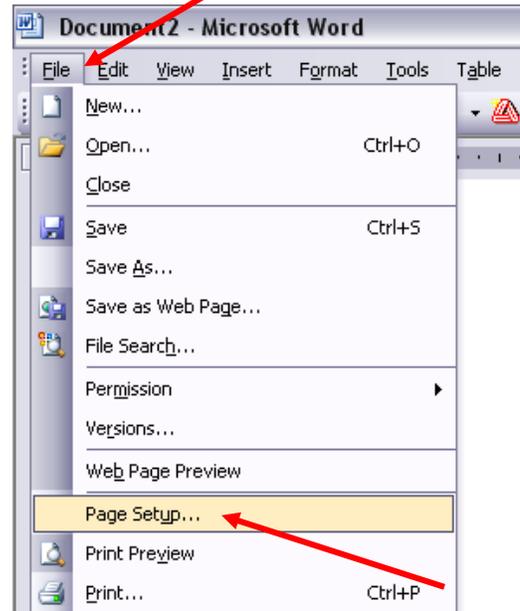
1. Margins 1" on all sides
2. Header in the upper right corner with last name and page number
3. Double-spaced lines throughout entire paper
4. Size 12, Times New Roman font
5. Heading with name, teacher, class, and date
6. Title, centered
7. First-line indentation for each paragraph

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 **File** on the menu bar at the top.

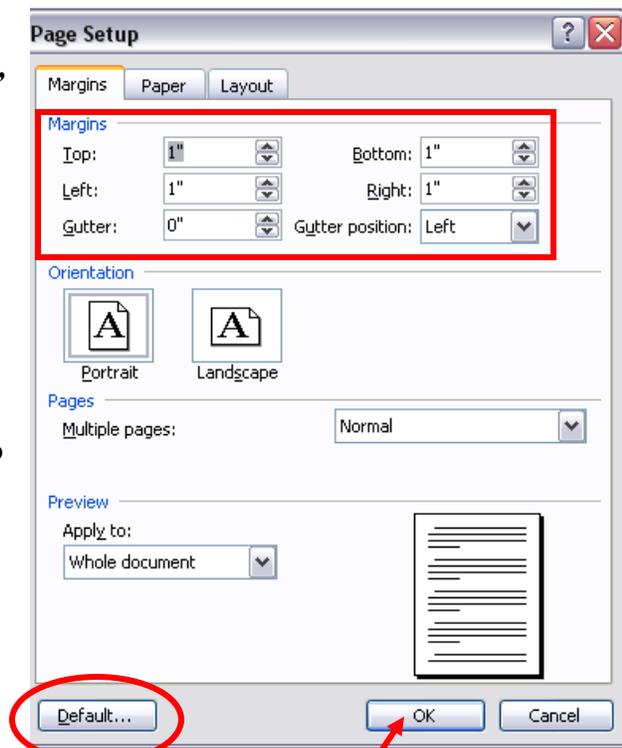
Choose **Page Setup** from the drop-down menu that shows up.



A pop-up box like this should appear.

In the **Margins** section, set each Margin to *1*"
(Top, Bottom, Left, and Right)

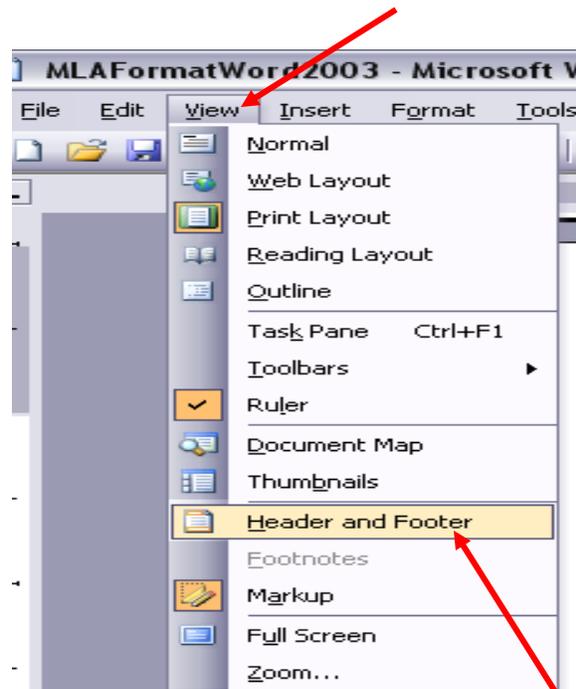
If you wish to make this setting automatic,
click **Default** at the bottom. It will ask you to
confirm that you want to make this change.
Click **Yes**, and then click **OK**.



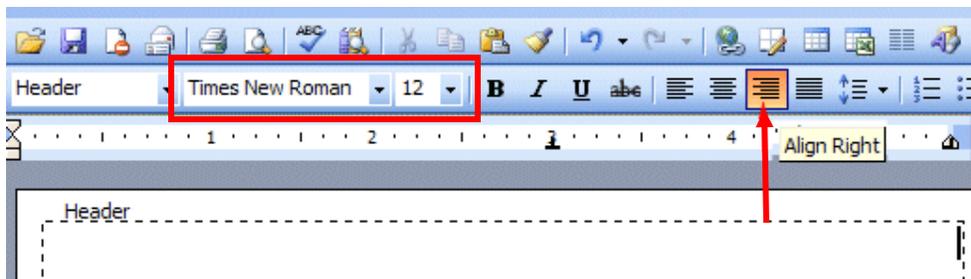
Create the Header

Click **View** on the menu bar at the top.

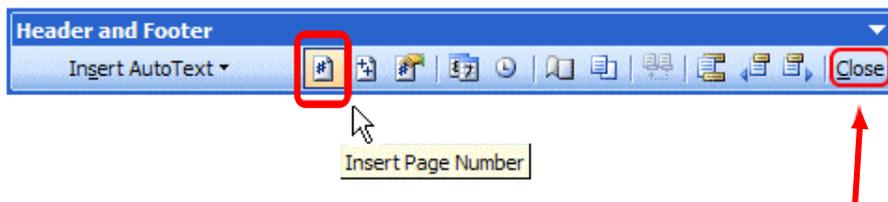
Select **Header and Footer** from the drop-down menu that appears.



On your toolbar, select **Align Right** to move your cursor to the right.



Make sure that the font is set to Times New Roman size 12. Then type your **last name** and add a **space**. In the Header/Footer toolbar below, click the **Insert Page Number** icon (it looks like a page with a # symbol).

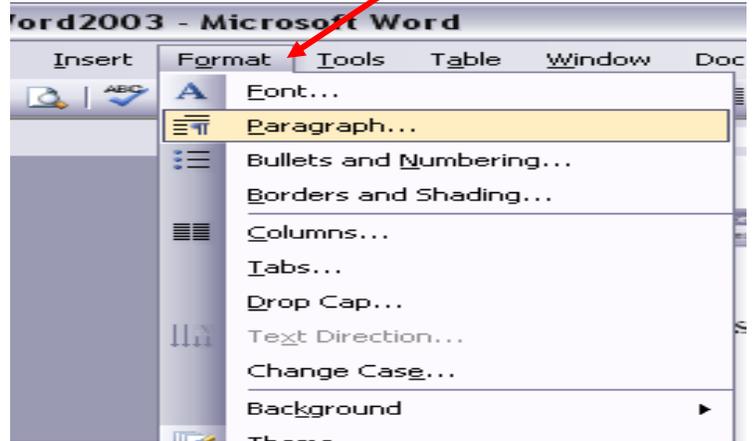


Click **Close**.

Set Paragraph Spacing

Click **Format** on the menu bar at the top.

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

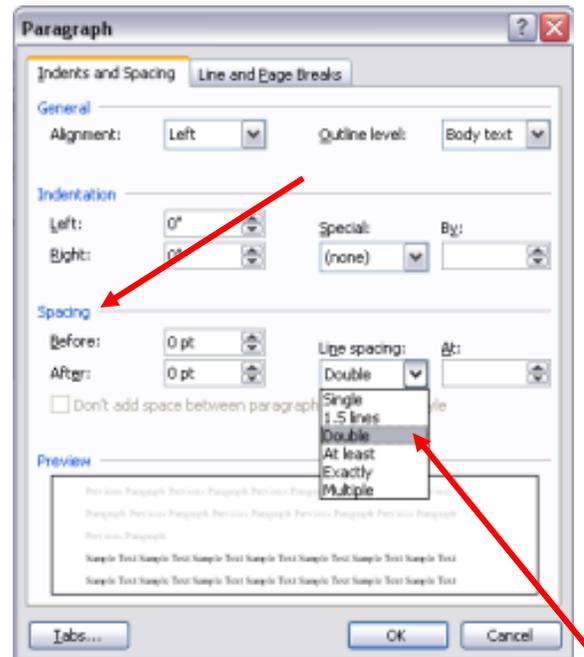


This pop-up window should open.

On the **Indents and Spacing** tab, go down to the **Spacing** section. Under **Line Spacing**, use the drop-down arrow to choose **Double**.

Do *not* set your **Before** and **After** spacing (they should be at **0 pt**).

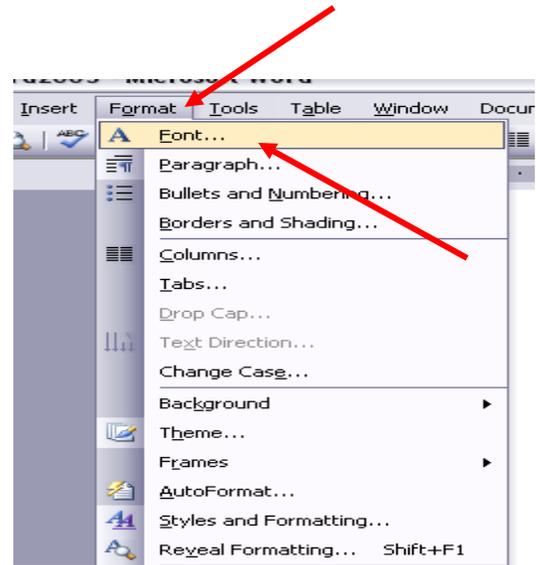
Click **OK**.



Set the Font

Click **Format** at the top.

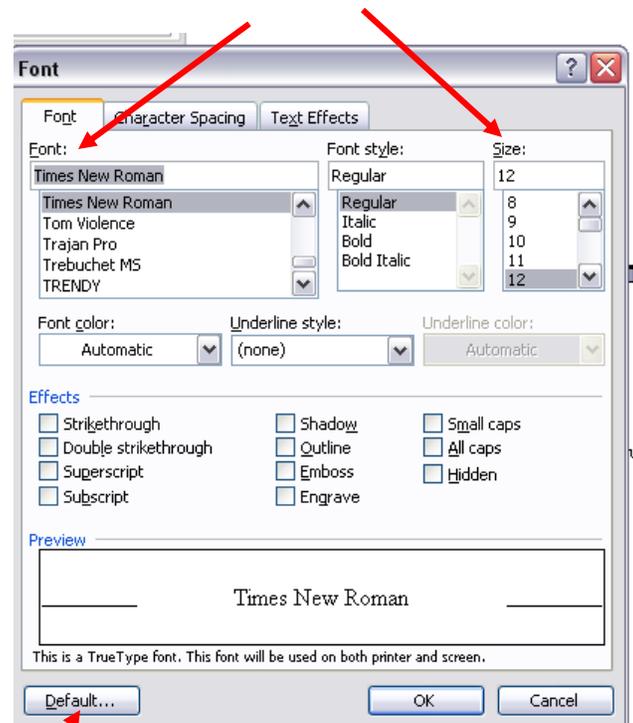
Select **Font** on the drop-down menu.



This pop-up window should appear.

In the **Font** box, select **Times New Roman** (start typing this at the top and the list will jump down to where you need to be). Over at the **Size** box, choose **12**.

If you wish to make this setting automatic, click **Default** at the bottom. It will ask you to confirm that you want to make this change. Click **Yes**, and then click **OK**.



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)

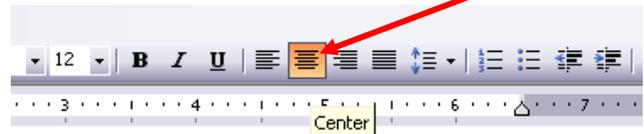
Hit **Enter** only *once* to go to the next line. Your heading should look like this:



Add a Title

Hit **Enter** ONCE to go to the next line. There should not be extra space between your heading and title.

Along the top toolbar, select the **Center** icon.



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 **Left** alignment again 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:

