

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

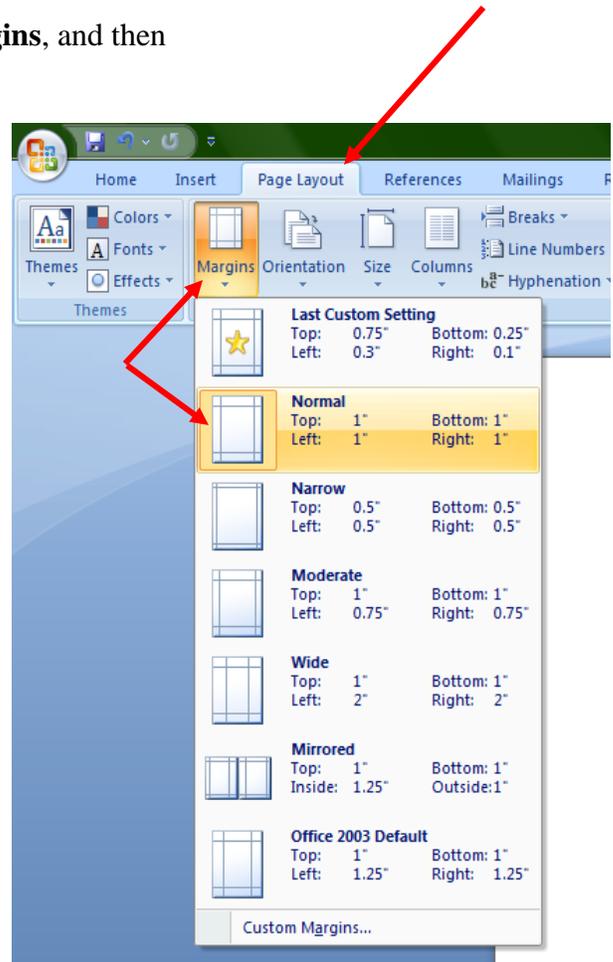
Go to the **Page Layout** tab at the top. Click on **Margins**, and then

select **Normal** from the drop-down menu,

Normal should read:

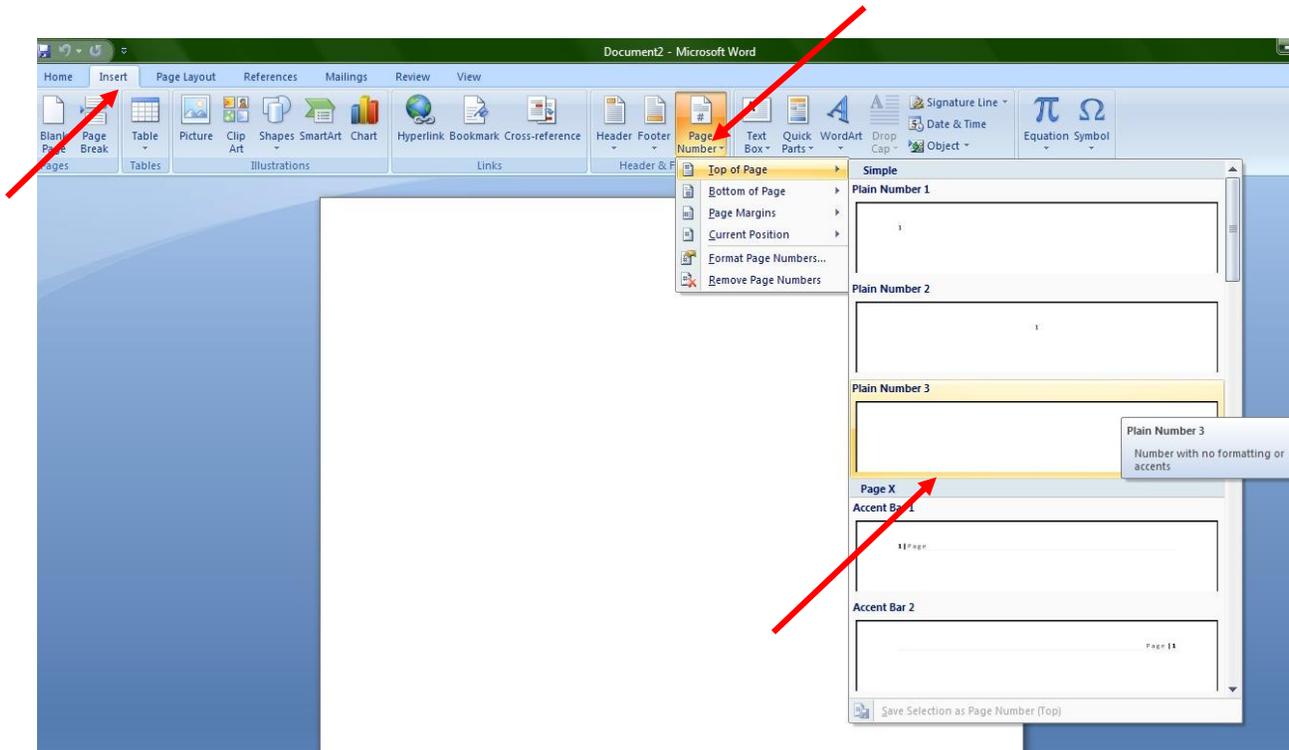
Top: 1" Bottom: 1"

Left: 1" Right: 1"



Create the Header

Click the **Insert** tab on the menu bar at the top. Then click **Page Number**. From the drop-down menu that appears, select **Top of Page** and then choose **Plain Number 3**.



A page number will appear in the upper right corner.

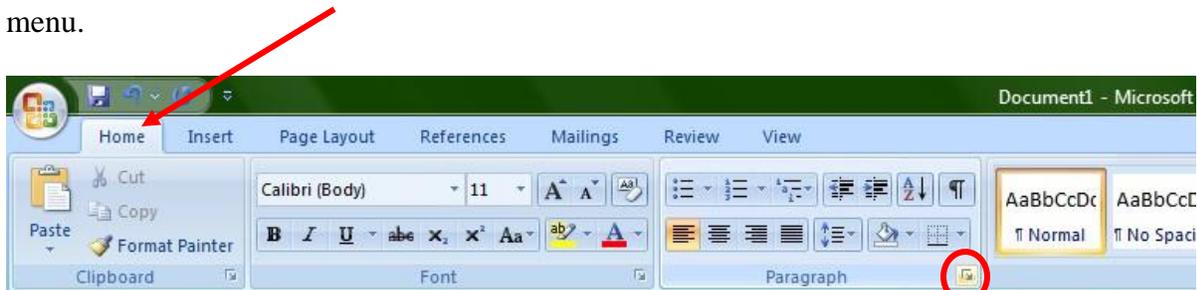
Type your last name and add a space. Then go back to the **Home** tab, and make sure the font is **Times New Roman, Size 12**.

Click **Close Header & Footer** at the upper right corner of the tool bar.



Set Paragraph Spacing

Click the **Home** tab. Then click the small arrow in the bottom right corner of the **Paragraph** menu.



A pop-up box like this should appear.

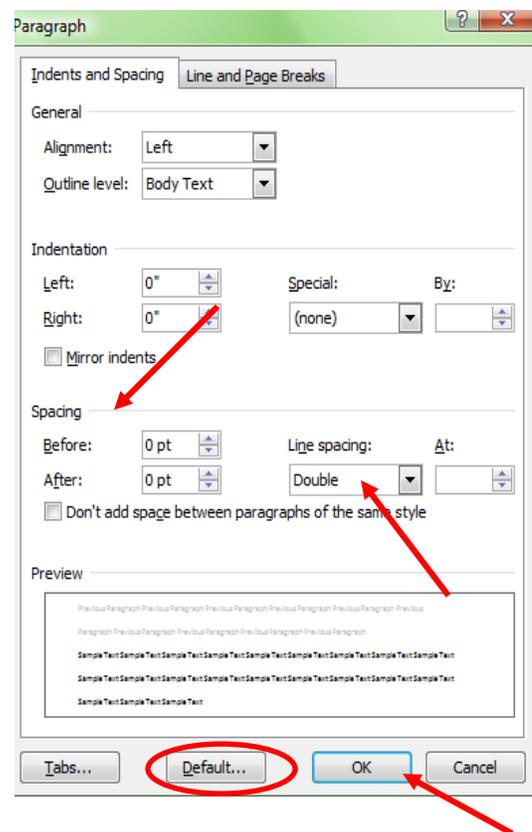
Go to the bottom section that says

Spacing. Set the **Before** and **After**

spacing to **0 pt**.

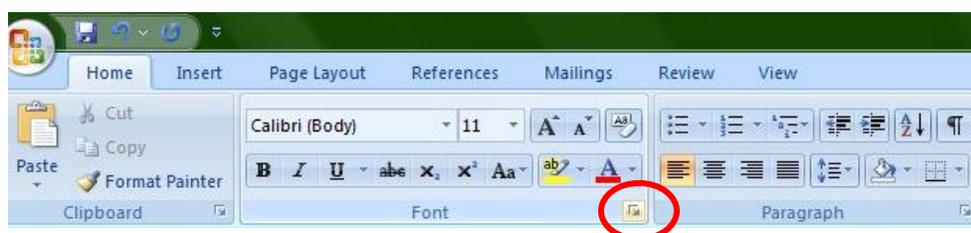
Under **Line spacing**, use the drop-down arrow to choose **Double**.

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**.



Set the Font

Click the arrow in the bottom right corner of the **Font** menu.



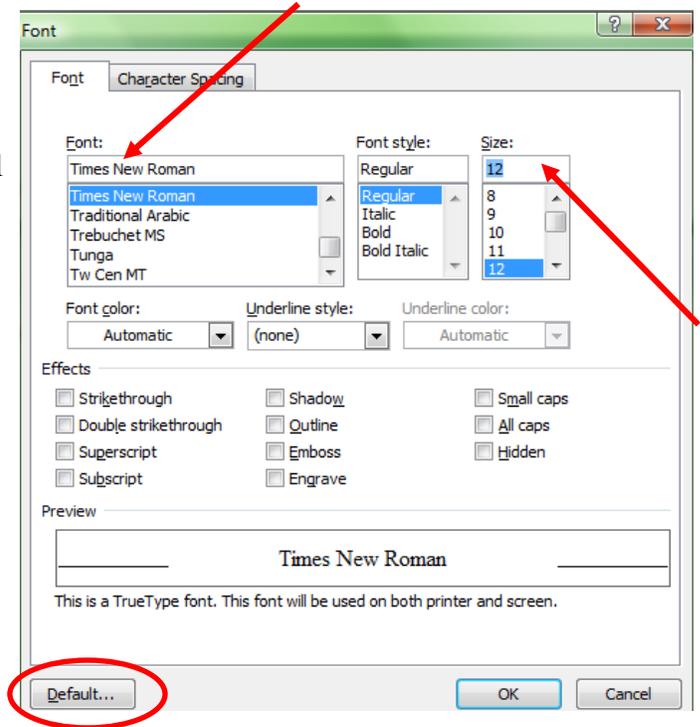
A pop-up box like this should appear.

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

Click the **Size** box over at the right, and 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:



Smith 1

Emily Smith

Ms. Brianna

Elementary Writing 1

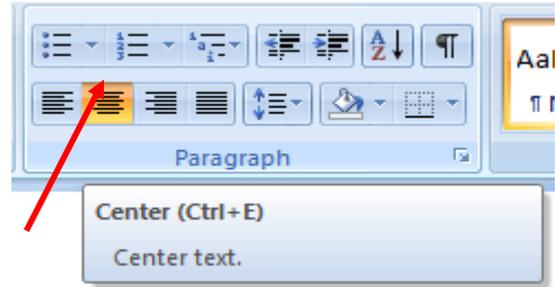
13 June 2008

Add a Title

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

In the **Paragraph** menu, select the **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. Then select the **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!



This is how your document should look like:

