

## **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.

Select **Margins**, which is first on the left.

Choose the **Normal** setting from the drop-down menu that appears. This will ensure margins are 1" on all four sides.

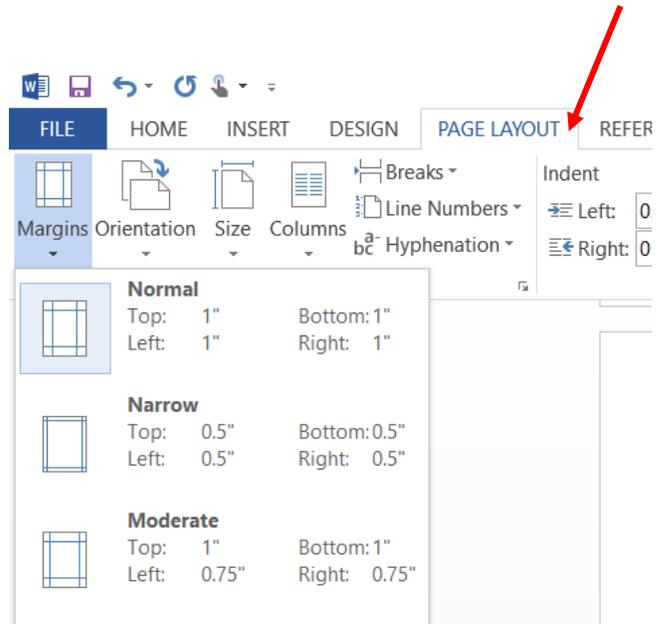
*Normal should read:*

*Top: 1"*

*Bottom: 1"*

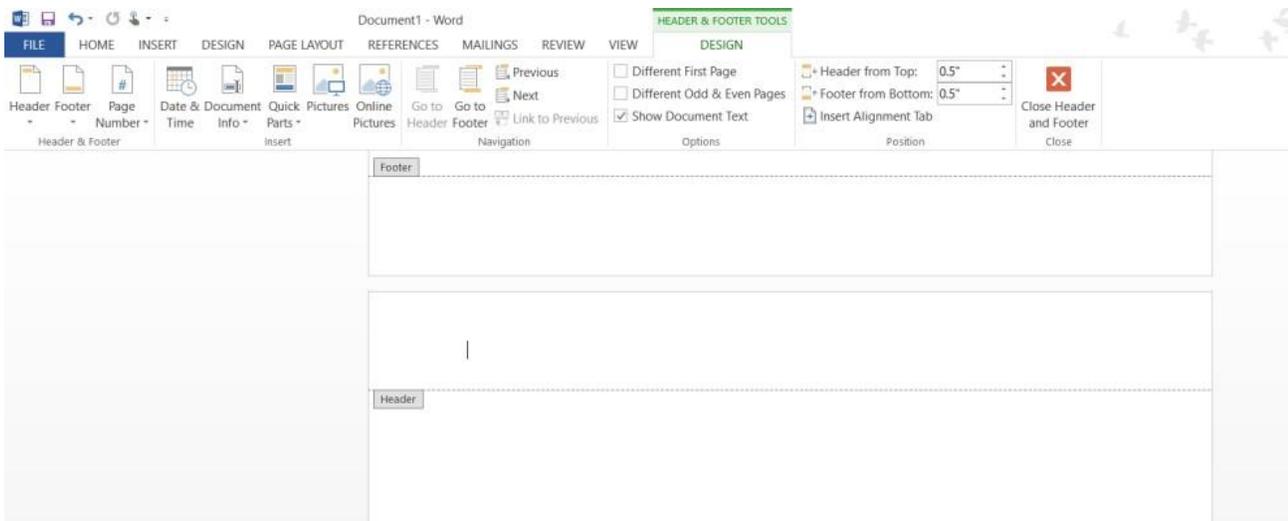
*Left: 1"*

*Right: 1"*

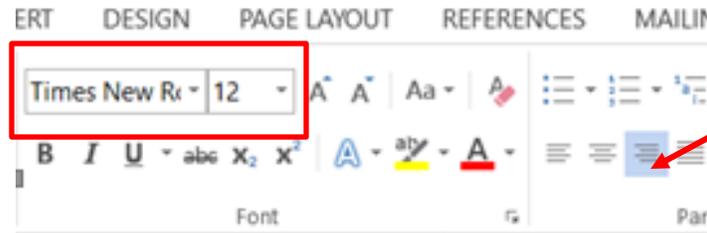


## Create the Header

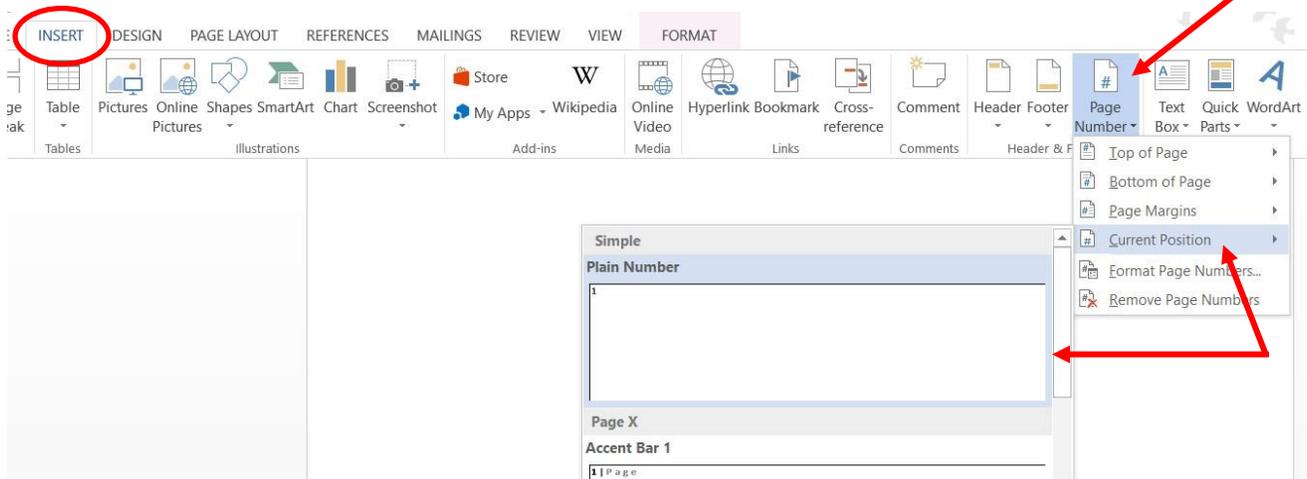
Double-click on the top inch of your page. The following should appear:



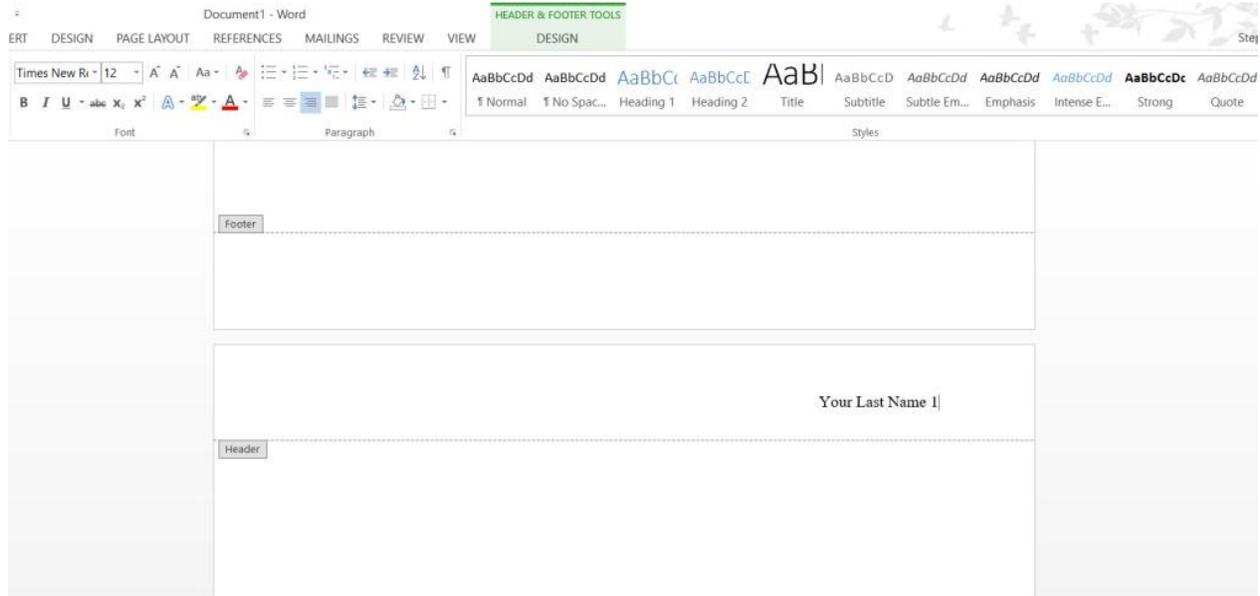
Your cursor should automatically be placed inside the header. Use the **right-align** button to get to the right side of the page. Be sure that you are still using Times New Roman, 12 pt. font.



Type your last name and add a space. Then click the **Insert** tab and go over to **Page Number**. From that menu, go down to the **Current Position** option, and choose **Plain Number**. Your number should appear, and it will automatically number each page in your essay.



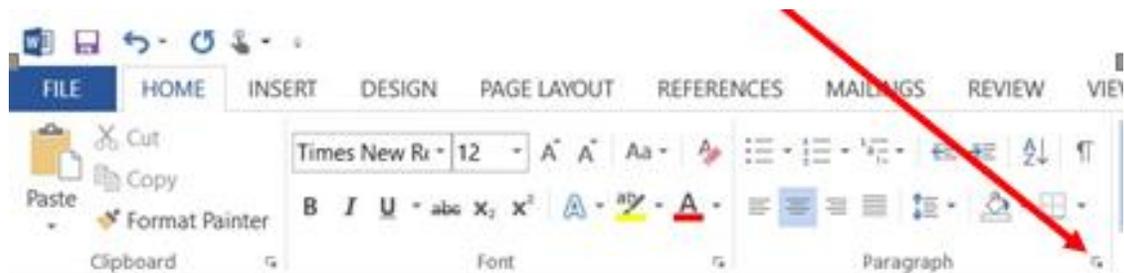
Your final header should like this:



To get out of the header editing section, double-click anywhere on the page *not* in the header or footer area.

### Set Paragraph Spacing

On the **Home** tab, find the section that says **Paragraph** at the bottom. Click on the small button in the bottom right corner of that section.



A new window like this will pop up.

Go to the bottom section called **Spacing**.

Be sure that the **After** and **Before** sections are at **0 pt**.

Then, in the drop-down menu called **Line Spacing**, select **Double**.

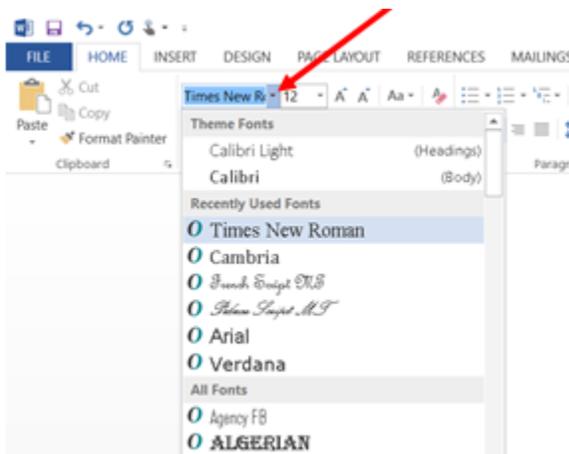
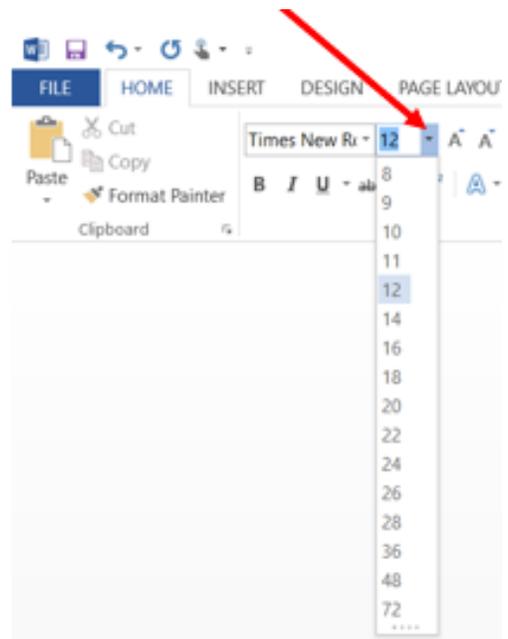
Once you've got both of those fixed, click **OK** to return to your page.

You can also click **Set as Default** if you wish to make this setting automatic.



### Set the Font

Under the **Home** tab, there is a menu in the **Font** section for the font size. Use the little arrow to show the drop-down menu, and select **12**. In the menu for the font type, select **Times New Roman**.



## 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)

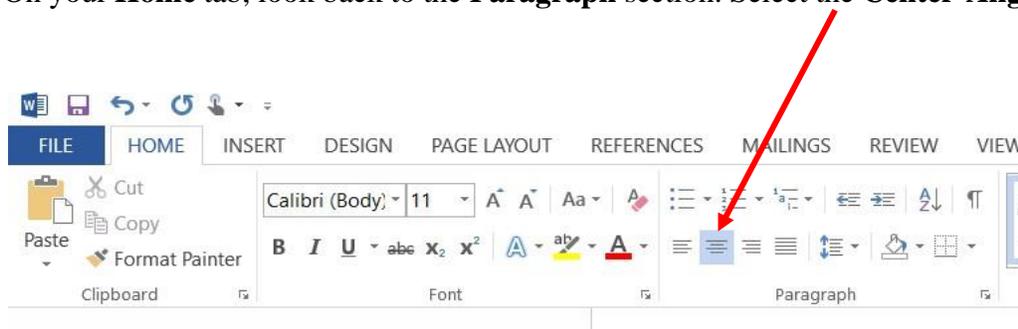
Hit **Enter** only *once* to go to the next line. Your heading should look like this:



## Add a Title

Hit **Enter** ONCE to go to the next line. There should not be any extra lines between the bottom line of your header and your title.

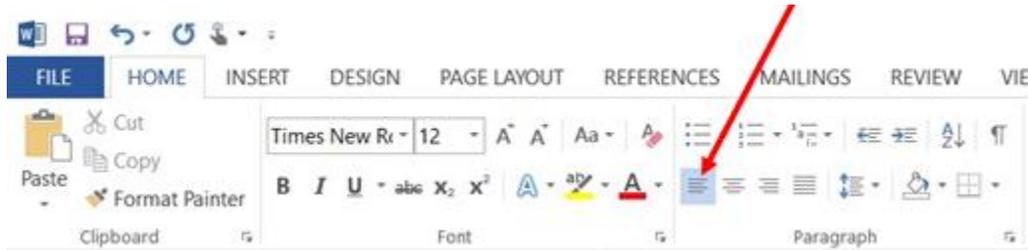
On your **Home** tab, look back to the **Paragraph** section. Select the **Center-Align** button.



Type your title. Do **not** change your font size/type/style. This should always be size 12 Times New Roman, just like the rest of your paper!

## Start Your Paragraph

Hit **Enter** ONCE. Again, there should not be extra space between your title and the first line of your paragraph. Choose the **Left-Align** button to return your cursor to its correct 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!

Your document should look like this:

