

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 **Layout** tab on the menu bar at the top.

Click **Margins**, which is first on the left. From the drop-down menu that appears below, select **Normal**. This will ensure margins are 1" on all four sides.

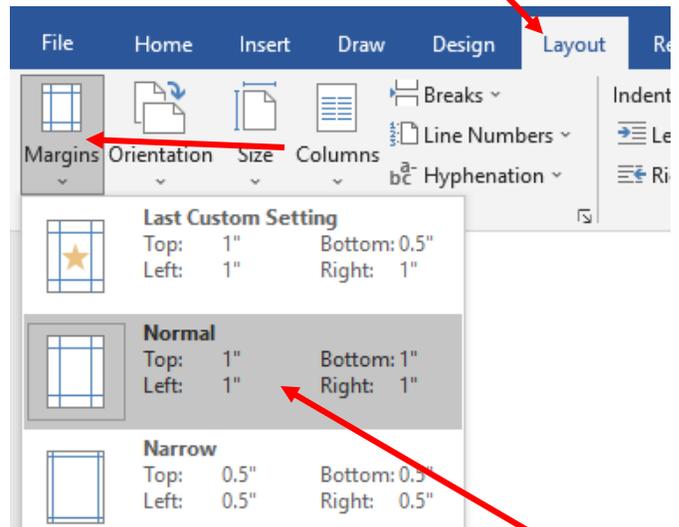
Normal should read:

Top: 1"

Bottom: 1"

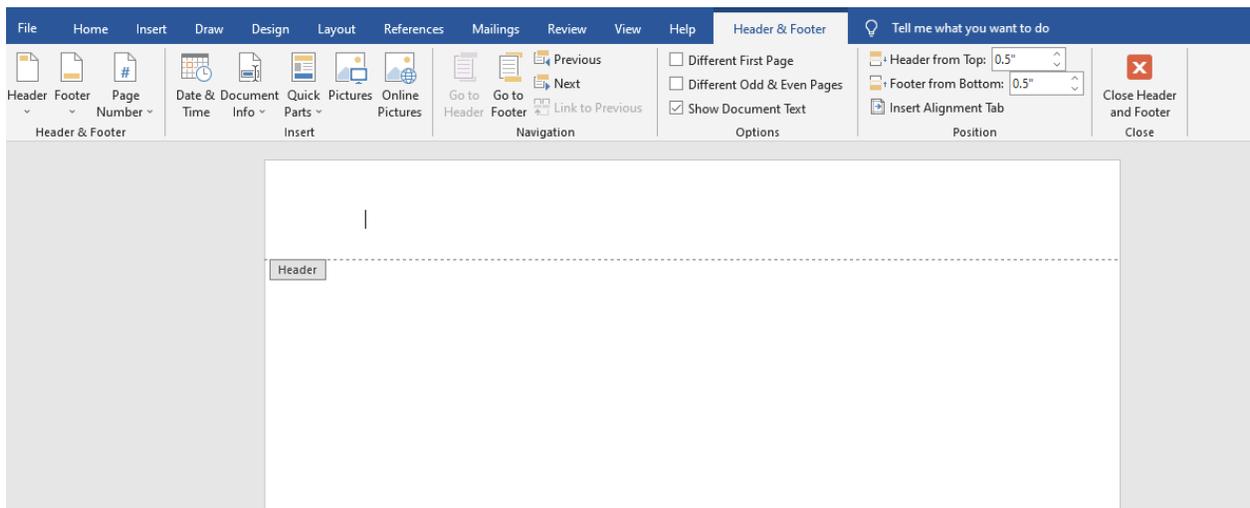
Left: 1"

Right: 1"



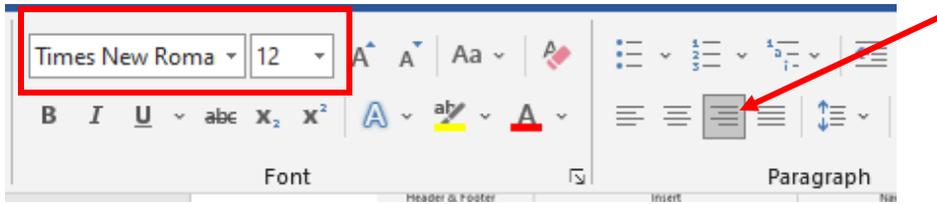
Create the Header

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



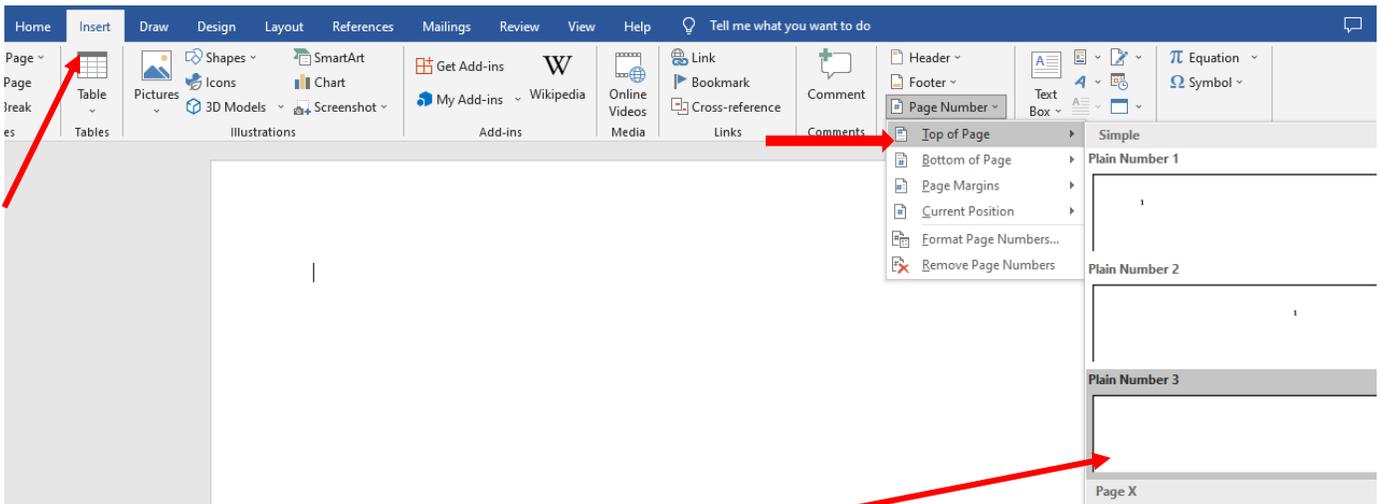
Your cursor should automatically be placed inside the header.

Use the **Align Right** icon to get to the right side of the page. Be sure that you are still using Times New Roman, 12 pt. font.

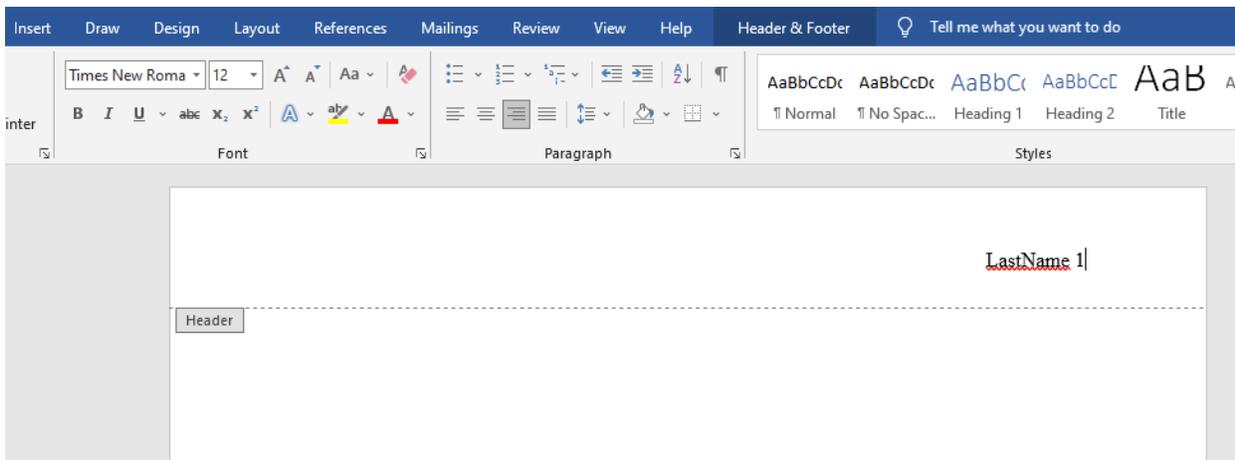


Type your last name and add a space. Then click the **Insert** tab and go over to **Page Number**.

From that menu, go to the **Top of Page** option, and choose **Plain Number 3**. Your number should appear, and it will automatically number each page in your essay.



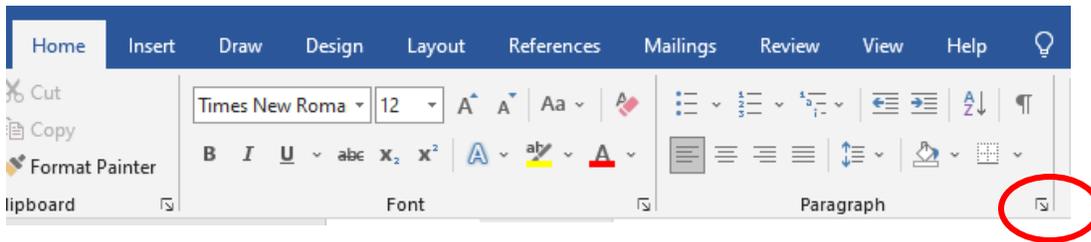
Your finished header should look like this:



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.

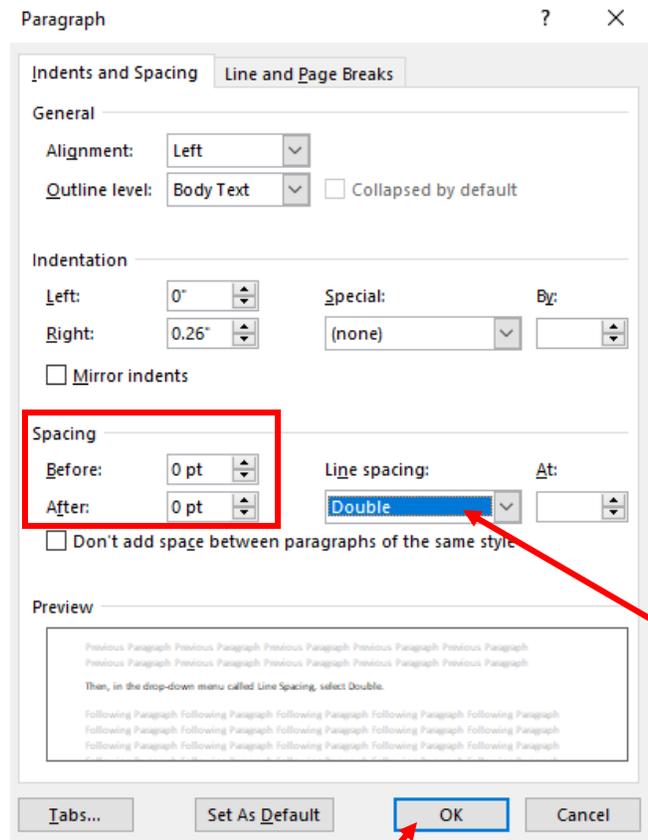
Go to the bottom section called **Spacing**.

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

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

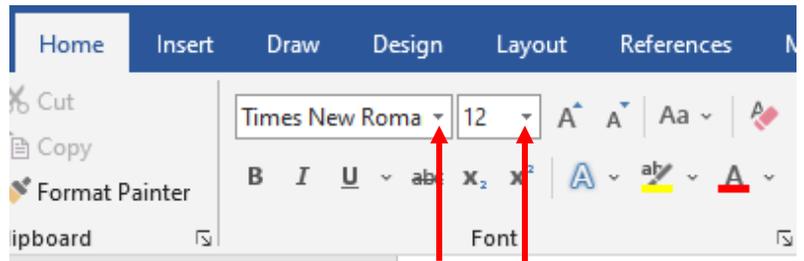
Once you've got both of those fixed, click **OK** to return to your page.

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:

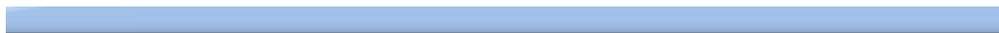
Your first and last name

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:



Smith 1

Emily Smith

Ms. Brianna

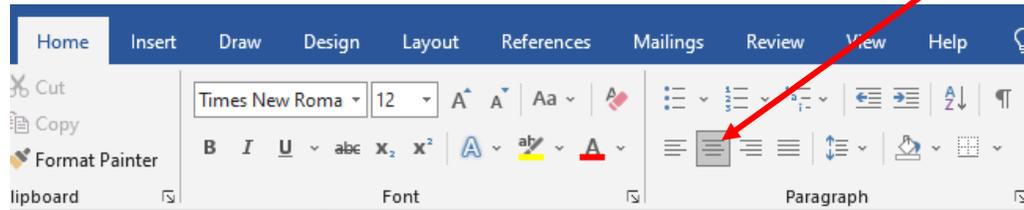
Elementary Writing 1

13 June 2008

Add a Title

Hit **Enter** ONCE to go to the next line. There should not be any extra lines between the bottom line of your header and your title. On your **Home** tab, look back to the **Paragraph** section.

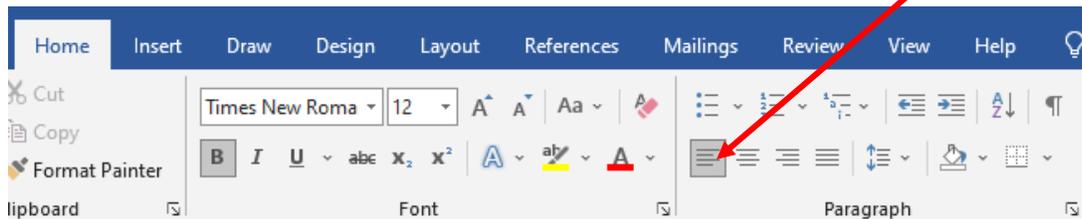
Select the **Center** icon.



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 **Align Left** 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!

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

Ryan Ballard

Ms. Stephanie

Comparative Writing

28 October 2016

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 reader 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, Indian, Japan, Taiwan, and other countries around the world.]