Formatting Research Papers
MLA Style

MARGINS

1. Click on the Layout tab.
2. Click on Margins.

LINE SPACING

1. Go to the Home tab.
2. Click on Paragraph settings arrow.
3. In the Spacing section select 0 pt for the Before and After.
4. In the Line spacing menu, select Double.
5. Check the box for “Don’t add space between paragraphs…”.
6. Click Ok.
1. Go to the **Home** tab.
2. Click on the Font settings arrow.
3. From the Font menu select:
   Times New Roman.
4. In the Size menu select 12.
5. Click on **Set As Default**.
6. Click **OK**.
7. Click **OK**.

MLA Style does not require a particular font, but recommends Time New Roman because it is a readable typeface. Check with your professor.

https://style.mla.org/formatting-papers/
HEADER & PAGE NUMBERS

1. Go to the **Insert** tab.
2. Click on **Page Number**.
3. Click on **Top of Page**.
4. Select **Plain Number 3** (right-aligned).
5. Enter your last name followed by a space.
6. Click **Close Header and Footer**.

HEADING

1. On the first page, enter your header. Your first and last name Professor’s name Class name and number Date
2. Click on the **Center Align** button.
3. Enter a title.
4. Press enter, then click on **Left Align** button.
BODY PARAGRAPHS

Be sure to indent the first line of each paragraph with a tab. You can use the tab key on the keyboard. Just make sure that the tab is half an inch.

WORKS CITED

1. After you finish typing your entire paper, enter a “Page Break” by pressing Ctrl and the Enter key.
   - This will allow you to start a fresh page for your “Works Cited” list.
   - Your “Works Cited” page is the last part of your research paper, and this is where you list all of the sources you used in your research and in your paper.

2. Title this page as “Works Cited.”
   - Be sure to center the title.

3. Each entry needs to be:
   - double-spaced
   - left-aligned
   - in alphabetical order
   - hanging indent (his means that the first line of each entry is begins at the left margin and subsequent lines of the same entry are indented ½ inch)

   Work Cited


HANGING INDENTS

1. Go to the **Home** tab.
2. Click on the **Paragraph** settings arrow.
3. Under the Indentation section, in the Special menu select **Hanging**.
4. Click **OK**.

SORTING ENTRIES ALPHABETICALLY

1. Use the mouse to highlight all your Works Cited entries.
2. Go to the **Home** tab.
3. Click on the **Sort** icon.
4. Make sure that **Paragraphs** is select in the Sort by menu.
5. Make sure that **Text** is selected in the Type menu.
6. Make sure that **Ascending** is selected.
7. Click **OK**.