



# Library Guide to Formatting your paper in Word 2007

<http://www.lonestar.edu/library/citation-help.htm>

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MLA and APA guidelines call for:

- one-inch margins all around;
- double spaced lines throughout;
- uniform typeface and point size (recommended: Times New Roman, point size 12);
- page headers with numbered pages;
- hanging indents for the Works Cited/References page
- Works Cited (MLA)/References (APA) starting at the top of a separate page.

Follow these paths to format your paper. Most of these settings should be selected before you begin typing. To change settings for text you have already typed, highlight the affected text before you choose the settings.

**Margins-** To set margins, Page Layout Tab→ Margins→ Normal: one inch on all sides.

**Double Spacing-** To double space your paper, Page Layout tab→ Paragraph.

Click box next to word *Paragraph*

Select: *Line Spacing*

Select: *Double*

Click *OK*

**Fonts-** To choose Times New Roman Size 12, Home→ Font  
(Scroll to select font and size)

To maintain the recommended style, you must remove the underlining from URLs and change the color to black

To remove underline: Home→ Underline (in bottom row, underlined capital U)

Click to change from underlined to not underlined

To change font color: Home→ Font→ Font Color (in bottom row, underlined capital A)

Change font color to black

**Header-** To create page headers\*, Insert tab→ Header (click to type in desired header)

\*If you are asked to suppress the header on the first page,→ Page Layout tab→

Page set-up dialog box launcher→ click layout tab under *HEADER and FOOTERS*

Select *Different 1<sup>st</sup> page*, and check box.

Click on *OK*

**Indents-** To create hanging indents, Page Layout tab→ Paragraph, click on X to open dialogue box→ Indentation section→ Special menu→ Hanging.

**Page Breaks-** To start a new separate page, place your cursor immediately in front of the word References (for APA) or the phrase Works Cited (for MLA) or wherever you would like the new page to begin. Click on the Insert tab→ Click on Page Break (far left section).