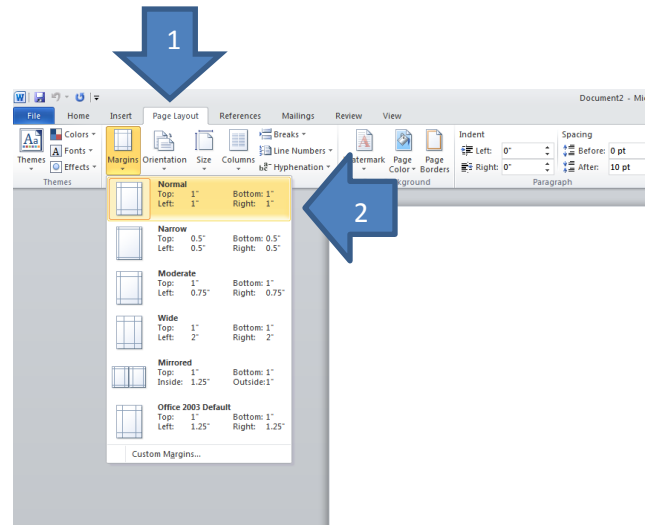


# Formatting Research Papers According to MLA Style 7<sup>th</sup> Edition

## Microsoft Word 2010

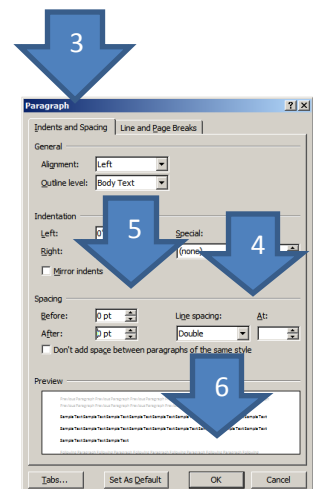
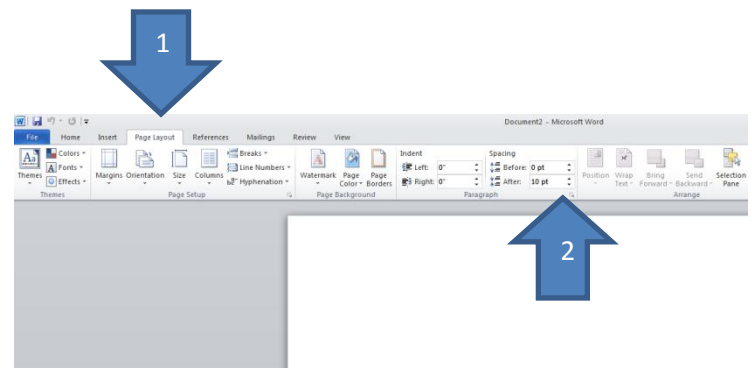
### MARGINS

1. From the “Page Layout” tab, click on the “Margins” button.
2. Select the “Normal” option (all margins – top, bottom, left, and right should be one inch).



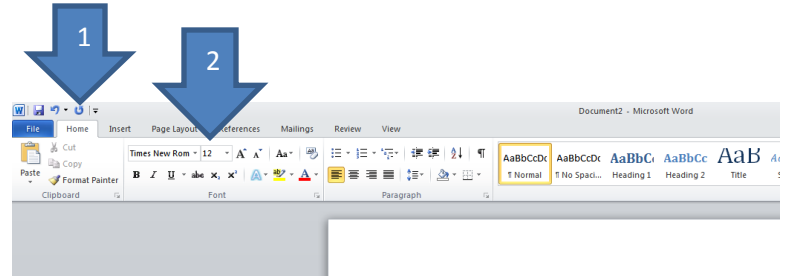
### LINE SPACING

1. From the “Page Layout” tab, click on the “Paragraph” arrow to bring down additional paragraph options.
2. In the “Indents and Spacing” tab, go under the “Spacing” section, select “Double” from the “Line Spacing” menu.
3. Set Line Spacing “After” to “0 pt.”
4. Click “OK.”



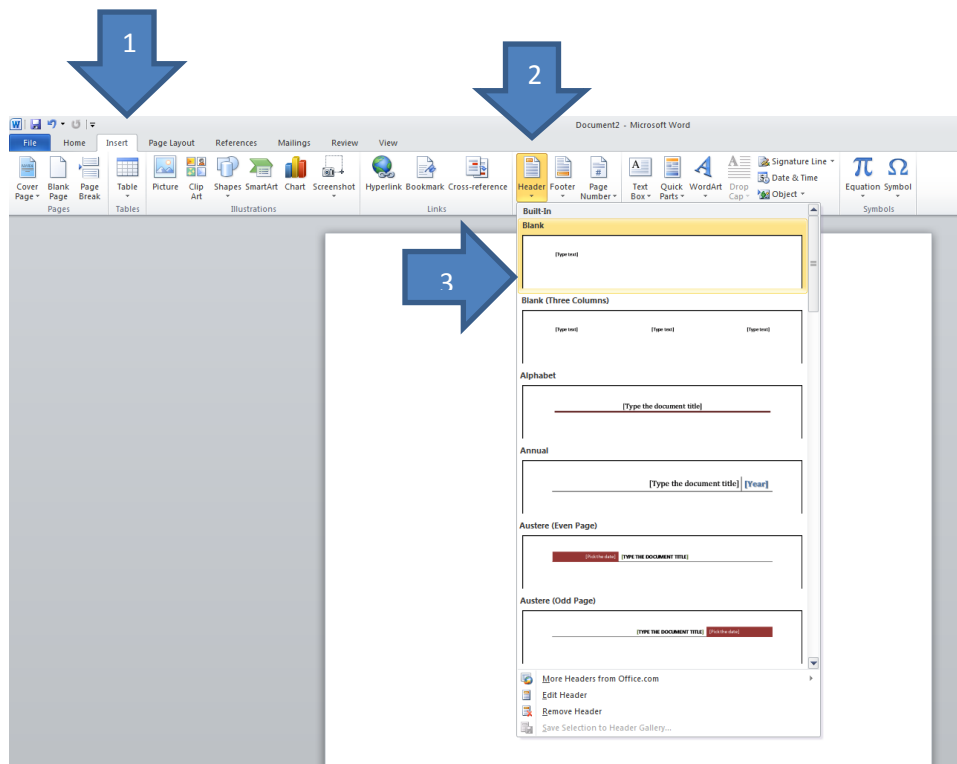
## FONT

1. From the “Home” tab, select font “Times New Roman” from the drop-down menu.
2. Select font size 12 from the drop-down menu.

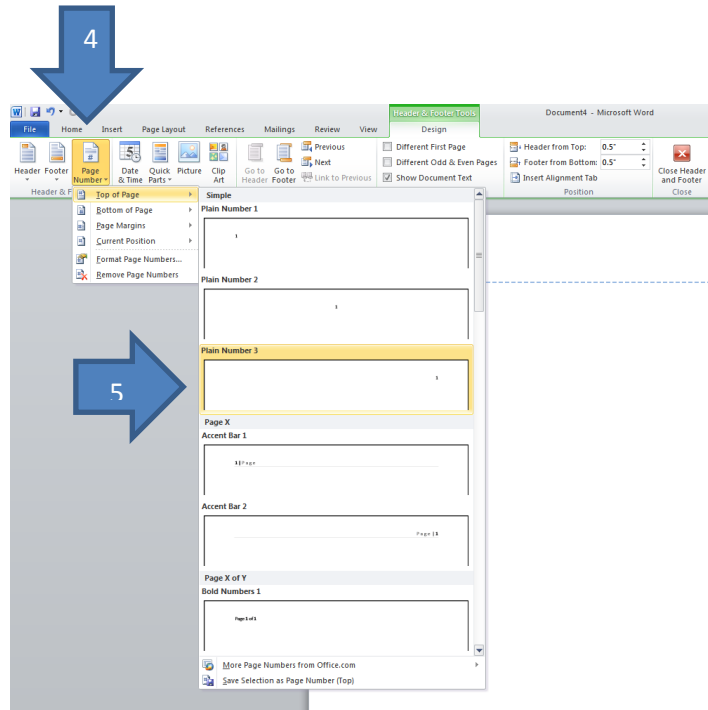


## HEADERS AND PAGE NUMBERS

1. To create the header, go to the “Insert” tab, then click on the “Header” button and select the “Blank” option.

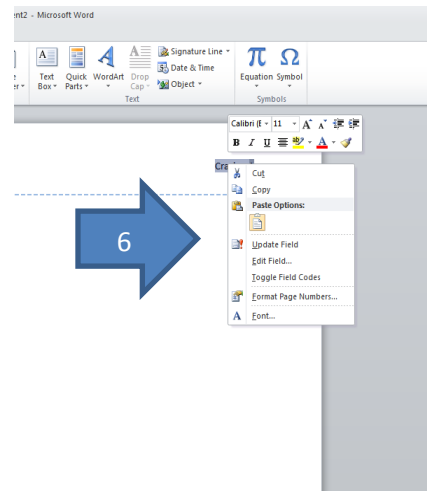


2. Click on the “Page Number” button, then select “Top of Page,” then select the option that is aligned to the right.

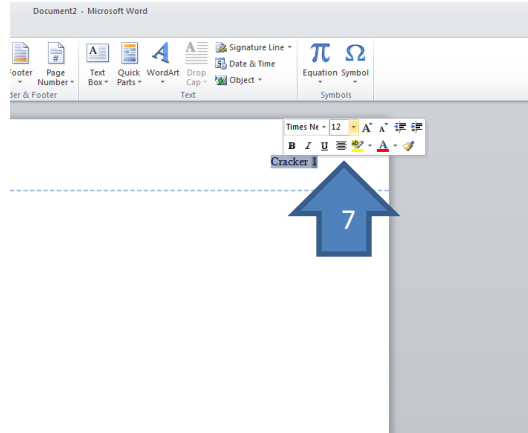


3. Type your last name.

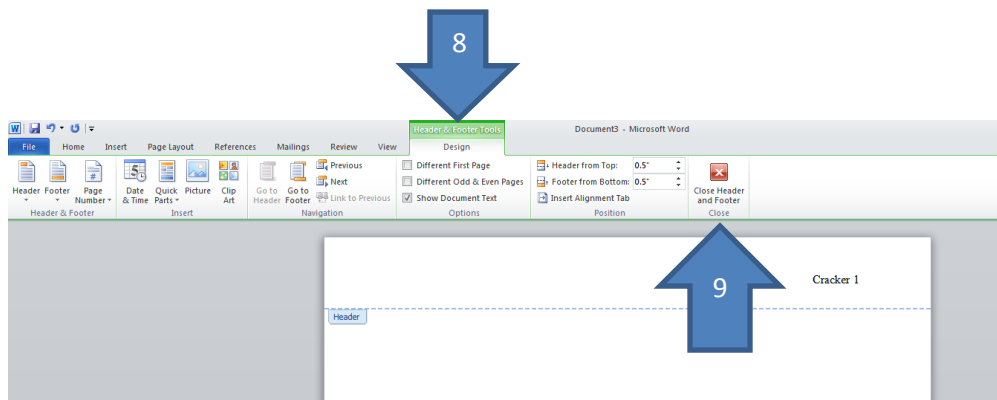
4. Highlight your last name and page number and right click.



5. Select font "Times New Roman" from the drop-down menu.
6. Select font size 12 from the drop-down menu.



7. Close the "Header" by clicking on the "Design" tab and clicking on the "Close Header and Footer" button.



# WORKS CITED PAGE

- 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.
- Title this page as “Works Cited.”
- Be sure to center the title.
- Entries need to be double-spaced, left-aligned, and in alphabetical order.
- Entries need to have a hanging indent. This means that the first line of each entry is flushed left and subsequent lines of the same entry are indented ½ inch.

## Works Cited

Bennis, Warren G. *Managing People is Like Herding Cats*. Provo: UT Executive Excellence, 1997. *NetLibrary*. Web. 3 Oct. 2006.

Demourova, Dasha. “Herding Cats: Yuri Kuklyachyov.” *Russian Life* March-April 2004: 16. *Opposing Viewpoints Resource Center*. Web. 15 Jan. 2007.

Fox, Michael W. “Domestic Cats.” *The New Encyclopedia Britannica*. 2003 ed. Print.

Johnson, Lorie A. *Herding Cats is Not Impossible*. Sunfell, 2000. Web. 22 May 2007.

LeSueur, Steve. “Boss Brown Says EDS Has Shed Dinosaur Ways: Super Ad Has EDS Purring.” *Washington Technology* 20 Mar. 2000: n. pag. Web. 30 Sept. 2006.

Palmer, William. Personal interview. 1 June 2007.

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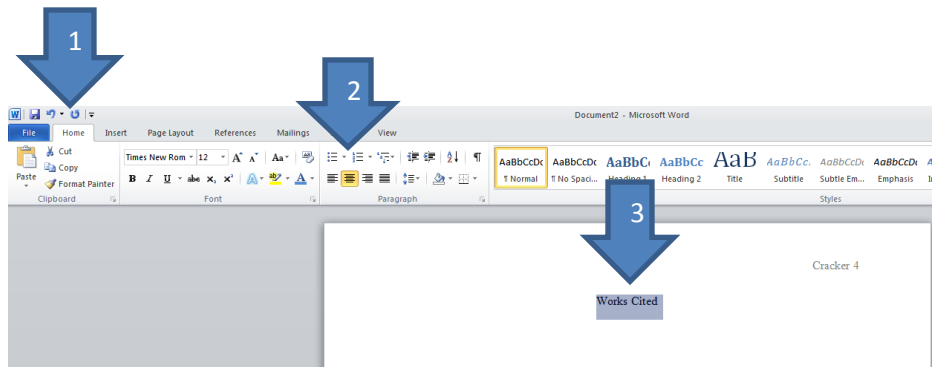
United States. Bureau of Labor Statistics. “Animal Care and Service Workers.” In *Occupational Outlook Handbook*. Washington: GPO, 2004-05. Print.

Weigall, Michael. *The Cat Empire: The Secret Life of Merlin*. New York: Putnam, 1988. Print.

Zipp, Yvonne. “Yes, You Can Train Your Cat.” *Christian Science Monitor* 23 Mar. 1999: 22. *Academic Search Premier*. Web. 30 Sept. 2006.

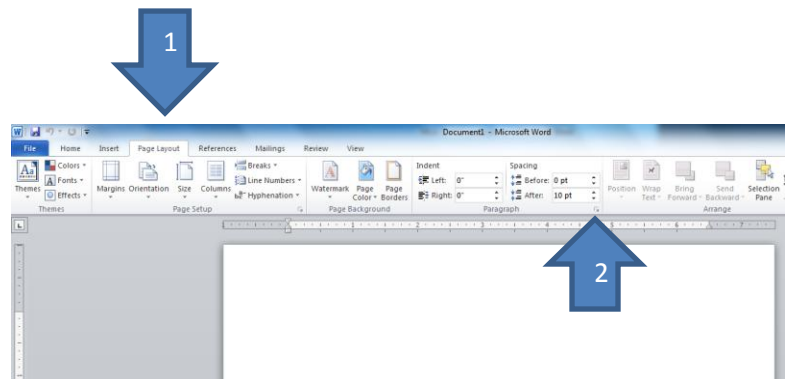
## CENTER TITLE

1. Highlight “Works Cited.”
2. On the “Home” tab, press the “Center text” button.
3. Press the “Align text left” button to return cursor to left margin.

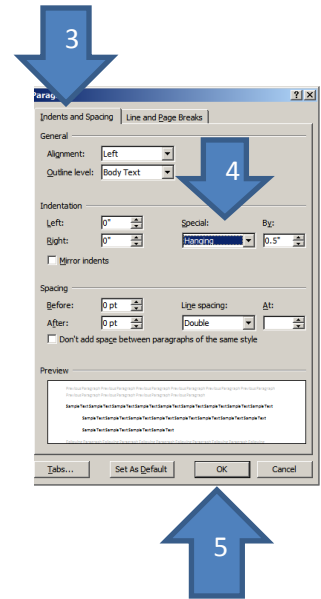


## HANGING INDENTS

1. In the “Page Layout” tab, click on the “Paragraph” menu arrow to bring up the options.



- In the "Indents and Spacing" tab, go to the "Indentation" section, and select the "Hanging" option from the "Special" menu.
- Click "OK."



## ALPHABETIZE ENTRIES

- Highlight the items on the Works Cited list.
- From the "Home" tab, press the "Sort" button.
- Select "Paragraphs" and "Text" from the drop-down menus.
- Click "Ascending" and press "OK."

