Formatting Your Research Paper Using MLA Style

This handout helps students’ format research papers in MLA style. Always keep in mind that your instructor is the authority.

**Heading**

- **TEXT**: Home ➔ Font
- **Font**: Times New Roman
- **Size**: 11 or 12 points
- **Home tab ➔ paragraph**: Left align

Open Paragraph dialog Box ➔ Spacing ➔ Double Space

Include your name, the instructor’s name, the course number and the date.

E.g. Sarah Smith

Professor Thompson

Library Science 101

28 January 2013

**Header**

- **Insert tab ➔ Page Number**: Top of page ➔ Plain Number 3.
- **Edit text in Header (double click in area)**.
- **Home tab ➔ paragraph**: Left align
- **Make sure to use Times New Roman at font size 11**.
- **E.g. Smith 1**

**Title**

- **Home tab ➔ paragraph**: Center align
- **Do NOT italicize, underline, boldface, quote, or capitalize all the letters in the title. NO period at the end.**

**Leave the margins at the default setting: one inch on all sides**
Parenthetical Citation

(Author’s last name and page number)
E.g. (Gibaldi 31).

Body of Text

TEXT Home→Font
Font: Times New Roman
Size: 11 or 12 points

LAYOUT Home→Paragraph
Align: Left align, except the title
Indent: Open Paragraph dialog Box→Special: First line
Spacing: Open Paragraph dialog Box→Spacing-Doublle Space

Work Cited

Insert tab → Page Break

LAYOUT Home→Paragraph
Align: Left align, except the title
Indent: Open Paragraph dialog Box→Special: Hanging
Spacing: Open Paragraph dialog Box→Spacing-Doublle Space

On a new page, you will list in ALPHABETICAL order the sources cited in your paper.
You can automatically rearrange your citations by highlighting them all go to
Home→paragraph Click on the button
Refer to the MLA guide to properly format the source information, available in paper form in the library or online,