Setting up MLA Format

MLA format is a formatting style commonly used across the Humanities. If you are using recent versions of Microsoft Word, you can follow these steps to properly set up your essay.

Step 1: Open a blank document in Microsoft Word

Step 2: On the toolbar, click on the small arrow next to "Paragraph."

Step 3: In the box that pops up, change the line spacing to "double." Then click "okay."

> For MLA format, your entire paper should be double-spaced, and this step ensures that you won't have to worry about spacing for the rest of your essay.

Step 4: Next, change the font. You can find the font box in the upper-hand corner of the toolbar. Change the font type from Calibri to Times New Roman. Then, change the font size from 11 to 12.

> You will also want your entire essay to be in this font.

Step 5: Next, you will want to make sure that you set the page number and your last name in the upper-right hand corner of the page. To do this, click on "Insert" on the main toolbar, and click on "page number," which is about halfway across the toolbar.

> Under "page number" choose "top of page" and then "plain number 3." This should be the option which places the page number at the upper right hand corner of the page.

> Once the cursor pops up, type in your last name and hit the space bar once.

> Lastly, click on "close header and footer," which should appear as a red "X" on the toolbar.

Step 6: To create the first page MLA header, place your cursor on the left-hand upper corner of the first page.

> Type your full name, hit the "enter" key once, type your instructor's name, hit the "enter" key once, type the class name, hit the "enter" key once, and then type the date. Add the title, centered, after the date. Remember that this header should ONLY appear on the first page.

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Remember to save often!

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