The Owens Community College Writing Center's Quick Guide to MLA Format
For MS Word 2007/2010/2013
Edited 19 January 2016

Basic Paper Format:

Margins (1 inch)**:** On the "**Page Layout**" tab,
- Click on "**Margins**" and
  - Choose the "**Normal"** setting for **1"** margins on the top, bottom, and both sides.

<u>**Note:**</u> *We strongly recommend setting the font and line spacing (without the auto first line indentation) as default, using the font options and paragraph options. Otherwise, to apply formatting changes, you need to select the words/paragraphs you want to change.*

Font (Times New Roman, 12 pt.)**:**
Open the Font options: on the "**Home**" tab, in the "**Font**" section, click the small box in the lower-right hand corner.
- Change the font to "**Times New Roman.**"
- Change the font size to "**12**" point font (unless your professor specifies another font/size).
- Click "**Set as <u>D</u>efault**" (in Word 2007, "**Default**") then "**OK**" (in Word 2007, "**Yes**").
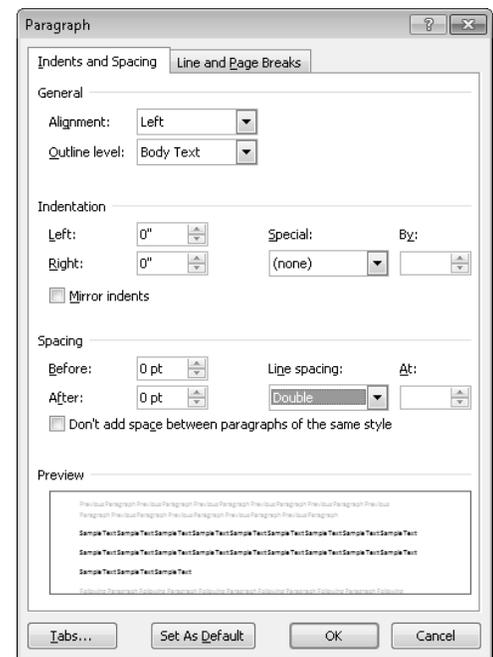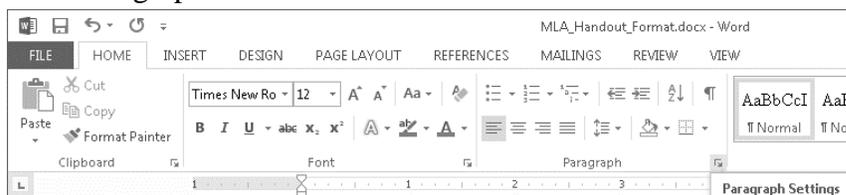
Spacing and Indentations (Double space, no extra spaces, indent paragraphs)**:**
To open the Paragraph options, either:
- On the "Home" tab, in the "Paragraph" section, click on the small box in the lower-right hand corner.

or

- Right click in a paragraph and in the drop down menu, click "Paragraph…"

For whole document (Press "Ctrl" + "A," or on the "Home" tab, under the "Editing" section, click "Select" then "Select All")**:**
- Make sure the "Spacing" "**Before**:" and "**After**:" are both set to **0** (or 0 pt., or 0.0).
- Set the "**Line spacing**:" to "**Double**" (Unless your professor tells you that your paper should use different line-spacing).
- Click "**Set as <u>D</u>efault**" (in Word 2007, "**Default**")
- Then click "**OK**" (in Word 2007, "**Yes**").

For all body paragraphs (select the paragraphs/lines)**:**
Note: *pressing tab does the same thing, but doing the following sets indentation automatically.*
- Reopen the Paragraph options.
- Set the "**Indentation**" under "Special:" to "**First line**" by "**0.5**" inches.
- Click "OK" to close the Paragraph options.

Header (Last Name and Page #)**:** On the "Insert" tab, in the "Header & Footer" section,

- Click "Page Number."
    - Then select "Top of Page," and then
    - Click "Plain Number 3," which puts the number in the top right hand corner.
- Click before the number, and then
    - Type your last name, and
    - Hit the space bar.
- Then, Exit the Header by either:
    - Double-clicking in the main area of the paper,
    - **or**
    - In the "Header & Footer Tools" "Design" tab, clicking on "Close Header and Footer" (has a red X above it).

Identification lines: DO NOT create a separate title page for your paper. Instead, at the beginning of the paper, type the following, each on separate lines:

- your name,
- your instructor's name,
- your course (Ex: Composition I, English 111, or English 111-002), and
- assignment due date (day month year, Ex: 22 January 2016).

Left align these four lines. Do not indent.

Title:

- On a **new line**, type the title in normal, plain text.
- **Center** align the title. Only use italics or quotation marks when stating the name of a source in your title.
- Unless they are the first word of a title or subtitle, **capitalize** all the words in the title *except*
    - articles (a, an, the),
    - coordinating conjunctions (for, and, nor, but, …), and
    - prepositions (with, between, …)

See sample first page below
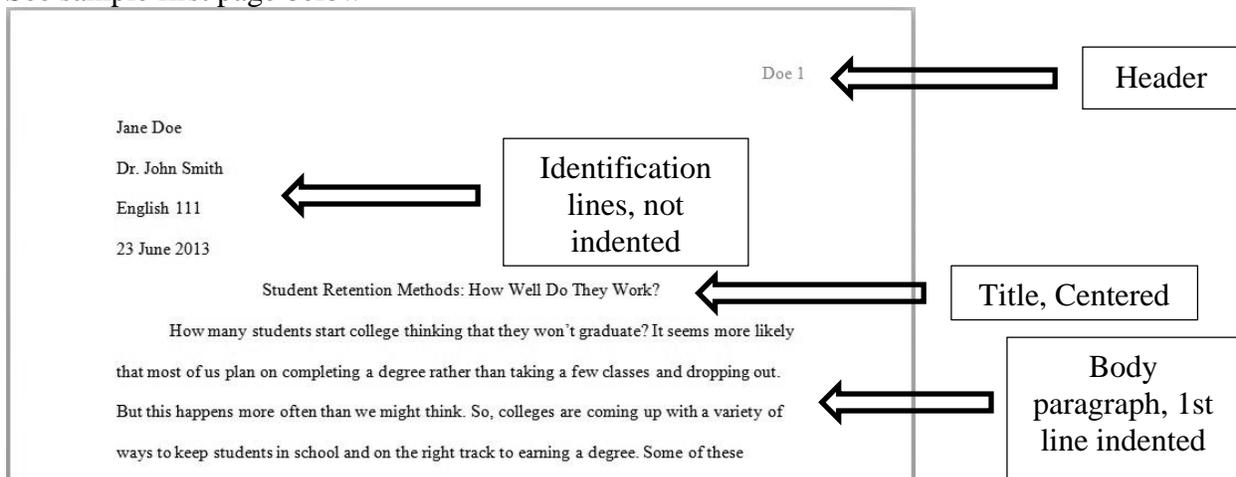
MLA Works Cited Page: This page goes at the end of your paper and lists the publication information for each of the sources you used in the paper.

- Click after the last word in your paper and insert a page break.
- At the top of the new page, type "Works Cited" and **center** the line. Do not bold, or put in quotation marks.
- Press the "Enter" (or "Return") key.
- Left align the text.
- Open the "Paragraph" options, and set the "Indentation" under "**Special**:" to "**Hanging**" by "**0.5**" inches. This creates a hanging indent, which means that in each source entry, every line **after** the first line must be indented ½".
- Using a resource such as *The Little Seagull Handout* (*LSH*) or the *Purdue OWL* website (http://owl.english.purdue.edu/owl/), **determine** which "**model**" each work that you cited in your paper follows.
- **Follow**ing **the model**'s format, type the information for your source. Each model contains several items (such as Author, Title, etc.), each usually separated by a period or a comma. Each works cited entry must match a model(s).
- Often, multiple models are needed for one entry.
  - For example, a model might have something italicized, but the work you cite might need to be in quotations instead. Or, your model might list only one author, but your source might have multiple authors. In such cases, you may need to "mix" more than one model together.
  - Yes, we can help with that.
- **Arrange sources alphabetically** by author's last name, or, if there is no author, by the first main word of the title (excluding *A, An,* or *The*).

See the sample Works Cited page below:

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Works Cited

Barnes, Wally, and John R. Slate. "College-Readiness Is Not One-Size-Fits-All." *Current Issues in Education* 16.1 (2013): 1-11. Web. 23 June 2013.

Becker, Karen A., Karla M. Krodel, and Bethanie H. Tucker. *Understanding and Engaging Under-Resourced College Students: A Fresh Look at Economic Class and Its Influence on Teaching and Learning in Higher Education.* Highland: Aha! Process, Inc., 2009. Print.

Brown, Jennifer L. "Developing a Freshman Orientation Survey to Improve Student Retention within a College." *College Student Journal* 46.4 (2012): 834-851. *Academic Search Premier.* Web. 23 June 2013.

Bugeja, Michael. "The New R&R: Recruitment and Retention of Students." *Education Digest* Mar. 2013: 25-28. *Academic Search Premier.* Web. 23 June 2013.

Online source: Follows *LSH* models 3 & 32

Print source: Follows *LSH* model 3

Database source: Follows *LSH* model 36

Follows *LSH* model 36