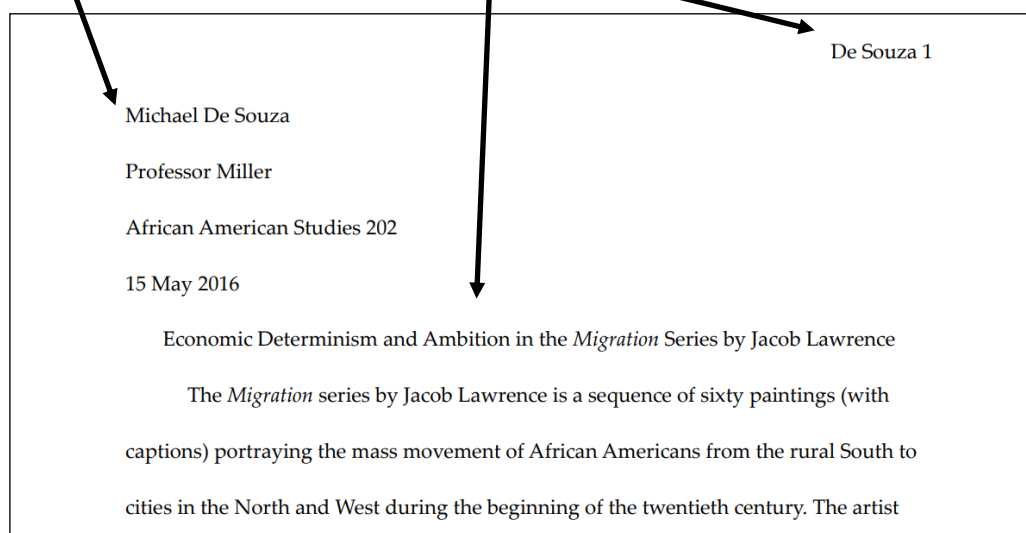




MLA FORMATTING

Formatting Guidelines for your paper:

- 1 inch margins
- 12 point font
- Heading
 - Your First & Last Name
 - Professor's Name
 - Course
 - Date
- Easily readable typeface (Times New Roman is one example)
- Double-space the entire paper
- Header (top of page) contains your Last Name and page number (right justified)
- Title (centered on first page of paper)



STEP by STEP Formatting

1. Open a new word document.
2. In the Layout tab - Page Setup set all margins to 1 inch.
3. In the Home tab -Paragraph set all spacing to 0. Then click on the expand arrow and set Line spacing to double.
4. In the Insert tab, click on Page Number and select, the Top of Page, Plain number 3 option.
5. While the one is still highlighted type your last name, you should see your name and the page number.
6. Close Header and Footer using the red x box.
7. Type in your four line heading, press enter after each line.
8. In the Home tab - Paragraph section click on center justification. 
9. Type your title, press enter.
10. In the Home tab - Paragraph section click on left justification. 
11. Press tab to indent and begin typing the body of your paper.

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24/7 Ask a Librarian

Available at the library home page. Under the help tab.

<https://commons.wvc.edu/library/mainpage/Home.aspx>

Online Tutoring/Writing Center

Available at the library home page. Under the Services tab.

<https://commons.wvc.edu/library/mainpage/Home.aspx>

OWL at Purdue Online Write Lab

Select MLA Guide under Suggested Resources.

<https://owl.english.purdue.edu/owl/>