

# MLA Formatting

1. Go to “Page Layout” and make sure all margins are in the Normal setting, 1” all around.
2. Go to “Paragraph.” Set “Line Spacing” to **double**.
3. To type the heading and page number correctly, follow the directions in the box below.

Smith 1
Elizabeth Smith
Mrs. Sanders
English 11CP
12 December 2015
<i>A Feminist Awakening</i>
Indent, then begin your essay here. Your entire essay needs to be double-spaced.

<p><b>How to:</b></p> <ol style="list-style-type: none"><li>1. Go to <b>Insert</b> and open <u>Header</u>.</li><li>2. Select the <b>Blank</b> header, and type your last name all the way to the right, using the <b>align right</b> tab in your toolbar.</li><li>3. Go to <b>Insert</b> and click on <u>page numbers</u>. Choose the option where it is at the top of the page and aligned right.</li><li>4. Now click <u>Close Header and Footer</u>. Your page numbers will now appear on every page, along with your name.</li></ol>
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## MLA Heading Requirements:

- Left-Hand side of the paper
- First and Last name
- Teacher’s name
- Class Title
- Date: Day Month Year Written out

## MLA Format Requirements:

- Font: Times New Roman, Size 12
- Double Spaced
- Last name and page number should be indented a ½ inch from the top of the paper.
- Heading should be indented 1 inch from the top of the paper.