MLA Formatting in MS Word 2010 / 2011

Learn to format a research paper in MLA style using Microsoft Word 2010 for PC and 2011 for Mac.

Program Version and Resources for Guide

All the recommended formatting in this guide was created with Microsoft Word 2010 and 2011. If you are going to use another version of Microsoft Word to set the formatting of your document then the steps may vary compared to this guide. Documentation is available for Word 2007 and 2008 at: http://think.stedwards.edu/computerhelp/microsoftoffice2007and2008
Please see the attached resources for more information about the MLA writing style and where most of the information in this guide was collected.

The Modern Language Association of America developed a handbook that provides a comprehensive reference guide to writing using the MLA style. The latest handbook is called The MLA Handbook for Writers of Research Papers (Seventh Edition, 2009).

What is the purpose of using the MLA style?

MLA style is used to form a research paper. Without guidelines for a style and formatting of a manuscript, there could be several different ways a person could write a word, format a page, or format a paragraph. See the examples of differently formatted paragraphs above - the first paragraph is styled randomly, the second is styled according to MLA rules.

Margins

The document's margins need to be set at 1 inch on all sides of the document (top, bottom, left, and right).

Word 2010 for PC: Page Layout Tab > Margins button. Choose the first option - "Normal"
Word 2011 for Mac: Layout tab > Margins button. Choose the first option - "Normal"
**Font Size and Type**

MLA requires a readable typeface that contrasts with the italic version, set to a standard size, commonly **Times New Roman, 12 pt.**

Note: If the paper has been typed in another font or size, select the entire document before adjusting: [Ctrl + A] on the PC or [Command + A] on the Mac.

PC and Mac: Home tab > Font group

For directions on changing your Word default font and font size, please visit: [URL]

**Double Spacing and Alignment**

Note: First select the entire document before adjusting the following formatting options - [Ctrl + A] on the PC or [Command + A] on the Mac.

**Double Space:** Double space the whole document, including quotations, notes, and works cited list.

PC and Mac: Home tab > Paragraph group > Line and Paragraph Spacing Icon > select "2.0"
Alignment:
* Document must be left aligned. Do not justify.
* Leave once space after all punctuation, unless your instructor prefers otherwise.

**Paragraph Indentation**

The first line indent of each paragraph must be sent to **.5 inches** on the ruler.

To indent a single paragraph:
1. Click to place cursor at the beginning of the paragraph.
2. Press the **Tab key**, which automatically indents .5 in, or click and drag the **first line indent marker** along the ruler.

Indent multiple/all paragraphs in a document:
1. Highlight/select all paragraphs.
2. Click and drag the **first line indent marker** along the ruler. This will indent all paragraphs at the same time.

**Block Quotations:** Indent set-off quotations one inch from the left margin.

**Can't see the rulers in Word 2010?** They do not display by default. Click the View Ruler button, above the right scroll bar.

**Page Numbers**

Garza 1

Number the pages throughout the research paper in the **upper right-hand corner, flush with the right margin**.

Word 2010 for PC: Insert tab > Header & Footer group > Page Number > Top of Page > choose Plain Number 3
Word 2011 for Mac: Document Elements tab > Header & Footer group > Page Number > choose Position: Top of Page (Header) from the first drop-down > Check "Show number on first page" > click OK
PLEASE NOTE: When inserting content into the header, double-check the font type and size. Sometimes Word may revert to the program's default settings.

**Adding your Name:**
Once you insert the page numbers **double-click inside of the header area** (Make sure the view is set to Print Layout view) then click right in front of the number and type your last name before the page number and then hit the space bar.

NOTE: Do not use the abbreviation (p.) before a page number or add a period, a hyphen, or any other mark or symbol. Word may automatically insert your page number on every page, but some professors prefer that no number appear on the first page. Make sure to follow your professor’s preference.

**Heading and Title**

```
Megan Garza
Professor Danney Ursary
LAEC 6330
February 2, 2010

Film Analysis: Artemisia

* Artemisia (1997), directed by Agnès Merlet, is a Frida Kahlo biography of Artemisia Gentileschi (actor Valentin

Unlike APA, there are no title pages.

Beginning on the first line of the document, flush left, type the following on a new line each, double-spaced:

* Your name
* Instructor's name
* Course number
* Date
* Title of Paper (centered, no text decoration other than use of capital letters where applicable)
* First line of text (first line indented)

## Set-off quotations

> with the phone records, the researchers assessed the dangers of driving while phoning. The results are unsettling:
>
> We found that using a cellular telephone was associated with a risk of having a motor vehicle collision that was about four times as high as that among the same drivers when they were not using their cellular telephones. This relative risk is similar to the hazard associated with driving with a blood alcohol level at the legal limit. (456)

A quotation that has less than 40 words should be enclosed in double quotation marks.

If the quotation is more than 40 words (or extends more than four lines in your paper) it should be separated from the surrounding text and have a **1 inch indent set** from the left margin, then you would site the material.

When an author's name is mentioned in your paper (like the example screenshot), give only the number reference in parentheses, but if the content does not clearly identify the author, add the author's name before the reference. Example: (Marcuse 197)

## Works Cited

All sources should be included in the Works Cited section of the paper which is located on the next page after the body of the paper. The Works Cited should be in its own separate section with a title labeled "**Works Cited** centered at the top of the new page."

All the sources need to be in **alphabetical order** and should be formatted with a **hanging indent**.
1. Type in all sources.
2. Sort all sources in alphabetical order by highlighting all sources.
   PC and Mac: Home tab > Paragraph group > Sort button.
3. While sources are highlighted, move the hanging indent on the ruler to .5 inches.

**Resources**

St. Edward’s University Library research guides –
http://libr.stedwards.edu/research_tools/research_guides/res_guides.htm

Purdue’s MLA formatting site - http://owl.english.purdue.edu/owl/resource/747/01
* Excellent resource for many formatting considerations, including examples on screenshots

The Modern Language Association official website - http://www.mla.org

Citation Generator - http://www.noodletools.com/login.php
* Creating an account to save citation lists is recommended.

Microsoft Office help section on the Computer HelpDesk / Training website -
http://think.stedwards.edu/computerhelp/microsoftoffice
Need assistance? Contact the Computer HelpDesk at 448-8443