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English 1301

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MLA-Format in MSWord

First page of essay/quiz:

1. Start a new document.
2. File -> Page Setup -> Margins Tab: Set the top, bottom, left, and right margins at 1".
3. Layout Tab: Set the Header 0.5" from the edge (of the paper).
4. Preview: Apply to: Whole document.
5. Press Default -> Yes.
6. Make sure the font is set at Times New Roman 12 pt.
7. View -> Header and Footer -> Format -> Indents and Spacing Tab -> Paragraph -> General Alignment: Right -> OK
8. Type YourLastName, and a space.
9. On the "Header" menu, click on the symbol of a page containing the pound sign (#) to insert a page number. -> Close.
10. Format -> Indents and Spacing Tab -> Paragraph -> Line Spacing: Double -> OK.
11. File -> Save As -> Give your document a name -> Save.

Type your essay as usual. Make sure you don't skip any blank lines. The whole essay, including the "Works Cited" page, is double-spaced. After the last paragraph of your essay press "Ctrl-Enter" to insert a page break and start a new page. This guarantees that "Works Cited" will print exactly 1 inch from the top of the next page.

Works Cited

1. Format -> Paragraph -> Indents and Spacing Tab -> General Alignment: Centered -> OK.
2. Type "Works Cited".
3. Format -> Paragraph -> Indents and Spacing Tab -> General Alignment: Left -> OK.
4. Type your sources. Type "Enter" after each source, to start each new source on a new line.
5. When you have finished listing your sources, select all your sources with your mouse.
6. Format -> Paragraph -> Indents and Spacing Tab -> Indentation: Special: Hanging -> OK.

AuthorLastName, AuthorFirstName. Title of Book Underlined. City of Publication: Publisher
(ShortName), Year of Publication.