

Instructions to Format a Manuscript following Modern Language Association (MLA) Style in Microsoft *Word 2007*

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Set Top, Bottom, Right, and Left Margins to 1". Set your font style and size.

1. To set the margins, select the **Page Layout** tab.
2. Click on the "**Margins**" icon.
3. Choose the "**Normal**" margin setting (1" for each of the margin settings).
4. Set your font style to Times New Roman and font size to 12 pt.

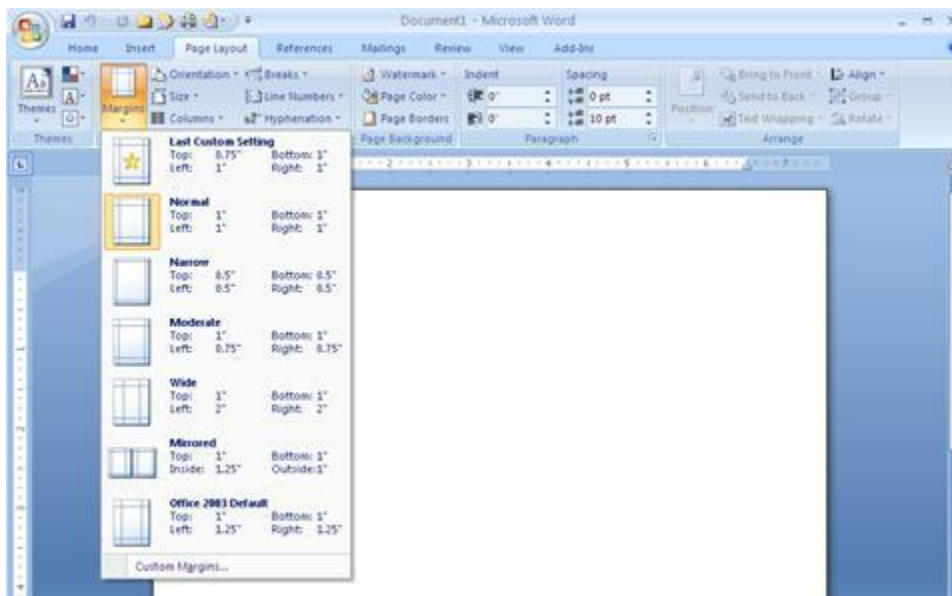


Figure 1 Format Margins

Set line spacing to double spaced.

1. On the **Home** tab, click the arrow to the right of "**Paragraph**"
2. Under "Line Spacing," select "Double."
3. Make sure both Before and After spacing are set to 0 pts.
4. Click **OK**.

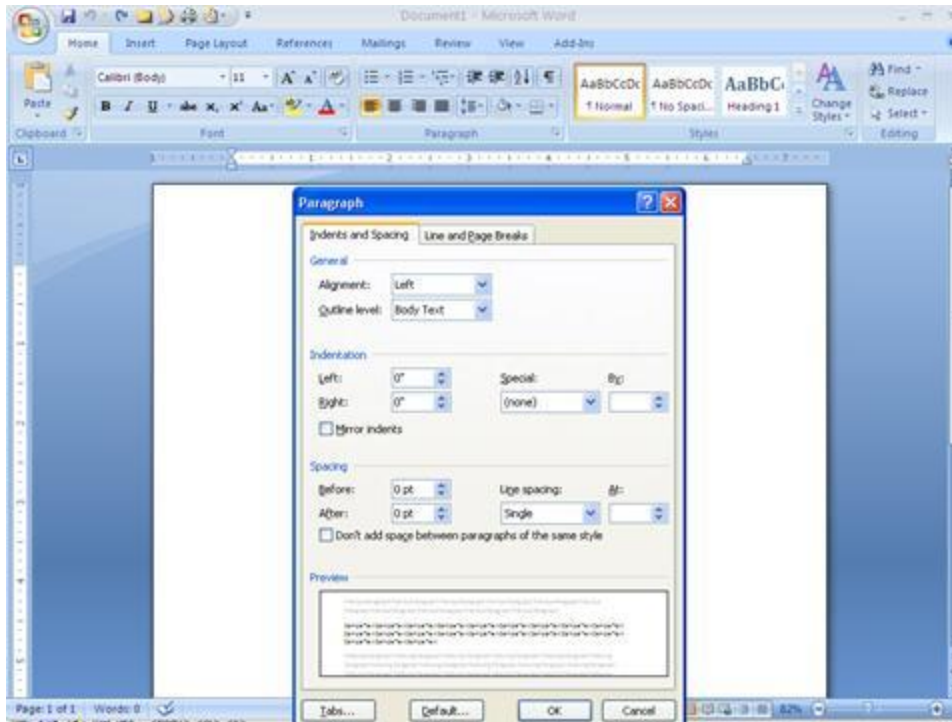


Figure 2 Set line spacing to double space.

Create a Header with your last name and the page number.

Every page of a manuscript in MLA format has a header in the upper right-hand corner of the manuscript, approximately 1/2" from the top of the page. To create the header and set the page numbering to automatically increment each page,

1. From the **Insert** tab, select **Page Number** and **Top of Page**.
2. Choose "Plain Number 3" (see Figure 3).

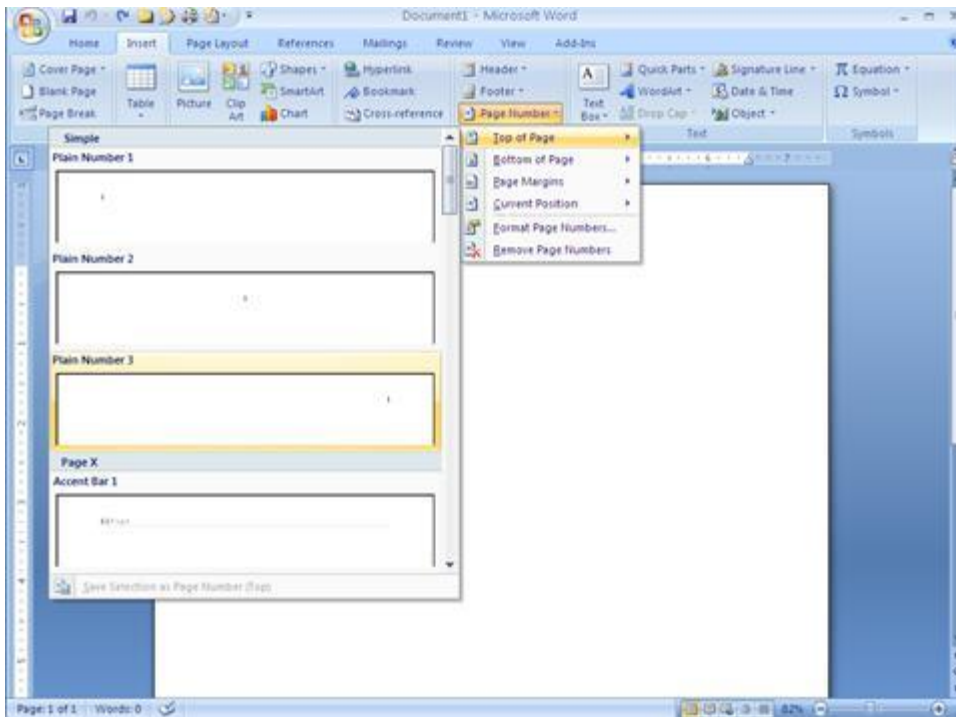


Figure 3 Set page numbering

4. Use the left arrow to move one space to the left of the page number; type your last name and a single blank space.
5. Double click outside of the "header" box to return to your document.

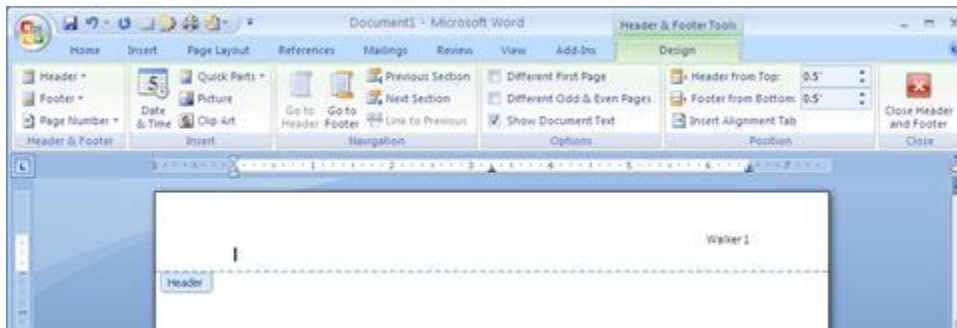


Figure 4 Creating a header with your last name..

Enter document information.

1. Type your name and then press the **Enter** key once.
2. Type your professor's name, and then **Enter**.
3. Type the course identification, and then **Enter**.
4. Type the date. Press the **Enter** key once *only*.
5. Click on the **Align Center** icon (see Figure 6).
6. Type the title of your paper, capitalizing the first word and all major words and proper nouns. Do *not* use italics, boldfaced type, underlining, or all caps to format your title. Do *not* type a period at the end of the title. Press the **Enter** key once.

7. Click on the **Align Left** icon (see Figure 6).
8. Depress the **Tab** key to indent 1/2 inch to begin your first paragraph and begin typing your document. (See Figure 5 for an example of a properly-formatted MLA-style manuscript.)

Note: Do not hit the return or enter key at the end of a line; allow the word processor to automatically wrap the text to the next line. Depress the enter key only **once** at the end of each paragraph, and use the **tab** key to begin a new paragraph.

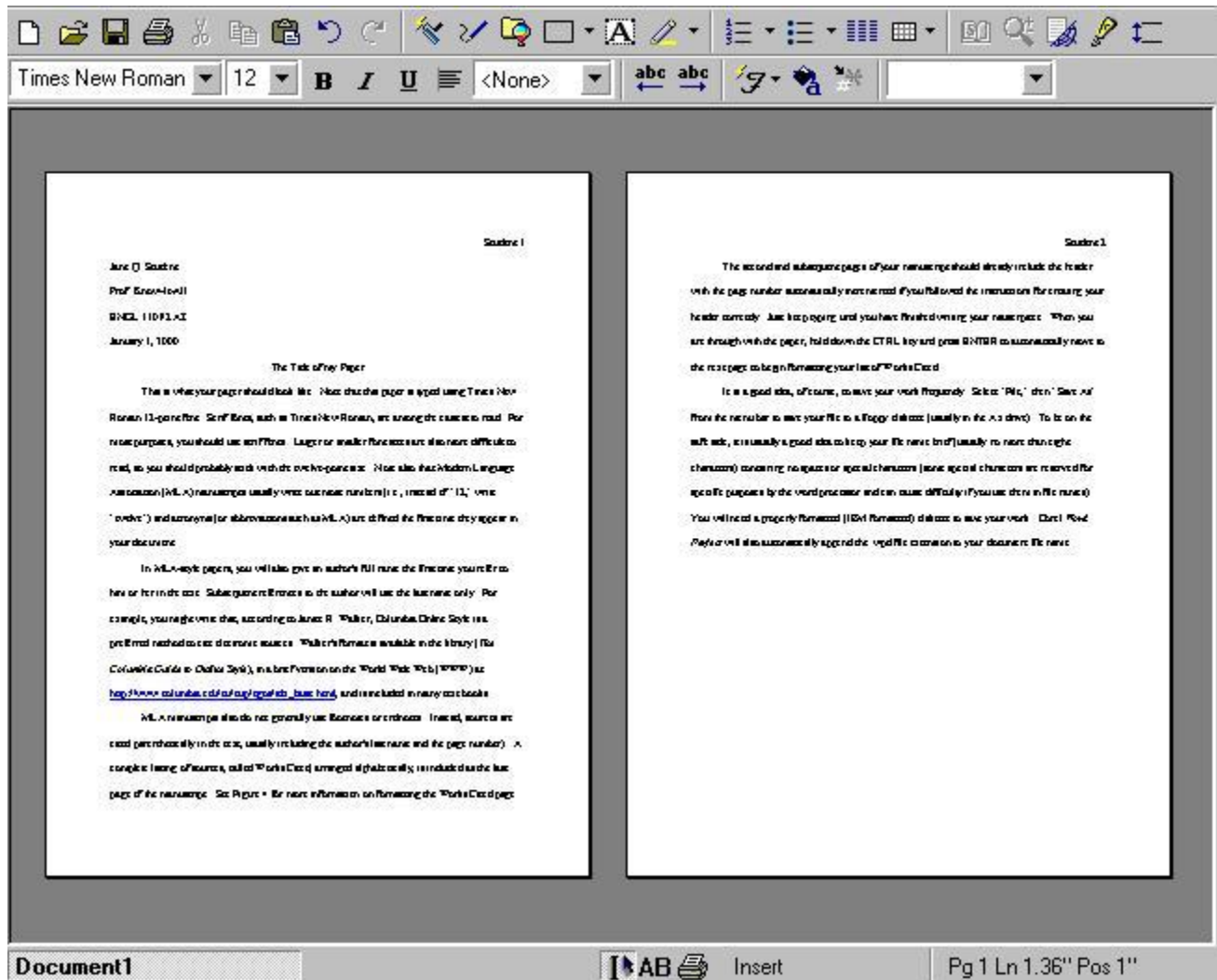


Figure 5 A properly formatted MLA-Style paper.

Format the Works Cited page.

Immediately after typing the final line of your paper, depress the **CTRL** key and the **ENTER** key at the same time. This will take you to the first line at the top of the next page. Your header and page number should already appear.

1. On the "**Home**" tab, click on the **Align Center** icon.

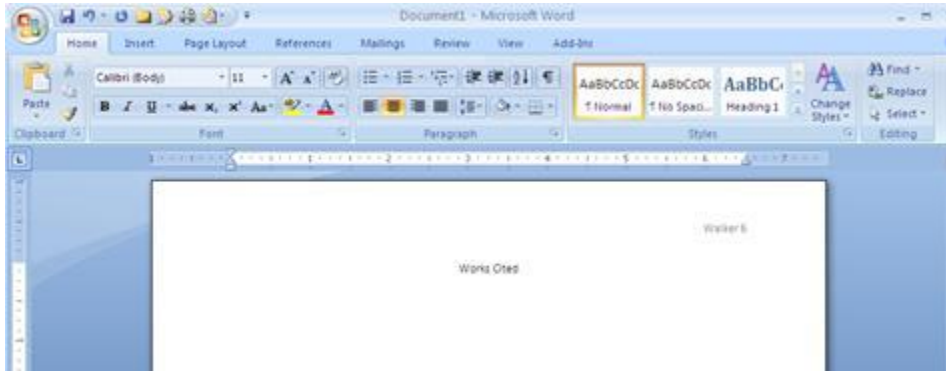


Figure 6 Center the "Works Cited" title..

1. Type Works Cited (do *not* underline, boldface, italicize, or enclose in quotes).
2. Depress the **Enter** key once.
3. Click on the **Align Left** icon (see Figure 6).
4. On the **Home** tab, click the arrow to the right of "**Paragraph**".
5. Under "**Special**," select "**Hanging**."
6. Click **OK**.

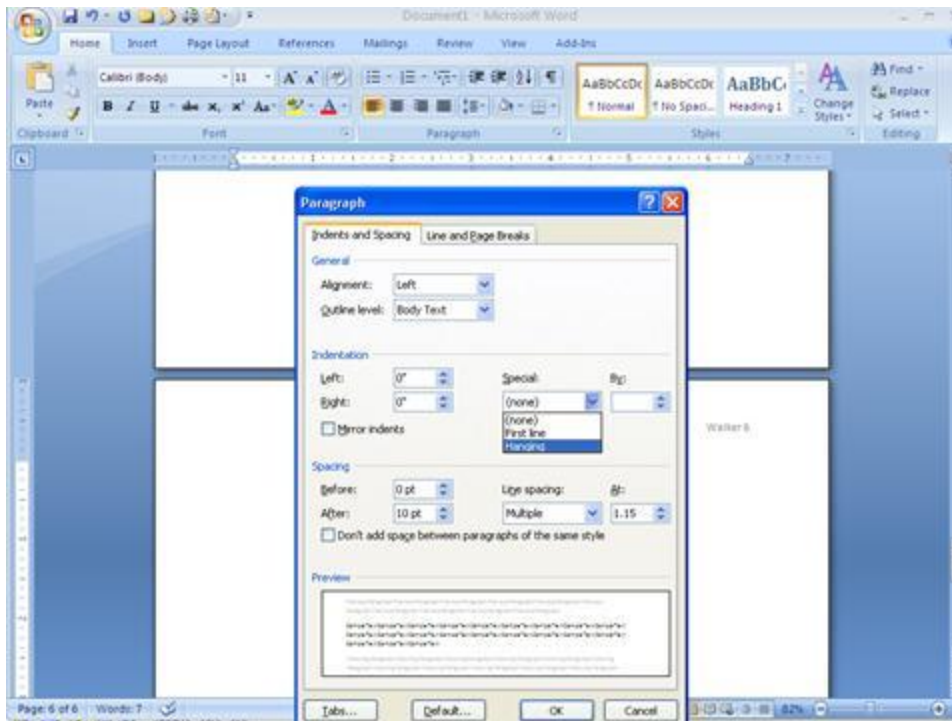


Figure 7 Set "Hanging indents."

1. Type your first works cited entry. (Note: For most sources, follow the guidelines for citation of sources in the 5th edition (1998) of the *MLA Handbook*; for electronically-accessed sources, follow the guidelines in *The Columbia Guide to Online Style* (1998). Both of these style guides are available in the reference section of the library. (NOTE: You may also want to consider using the References feature available in Microsoft Word 2007. For more information, see <http://office.microsoft.com/en-us/word/HA100674921033.aspx>.)
2. A properly formatted MLA/COS style Works Cited page is shown in Figure 7, below.
3. At the end of each entry, depress the **Enter** key *only* once. Do *not* introduce extra spaces between entries!
4. Repeat steps 5, 6, and 7 for each entry.

Student 1

Works Cited

Guth, Hans P., Gabriel L. Rios, John R. Rumbelovec, and Bill Bridges. *The Aesthetics of Language: The Secret and Power of Words*. Port Worth: Harcourt Brace, 1996. National Digital Library of Theses and Dissertations (NDLTD). Rev. 25 May 1998. <http://www.ndltd.or> (19 Dec. 1999).

Porter, James B., and Patricia A. Sullivan. "Regression and the Rhetoric of Visual Design." *Rhetoric in Context or Contexts of Rhetoric*. Vol. 3. Ed. Barbara Johnson. *Advances in Discourse Processes*, Vol. 31. Hillsdale, NJ: Lawrence Erlbaum, 1998. 11-29.

Rosenfield, Charles, and David D. Roberts. *Designing Visual Language: Strategies for Professional Communication*. Boston: Allyn and Bacon, 1998.

Vicari, Patricia. "Rhetorical Rhetorics: Aesthetic and Symbolic Activity 8.1 (1991): 151-168.

"Virtual Town-Hall Meeting." C-POST. *UConn*. 11 May 1998. <http://regis.usdallas.edu/1000292/> (25 May 1998).

Walker, James R., and Todd Taylor. *The Columbia Guide to Official Style*. New York: Columbia UP, 1998.

Figure 7 A properly-formatted Works Cited page in MLA format.

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