

MLA Format: Essays

Margins & Orientation

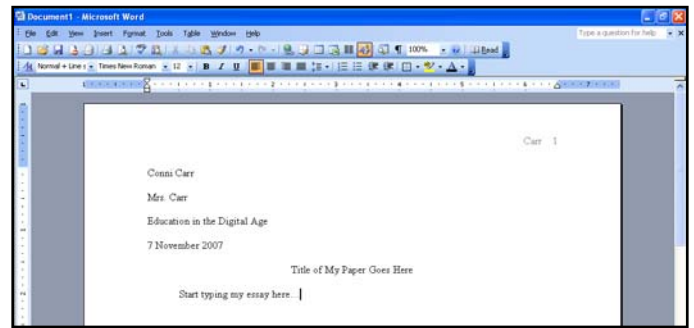
Open a blank Word document

Go to **View** menu / Choose **Print Layout**

Go to **File** menu / Choose **Page Set Up**

On **Margins** tab – set top, bottom, left and right margins to **1.00”** (one inch)

On **Margins** tab – choose **Portrait** in the **Orientation** section



Header: Name & Page

Go to the **View** menu / Choose **Header and Footer**

Align the cursor to the right side of the Header area using the **Formatting** toolbar

Type your **last name only** then a **space**

Go to **Insert** menu / Choose **Page Numbers**

Choose **“Top of the Page”** in the **Position** section

Choose **“Right”** in the **Alignment** section

Check **“Show number on first page”**

Click **OK**

Type **CONTROL+A** to select all the text in the Header

Change the font to your paper’s default of **Times New Roman** or **Arial, 12 point** size

Click **“Close”** on the Header/Footer toolbar to exit the header area

Double-spacing

Type **CONTROL+2** to double-space your page content

4 Line Heading

Type your **full name** on line 1

Type your **teacher’s name with correct prefix** on line 2

Type your **class name & course number** on line 3 (course # means in a series)

Type the **date** in line 4 (e.g., 5 November 2007)

Titling of Paper

On line 5, **center align** the cursor using the **Formatting** toolbar

Type your **title with proper capitalization** (no bold, no underline unless book title, etc.)

Paragraphs & Indents

On line 6, **left align** the cursor using the **Formatting** toolbar

Indent your first paragraph using the **TAB** key (1/2 inch tab) or 5 spaces

Begin typing your essay

- ✓ There should be double-spacing throughout your paper.
- ✓ There should be an indent (1/2 inch tab) at the start of every paragraph.
- ✓ There should be no extra or inconsistent spacing between paragraphs.

NOTE: Always review your specific teacher’s guidelines for essay formatting. Follow them to the letter so as not to lose any point on the assignment.