Here are the formatting guidelines from MLA:

* Times New Roman, 12-point font
* Double-spaced
* 1-inch margin on all sides of the page
* No title page is necessary; your paper starts on page one.
* The first page includes the parts on the image below:

MLA example paper: [MLA sample paper](#)
Setting Up Your Paper

1. Change the typeface and font to Times New Roman 12.

2. Change the spacing to 2.0 and remove the extra spacing from the default settings.

The Header

1. Click “Insert”
2. Select “Page Number”
3. Select “Plain Number 3”
4. Type your name to the left of the number and add a space.
5. Click away to any part of the paper below the header area to start writing your paper.
6. To edit the header again, just double click on the header area.
Works Cited


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Indenting Your Citations

1. highlight the citations.
2. click on the tiny arrow.
3. select hanging.
NOTE: MS Word will incorrectly alphabetize quotation entries first. For example, a dictionary definition like this, "Freedom." *The American Heritage Dictionary. 3rd ed., 1997.* This particular citation needs to be under the alphabetical listing for the letter ‘F’ and should not be first on the list.

Did you know that you can turn your paper into the learning lab and have someone look it over before turning it into your professor? (You can do it person or online.)

They will respond within 12-24 hours, excluding weekends, with comments on your paper(s).

Online link: [Click here to log in and submit your paper(s)](https://example.com)