MLA Formatting (8th ed.)
Basic MLA Format:

- Times New Roman, 12 pt font
- Left Justify
- Double space all text
Basic MLA Format: Double Spacing

Click to open Paragraph Settings

Set spacing “Before” and “After” to 0
Remove spacing after paragraph by checking the box
Basic MLA Format: Margins

Under “Page Layout” tab

Click “Margins”

Click “Normal”
Creating the Header

Double-click upper inch of document

“Header & Footer Tools” tab will open
Creating the Header (continued)

Times New Roman 12 pt font

Right justify

Your last name

Student Last Name
Inserting Page Numbers

Click “Page Number” under “Header & Footer Tools”

Click “Current Position”

Insert Page Number

Close “Header and Footer”

Student Last Name 1
Hanging Indent

Click to open Paragraph Settings

Under “Indentation,” select “Hanging”
Works Cited Page

- Left justify the entries
- Alphabetize the entries
- Double space
- Use "hanging indent"

Insert "Page Break"

Center the title


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