

# MLA Style - Microsoft Word 2007 Tutorial

## How to set up a paper and works cited page in MLA Style (format, fonts, spacing, etc.).

Instructions based on Joseph Gibaldi's *MLA Handbook for Writers of Research Papers*. 6<sup>th</sup> ed. New York: Modern Language Association of America, 2003. Cameron Library has the book on 2<sup>nd</sup> floor and in Reference at call number: LB 2369 .G53 2003.

**For help** with setting up the research paper, **see these chapters** in the MLA Handbook for Writers of Research Papers: *Layout* (formatting) = Chapter 4. *Works Cited* = Chapters 5-6. *Sample pages* = between Appendix B and Index, & also Sec. 4.5.

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**Layout** See "Layout and Formatting in MS Word 2007" example on the reverse.

### **Open Microsoft Word 2007.**

- 1) Change the size of the **margins**.

Choose the **Page Layout** tab and then click on the **Margins** arrow to get the drop down menu. Select Normal (all margins are set to 1 inch).

Click on the **Page Setup** arrow to get the Page Setup dialog box. Select the **Layout** tab and set the Header and footer to **0.5 inches**. Click **OK**.

- 2) Check **Tab** setup. Choose the **Home** tab and click on the **Paragraph** arrow to get the Paragraph dialog box. Click on the **Tabs** button and set **Default Tab Stops** to **0.5 inches**. Click **OK**.

- 3) Set **Font style (name) and size**.

Click on the **Home** tab and change the font by selecting **Times New Roman, 12 point**. Note: For fonts in figures (tables, charts, etc.), consult Section 3.80 of the manual. Consult Section 4.7 for help with tables and figures (illustrations, maps, drawings, graphs, etc.).

Another easy way to format text is to right click on the selection to show the mini toolbar.

- 4) Set **Double spaced lines**.

Choose the **Page Layout** tab and then click on the **Paragraph** arrow to get the drop down menu. Select **Double** in the Spacing box. Check that the before and after spacing is set to 0. Click **OK**.

- 5) Create the **Header** with your last name and automatic page numbering.

Choose the **Insert** tab then click on the **Header & Footer** tab. Click on the **Header** arrow to get the drop down menu and select **Edit Header**. Your cursor will be in the header. Select the **Insert Alignment Tab** on the **Position** tab, click on the right alignment button, then enter **OK** to align the cursor to the right margin.

Click on the **Home** tab and then select the **Align Text Right** button on the **Paragraph** tab. Type your last name, insert one space, and click on the **Page Number** arrow to get the drop down menu, select **Current Position**, then select **Simple, Plain Number**. Follow your instructor's preference for this header appearing or not appearing on the first page.

### **Start Paper** (see 2<sup>nd</sup> image on the reverse - *Example of MLA Research Paper*)

Note: **Research Papers do not have title pages** in MLA Style. Use only 1 space after all punctuation.

- 1) Click on the **Home** tab and then select the **Align Text Left** button on the **Paragraph** tab. Type your name, instructor's name, course name and number, and date.
- 2) On the **Paragraph** tab select the **Align Text Center** button. Type the paper's **title**. Follow capitalization rules in the MLS Handbook (3.6.1).
- 3) On the **Paragraph** tab select the **Align Text Left** button. Use **Tab** on your keyboard to indent paragraph. Begin typing the paper.

### **Works Cited Page**

- 1) **Force a new page** (start new page).

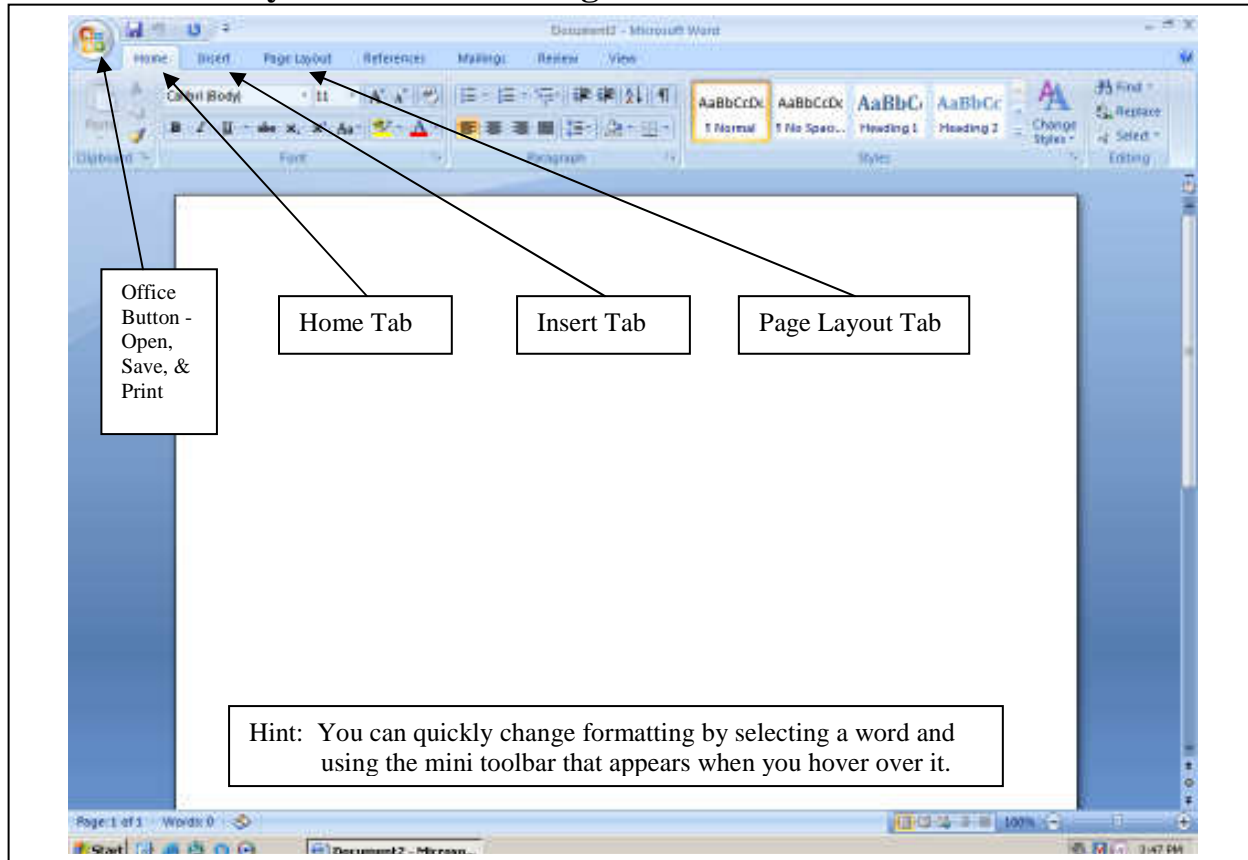
Place cursor at bottom of current page. Click on the **Insert** menu and select **Page Break** on the **Page** tab.

- 2) Click on the **Home** tab and then select the **Align Text Right** button on the **Paragraph** tab. Type **Works Cited** and press Enter.
- 3) Select the **Align Text Left** button on the Paragraph tab. To **indent citation** click on the arrow on the Paragraph tab to pull down the Paragraph Dialog Box. Under Indentation select special then hanging, and change to 0.5". Type works cited entries.



## MLA Style – Microsoft Word 2007 Tutorial (continued)

### Layout and Formatting Buttons in MS Word 2007:



### Example of MLA Research Paper:

