

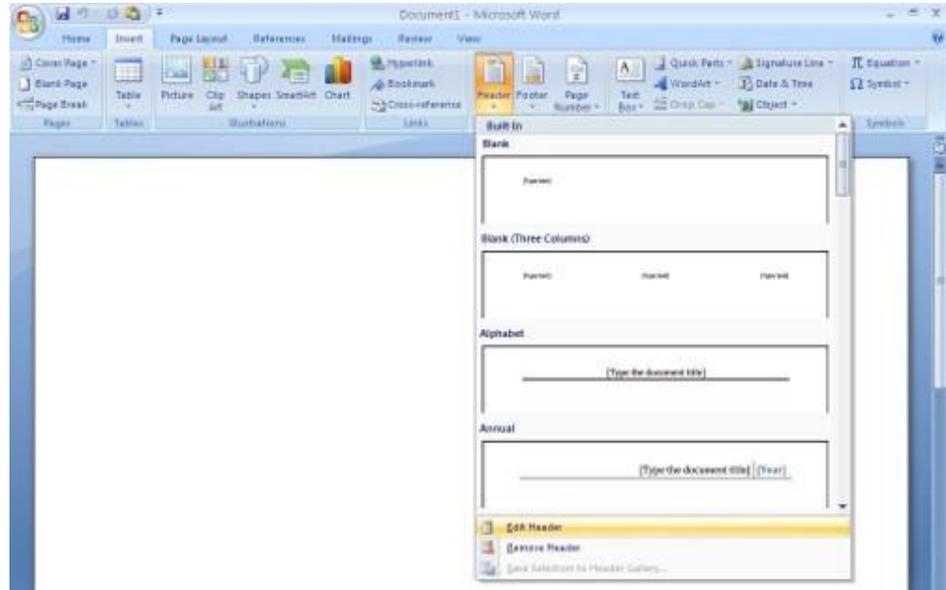
## MLA page format: Quick Start for Word 2007-2010 (Vista)

(Note: *Expand this page to full screen* for best viewing.)

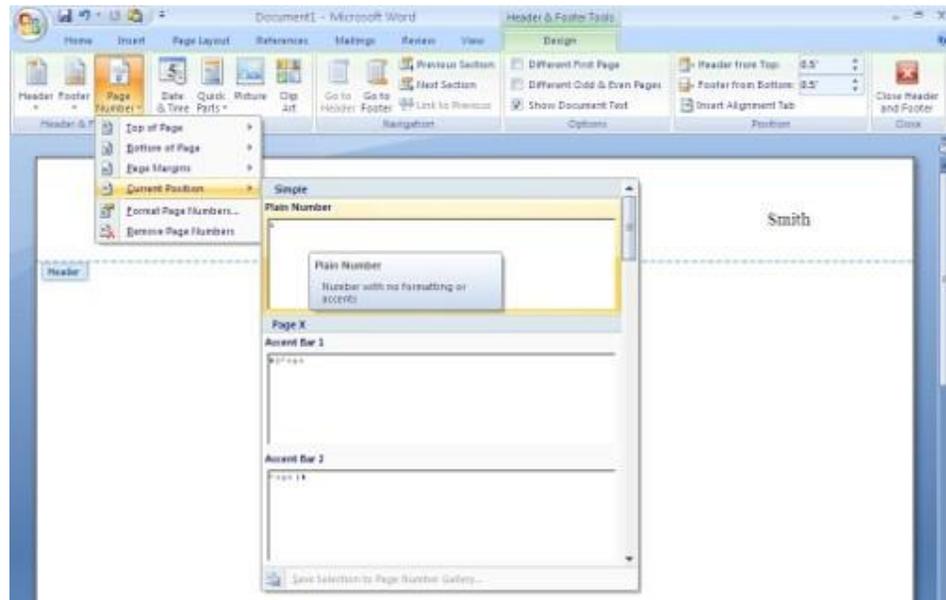
1. Open a new Word document.
2. Make 1-inch margins all around (Page Layout tab / Margins / Normal).
3. Select either Times New Roman or Arial font (not **bold**, not *italic*), and 12-point size (Home tab).
4. Make everything double-spaced.
  - a. If you've already started typing, select everything by hitting CTRL-A.
  - b. Hit CTRL-2.  
(Or select "Home" tab, open the "Paragraph" detail, drop down the "Line spacing" menu and choose "Double.")

5. Make a header, even if it's only one page – just to get in the habit.

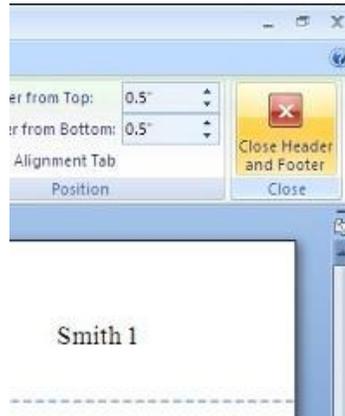
- a. Choose the "Insert" tab, click on "Header," then click on "Edit Header." (This opens the Header & Footer Tools.)



- b. Double-click near the right margin of the header to right-justify the text.
- c. Type your last name and a space.
- d. Click on "Page Number," "Current Position," and "Plain Number."



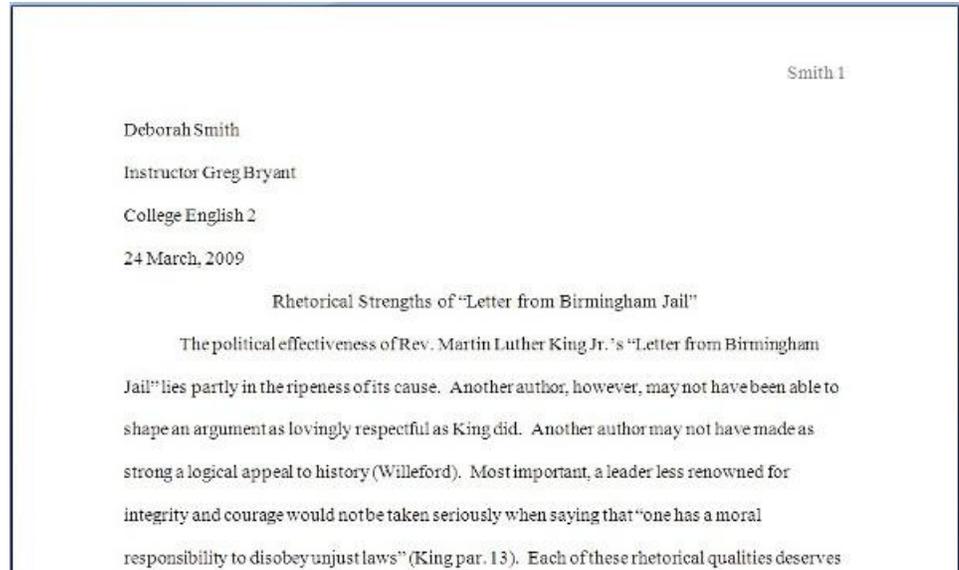
- e. Click the “Close Header and Footer” button.



6. In the upper left of the page, type each of these on its own line: your name, Instructor Whoever, class and section number, and the date.
7. On the next line after the date, center the title.
8. On the next line after that, justify left, tab in ½” and start typing.

***Leave no blank lines until the end of your paper.***

Soon your paper should look like the one at right. →



After the paper, if there are outside sources to list, do this:

1. Leave a few blank lines (Enter-Enter-Enter) or create a new page (CTRL-Enter).
2. Center the words “Works Cited” (without the quotation marks).
3. On the next line, left justify, and define a “Hanging indent” paragraph style: Select Home tab and open the “Paragraph” detail. Under “Indentation,” drop down “Special” menu and choose “Hanging.”
4. Create the list of sources according to the MLA



format described in *Pocket Keys for Writers*, Ann Raimes. (Another good resource is the online [Citation Machine](#). There are others, too.)

5. Alphabetize the list.

Your Works Cited page should look like the one at right. →

Other notes:

- You can slip a line break into a URL after any slash (except the double-slash after http://) just by hitting “Shift-Enter.” This keeps the paragraph wrapping with the “hanging” indent while it breaks the URL into chunks that fit on the line. See the “Willeford” example on the Works Cited page above.
- Protect yourself from plagiarism:
  - Keep a list of all your sources by building your “Works Cited” as you work, at the bottom of your document.
  - Insert the in-text citations as you go. See the examples on the first-page example above.
  - If you use other people’s words, put them in quotation marks.
  - Cite and list every source, even if you only borrowed other people’s ideas and put them into your own words.
  - You can cite a source either by page number (King 743) or by paragraph number (King par. 13).