

Instructions to Format a Manuscript following Modern Language Association (MLA) Style in Microsoft Word

Set Top, Bottom, Right, and Left Margins to 1"

1. To set the margins, select **File** and **Page Setup** from the Menu Bar.
2. Make sure the "Margins" tab is selected .
3. Enter 1" for each of the margin settings.
4. Click **OK**.

Set line spacing to double spaced.

1. From the Menu Bar, select **Format** and **Paragraph**
2. Make sure the **Indents and Spacing** tab is selected .
3. Under **Line Spacing**, select "**Double**".
4. Click **OK**.

Create a Header with your last name and the page number.

Every page of a manuscript in MLA format has a header in the upper right-hand corner of the manuscript, approximately 1/2" from the top of the page. To create the header and set the page numbering to automatically increment each page,

1. Select **View, Header and Footer** from the Menu Bar.
2. Click on the **Align Right** icon, or from the menu bar, select **Format** and **Paragraph**, select the **Indents and Spacing** tab, and change **Alignment** to **Right**.
3. Type your last name and a single blank space.
4. Click on the pound sign (#) in the Header/Footer bar to automatically insert the page number in the Header on each page.
5. Click **Close** in the Header/Footer bar to close the header and return to the document.

Enter document information.

1. Type your name and then press the **Enter** key once.
2. Type your professor's name, and then **Enter**.
3. Type the course identification, and then **Enter**.
4. Type the date. Press the **Enter** key once *only*.
5. Click on the **Align Center** icon, or from the menu bar, select **Format** and **Paragraph**, select the **Indents and Spacing** tab, and change **Alignment** to **Center**.
6. Type the title of your paper, capitalizing the first word and all major words and proper nouns. Do *not* use italics, boldfaced type, underlining, or all caps to format your title. Do *not* type a period at the end of the title. Press the **Enter** key once.
7. Click on the **Align Left** icon, or, from the menu bar, select **Format** and **Paragraph**, select the **Indents and Spacing** tab, and change **Alignment** to **Left**.
8. Depress the **Tab** key to indent 1/2 inch to begin your first paragraph and begin typing your document.

