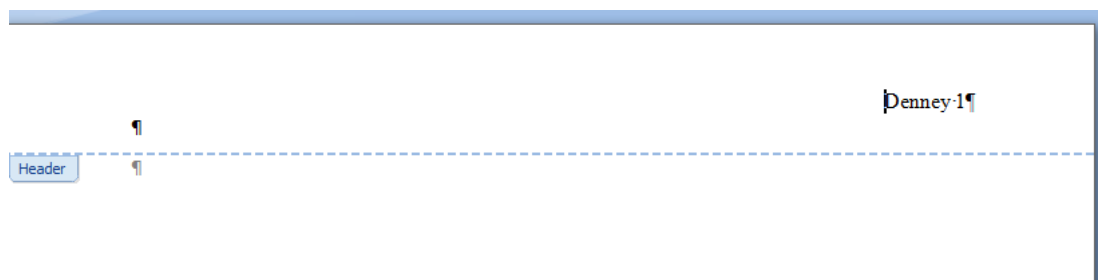
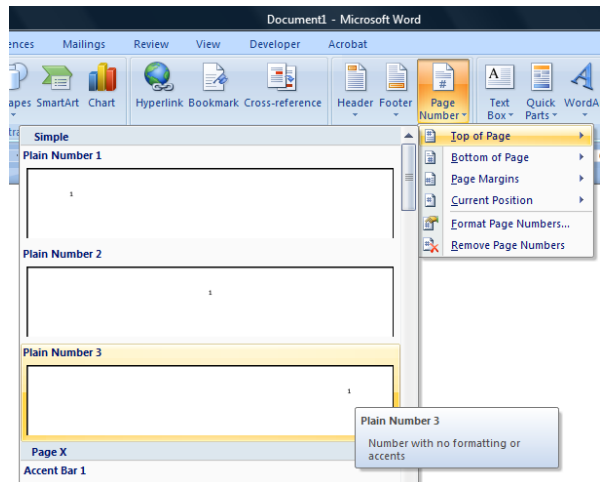


MLA Formatting Instructions
(Using MS Office 2007, 2010, or 2013)

1. **Margins:**
Change margins to 1 inch (*Located on the **Page Layout** tab*)
2. **Line and Paragraph spacing:**
 - a. Set the **line** spacing to **double spacing**.
(*Located on the **Home** tab. Select 2 from the Line Spacing drop down list.*)
 - b. Set the **paragraph** spacing Before and After paragraphs to **0 pts**.
(*Located on the **Page Layout** tab in the **Paragraph** group*)
3. **Font:**
Set font to **Times New Roman 12 pt**. *Or use the font size/style as directed by the instructor. (Located on the **Home** tab.)*

4. **Header:**
Create a header with your last name, a space, and the page code aligned at the right margin. (***Insert / Page Number / Top of Page / Choose Plain Number 3**. Once the page number appears in the header, type your last name and a space in front of the number.*)



Change font for header: Select the header text and change the font to Times New Roman 12 pt.
(*or change to the same font size/style as in the body of the paper.*)

Double click in the body of the paper to get out of the header before continuing.

5. Personal Information: Make sure you are not in the header. At the top of the document at the left margin type the following 4 lines of text:

Student Name *(Actually type your name.)*

Pam Denney *(or whatever your instructor's name is)*

COSC 1301 *(or whatever the name of your course is)*

10 January 2010 *(or whatever the date is – be sure to use this format)*

6. Title: On the next line **center** the title of the paper. *(no bold or underline – capitalize 1st letter of important words) (To center, click the **Center** alignment button on the **Home** tab.)*
7. Side Headings: Type side headings on line by themselves. No bold, underline, or ending punctuation mark.
8. Type the body of the paper, citing the sources any time you paraphrase or quote from a course. An easy method to cite the source is to mention the source before the information. (Example: According to,) Another method is to use parenthetical (in-text) citations. (Instructions are on the next page for this method.)
9. At the end of the last paragraph of the body of the paper insert a **page break** *(located on the **Insert** tab)* so the Works Cited page will always start on a new page.
10. On the first line of the new page set up for the Works Cited page, type the title **Works Cited** *(centered & no bold or underline)*
11. Manually type the sources on the Works Cited page using the instructions at the end of this document or use the EasyBib.com website to create each Works Cited source and paste it to the Works Cited page.
12. Double check line spacing and paragraph spacing for the entire document (see Step 2). If needed, select the entire document and reset both.

Cite Sources with Parenthetical Citations:

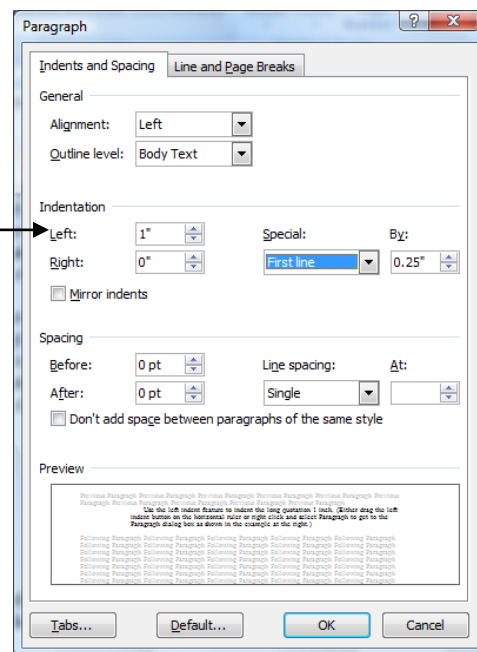
Type your paper, inserting parenthetical citations at the end of each **paraphrase** or **quote** obtained from one of your sources.

*Type the parenthetical citation inside parentheses with punctuation for the preceding sentence located **after** the closing parentheses. The citation includes the first identifiable word/phrase as shown for the source on the Works Cited page.*

Quotations:

Short quotations (3 or less lines long) are typed just like unquoted information except quotation marks are placed around each quote.

Long quotations (4 or more lines long) do not have quotation marks but are indented from the left margin by 1 inch instead. *(Right click and select **Paragraph**. Change the Left Indentation to 1 inch as shown in the example at the right.)*



Manually type sources for Works Cited page

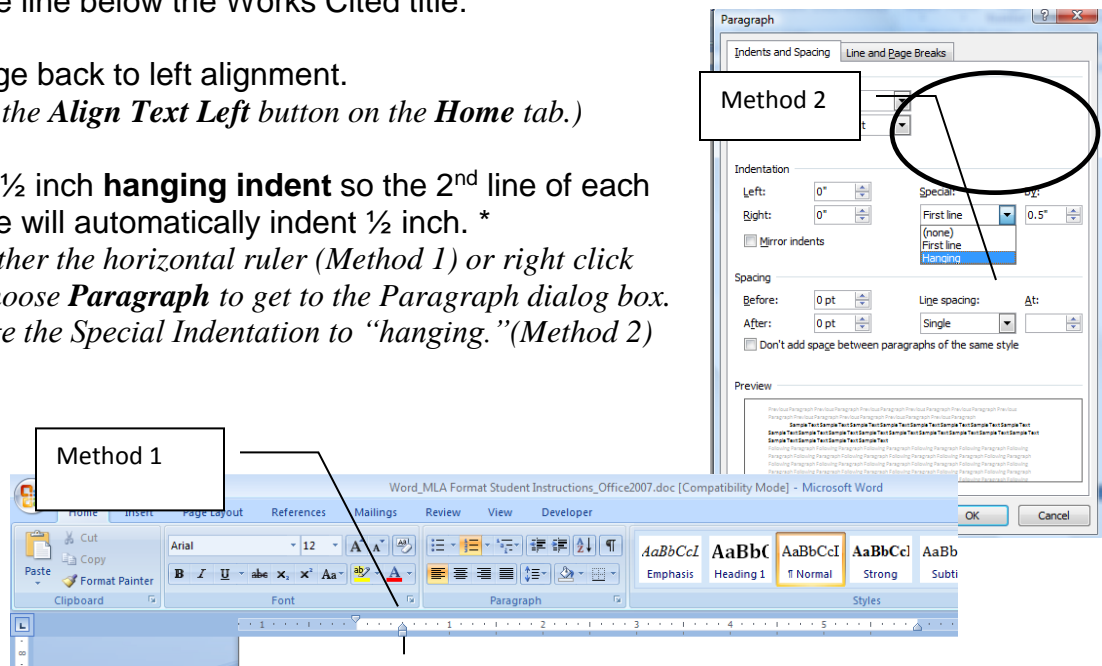
On the line below the Works Cited title:

Change back to left alignment.

*(Click the **Align Text Left** button on the **Home** tab.)*

Set a ½ inch **hanging indent** so the 2nd line of each source will automatically indent ½ inch. *

*Use either the horizontal ruler (Method 1) or right click and choose **Paragraph** to get to the Paragraph dialog box. Change the **Special Indentation** to “hanging.” (Method 2)*



Sources on the Works Cited page:

Type the source information **in alphabetical order**, placing the individual pieces of information in the correct order and using correct punctuation, and font effects such as underlining and italics according to MLA format.

Remove the hyperlinks from the URL addresses.

*(Right click on the URL, select **Remove Hyperlinks**. Do not press the Enter key after it or the URL will reappear.)*