

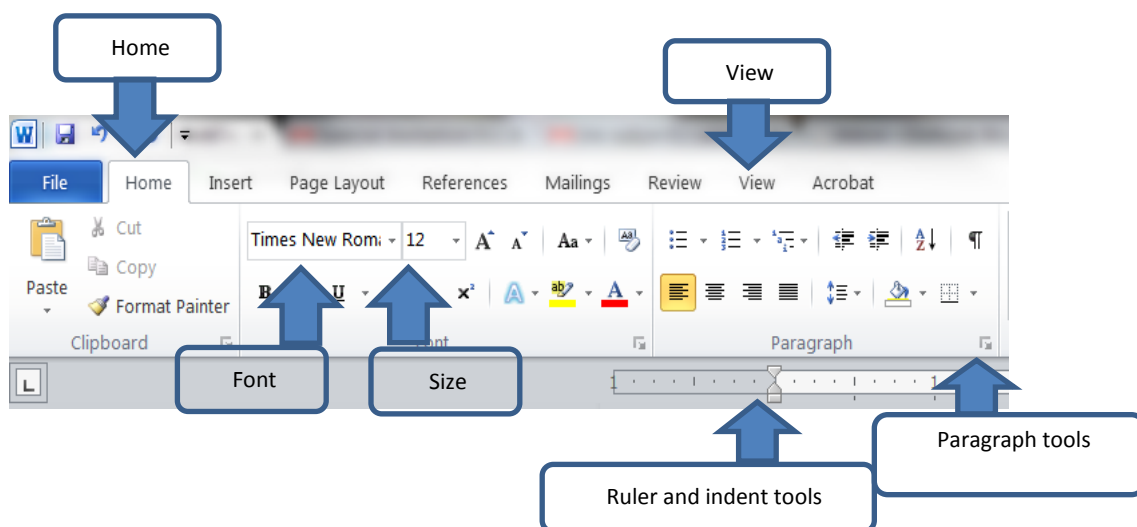
# The CyFair Writing Center

## MLA Formatting Handout

The Modern Language Association (MLA) style lists some very specific rules regarding how your paper should look. These rules, although they can be complicated, help your reader by creating a uniform paper with readable fonts and easy to find elements. Below are the basic rules for MLA formatting:

- 12 point font
- Times New Roman or Arial font
- Double spaced
- 1 inch margins
- Leave one space after punctuation (this is the default in modern Microsoft Word programs).

These are all fairly simple to set up, once you know where to find everything in Microsoft Word. To help you, follow the guide below. The first picture shows the location of the different tabs and menus used.




### Showing the Ruler

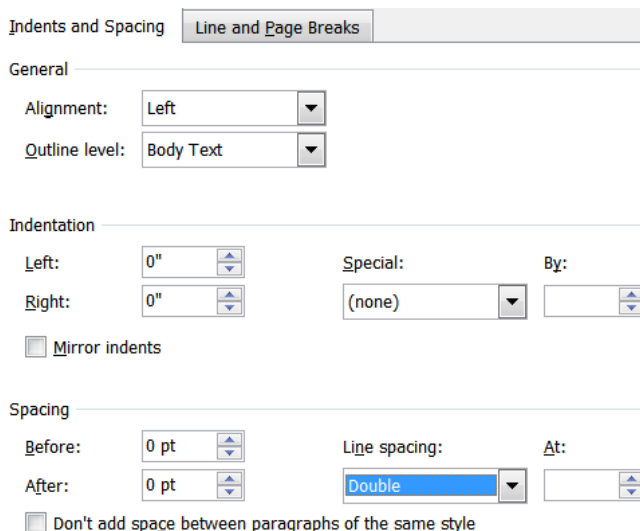
1. Click on the “View” tab
2. Click the check box labeled “Ruler.” This will help you later on.

### Changing your font

1. Click on the “Home” tab
2. Click the “Font” drop down box
3. Select Times New Roman or Arial
4. Click the “Size” drop down box
5. Select 12

### Changing your paragraph settings

1. Click the “Paragraph Tools” pop out (it looks like this .
2. For the body of your paper:
  - a. Indentation left and right should be 0”
  - b. Line spacing should be double
3. For your works cited page
  - a. Special should be Hanging by .25” as shown to the right.
  - b. Line spacing should be double



## Page Numbers

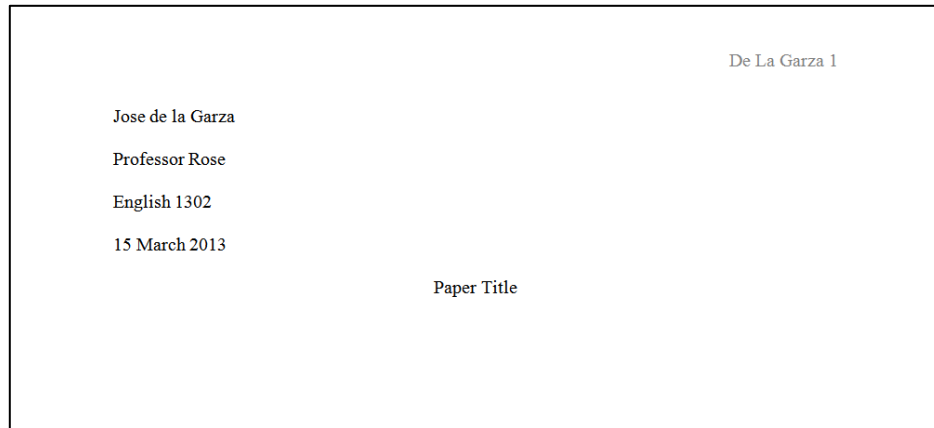
MLA style page numbers include your last name and page numbers, in case your pages are separated. Note: always staple your paper together unless your teacher asks you not to.

1. Double click on the empty white space above the body of your paper.
  - a. This will open your header and let you access the “Header and Footer” menu.
2. Click on the “Page Number” button
3. Highlight “Top of Page”
4. Insert “Plain Number 3”
5. Click in front of the new page number and type your last name.
6. Highlight both your last name and page number and adjust the font to match the body of your paper (Times New Roman or Arial 12 point).

## Headers

In MLA (Modern Language Association) Format, your paper heading goes at the top left corner of the page. This will go in the BODY of the paper, NOT the header.

1. Double click in the body of your paper.
2. Type out your name, your professor’s name, the class name and number, and the date (in “day month year” format) on separate lines. There is an example below.

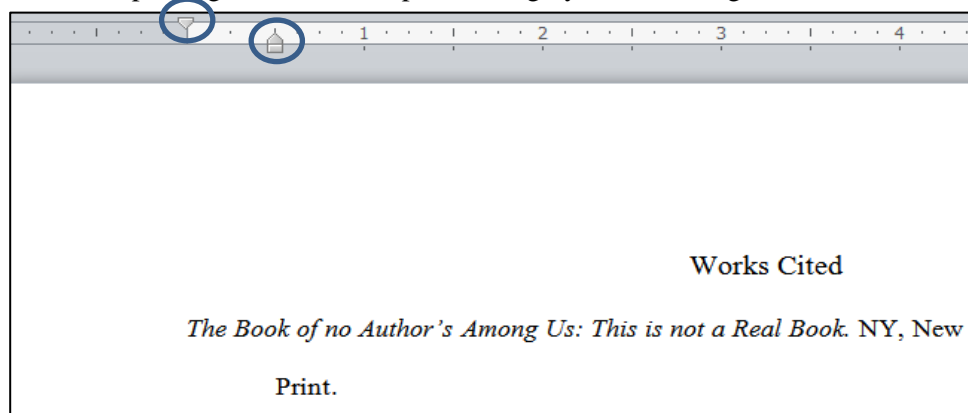


The diagram shows a rectangular box representing a page. In the top right corner, the text "De La Garza 1" is displayed. On the left side, the following text is arranged vertically: "Jose de la Garza", "Professor Rose", "English 1302", and "15 March 2013". In the center of the page, the text "Paper Title" is shown.

## Works Cited Formatting

The formatting on your works cited page is the same as the rest of your paper, with the following changes:

1. Make sure your page is the right number (if your paper is three pages, then your works cited page will be the fourth page).
2. Center “Works Cited” at the top of the page
3. After you have typed your citations, highlight ONLY the citations (not the title) and create a hanging indent.
  - a. On the ruler, pull the bottom triangle so that it lines up with the ½ inch mark
  - b. The top triangle should line up with the grey line at the right



The diagram shows a rectangular box representing a page. At the top, a ruler is visible with markings from 1 to 4. Two blue circles highlight the ruler: one at the 1/2 inch mark and another at the right edge. Below the ruler, the text "Works Cited" is centered. Below that, the text "The Book of no Author's Among Us: This is not a Real Book. NY, New" is shown with a hanging indent. At the bottom, the word "Print." is centered.