

MLA Format a Class Assignment – Word 2003 – 20 points

Directions: Complete the following assignment by following the steps to create an essay in MLA format.

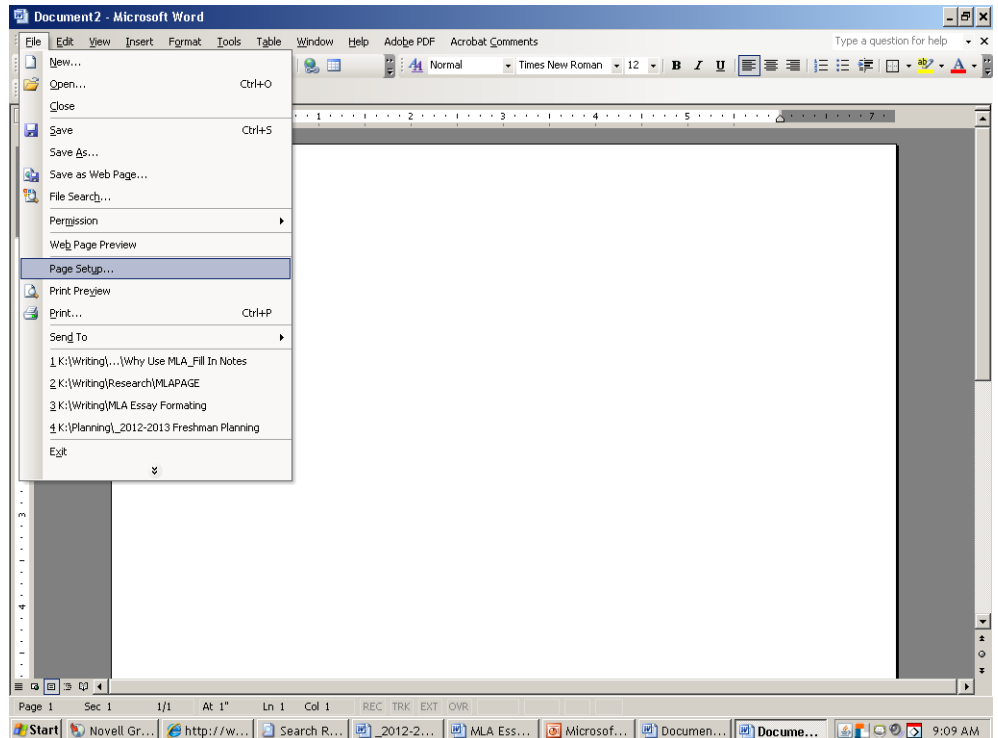
MLA Format: A common format for school assignments is called the MLA style. MLA stands for Modern Language Association. It was created to provide a set of rules for students and academics writing reports and research papers.

Setting up your essay in MLA format:

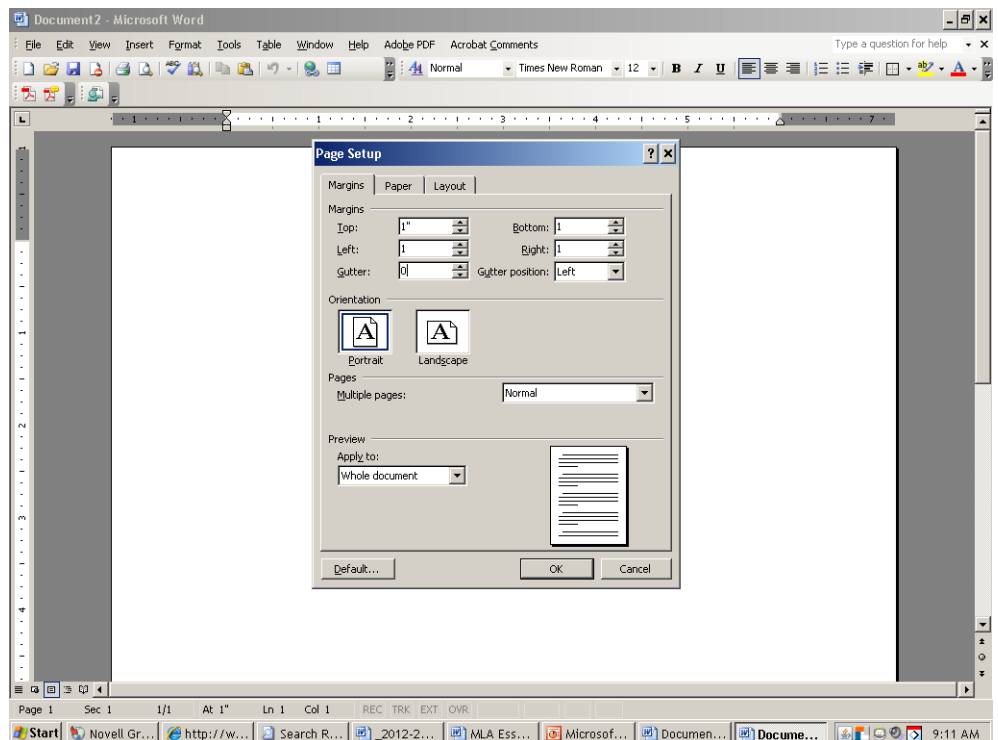
1. Set the margins: These are not the default on Word.

Steps:

- File > Page Setup...



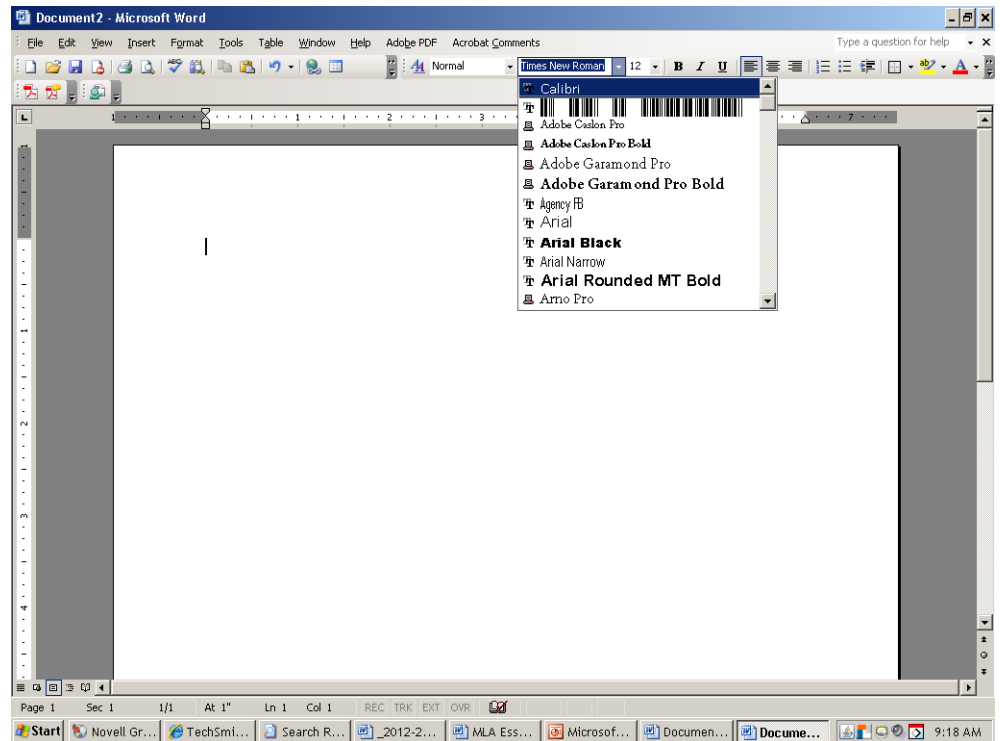
- Then set the margins to the following:
 - Top: 1 inch
 - Bottom: 1 inch
 - Left: 1 inch
 - Right: 1 inch
 - Gutter: 0
- Select OK



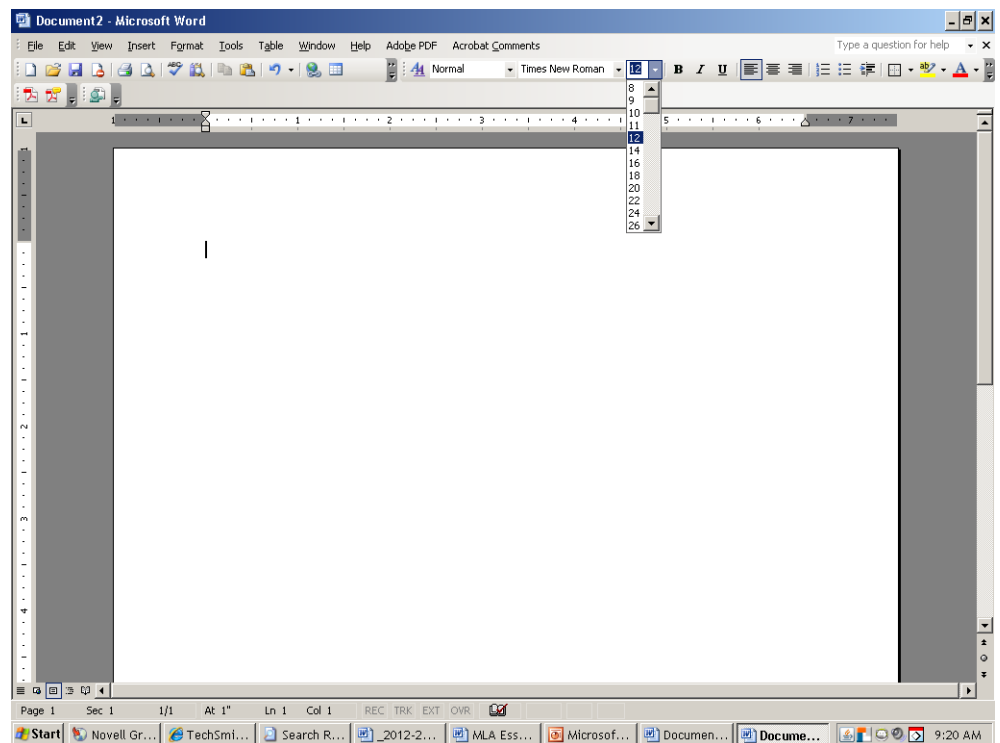
2. Set the font and size:

Steps:

- Font: Times New Roman, Arial, Calibri, or Cambria



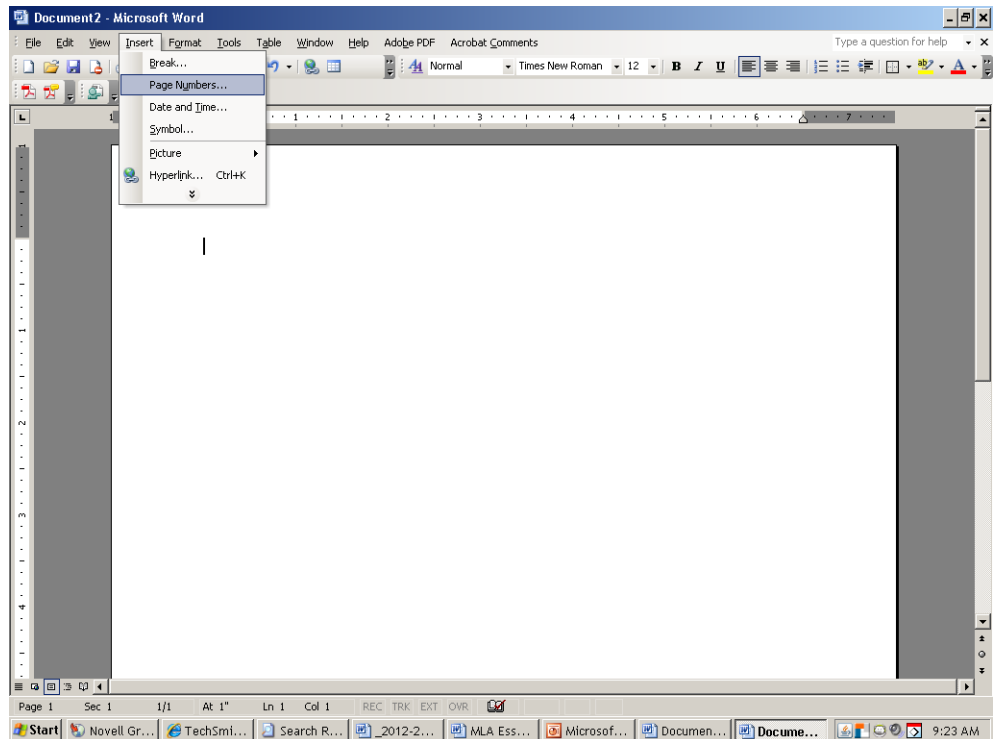
- Size: 11 point or 12 point



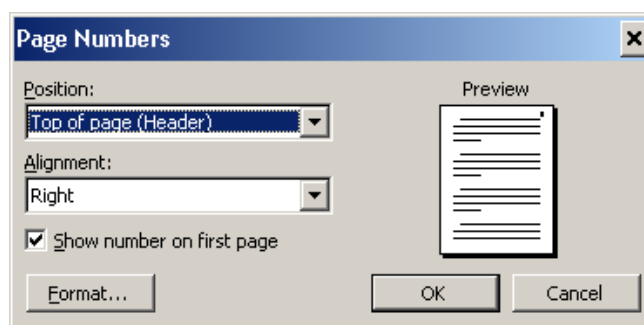
3. Insert your MLA Header:

Steps:

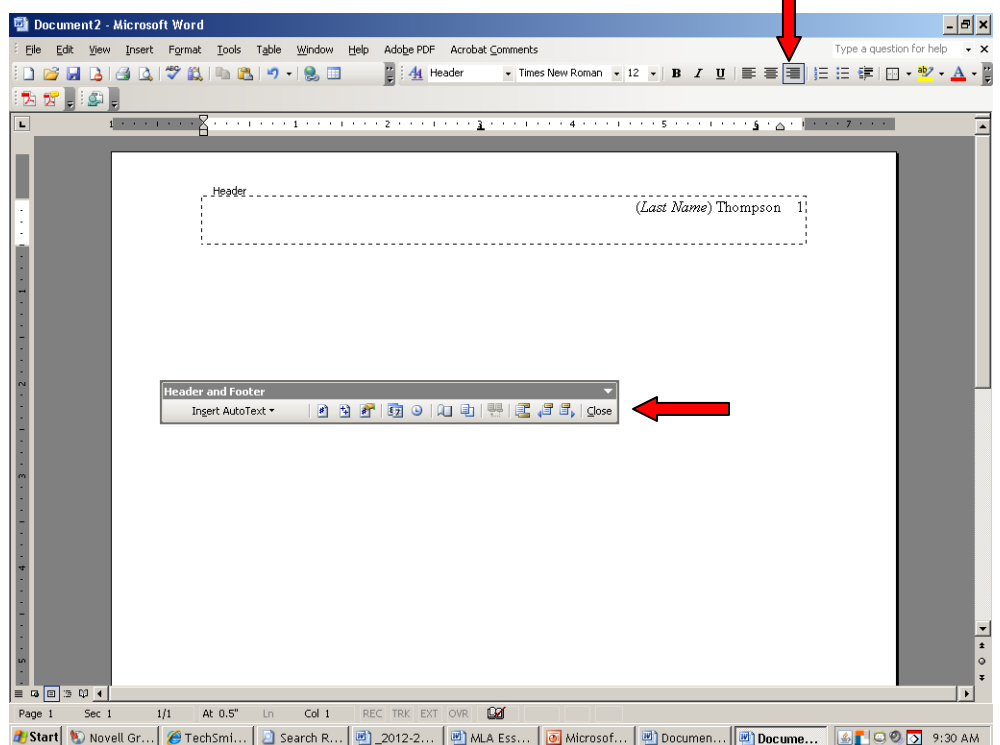
- Insert > Page Numbers...



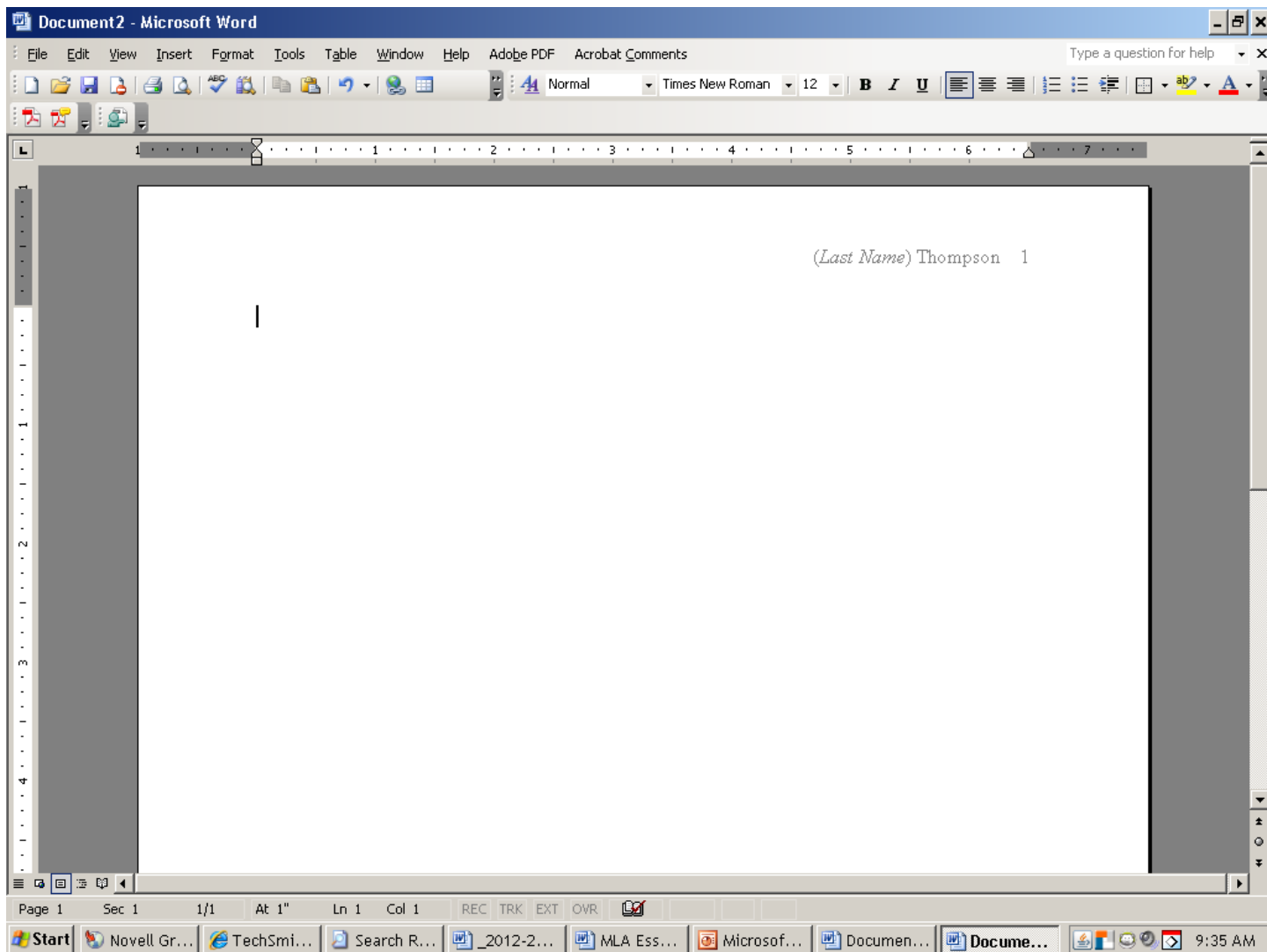
- Change Position: "Top of Page (Header)"
- Alignment: Right
- Select OK



- *You should now see a "1" in the upper right hand corner of your screen.
- Double click next to the 1 to open your Header.
- Click the right justify icon,
- Type: Your Last Name
- Select Close.



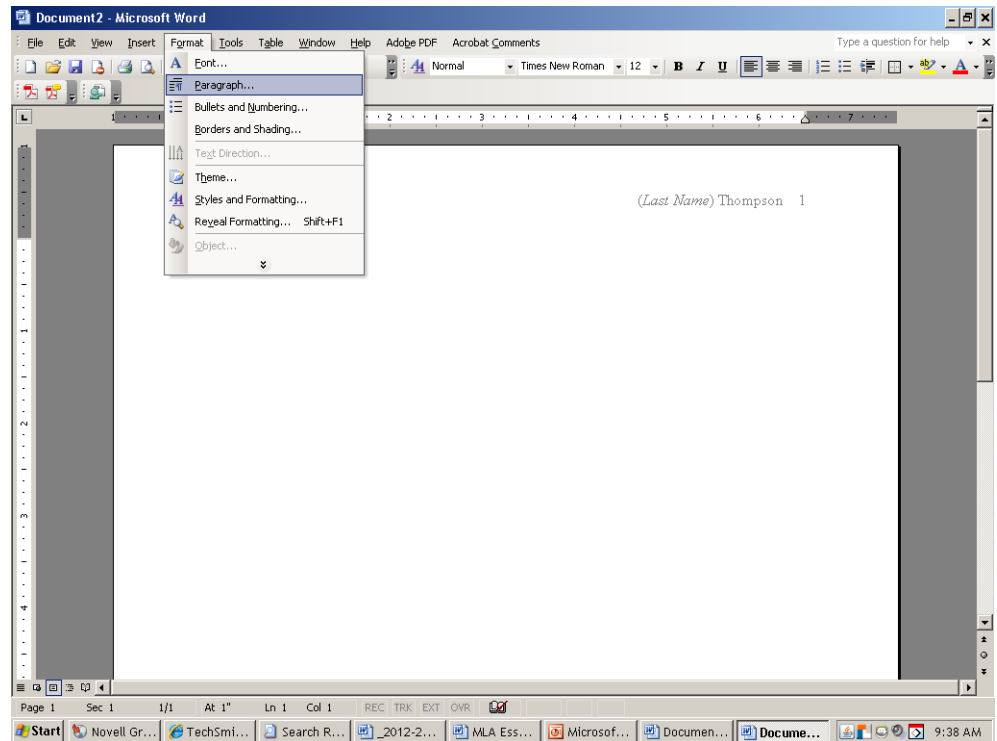
Just to check, you page should look like this...



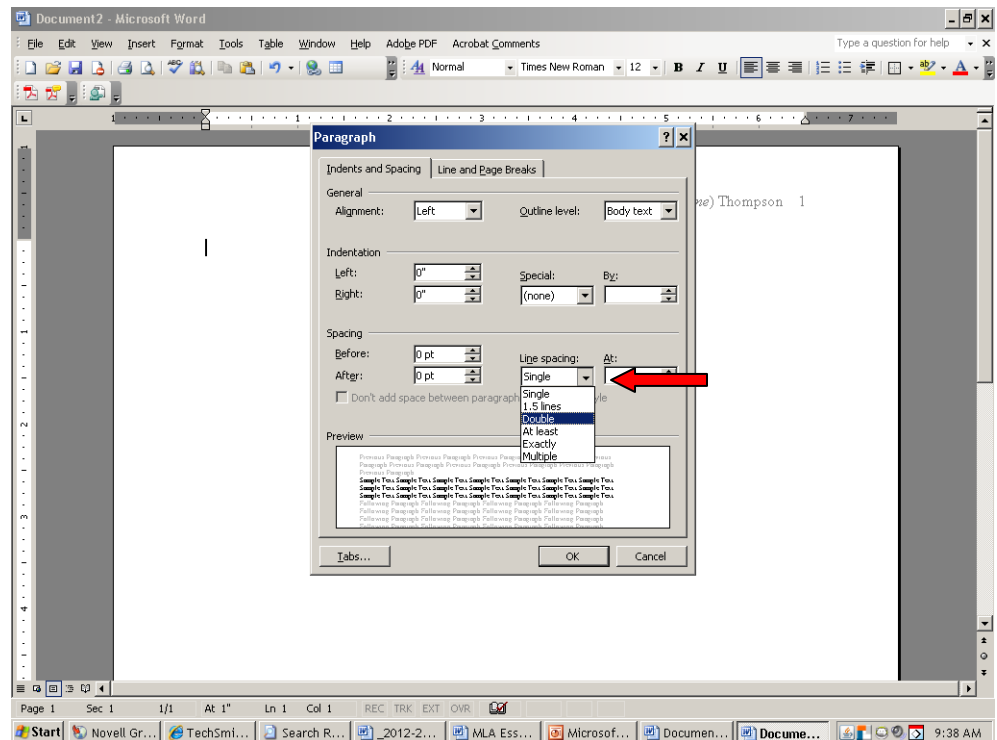
4. Double Space your entire paper: Do this **BEFORE** you start typing.

Steps:

- Format > Paragraph...



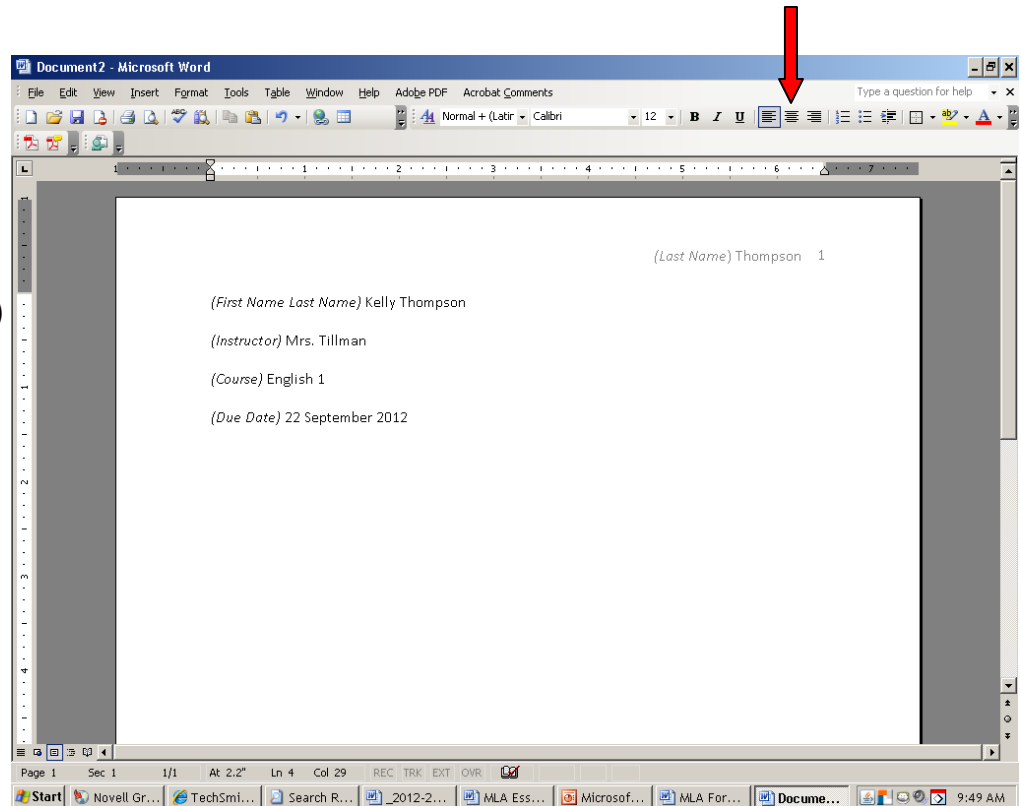
- Change Line Spacing to Double.
- Select OK.



5. Complete your MLA Heading: Your MLA Heading is different than your MLA Header.

Steps:

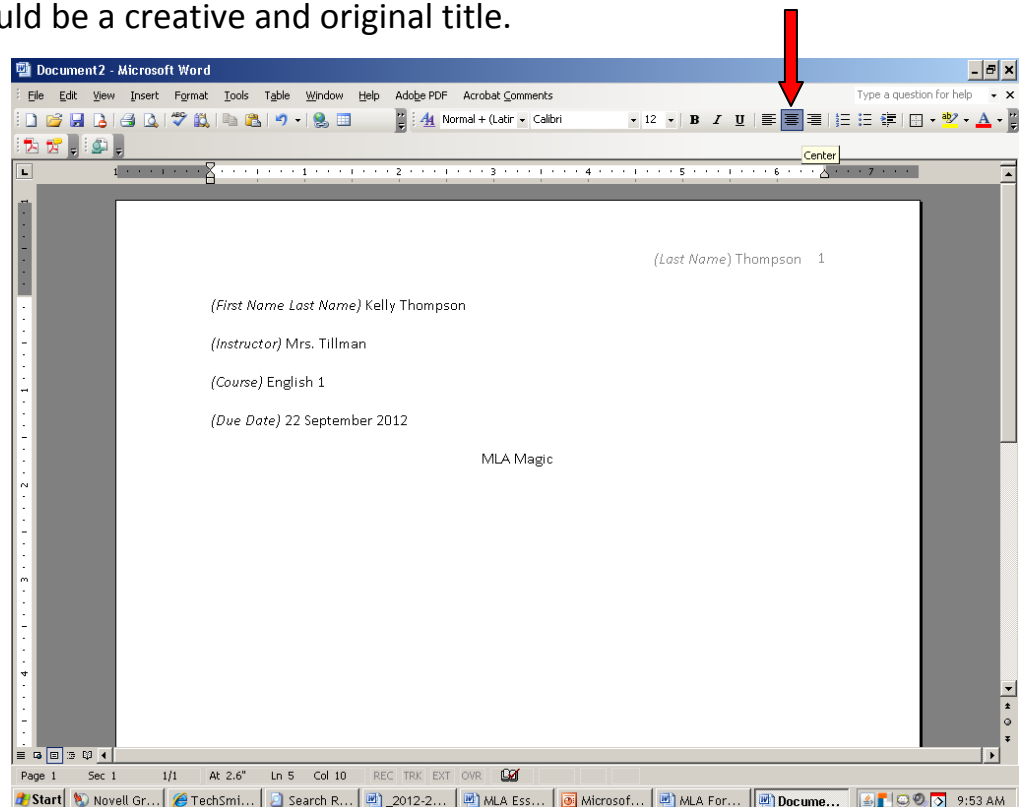
- Make sure you are Left Justified.
- Type the following:
 - First and Last Name
 - Teacher
 - Class
 - Due Date (Day Month Year)



6. Type your title: This should be a creative and original title.

Steps:

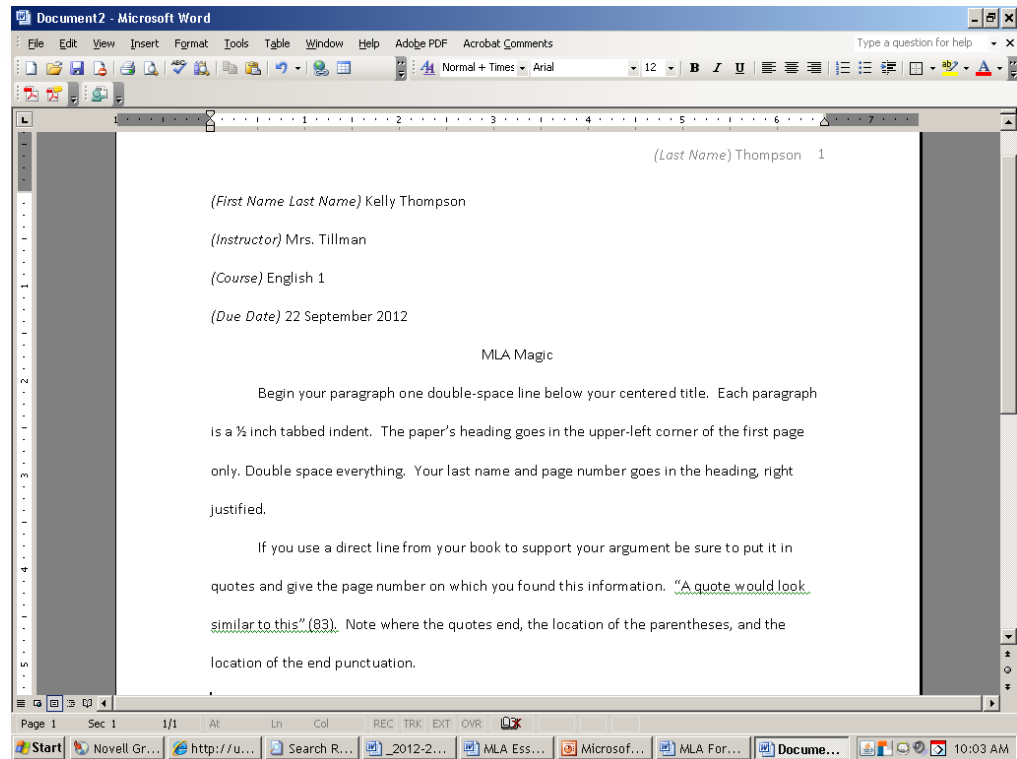
- On the line RIGHT BELOW the Heading, type your title.
- Then center your title. Click on the Center Format Icon.



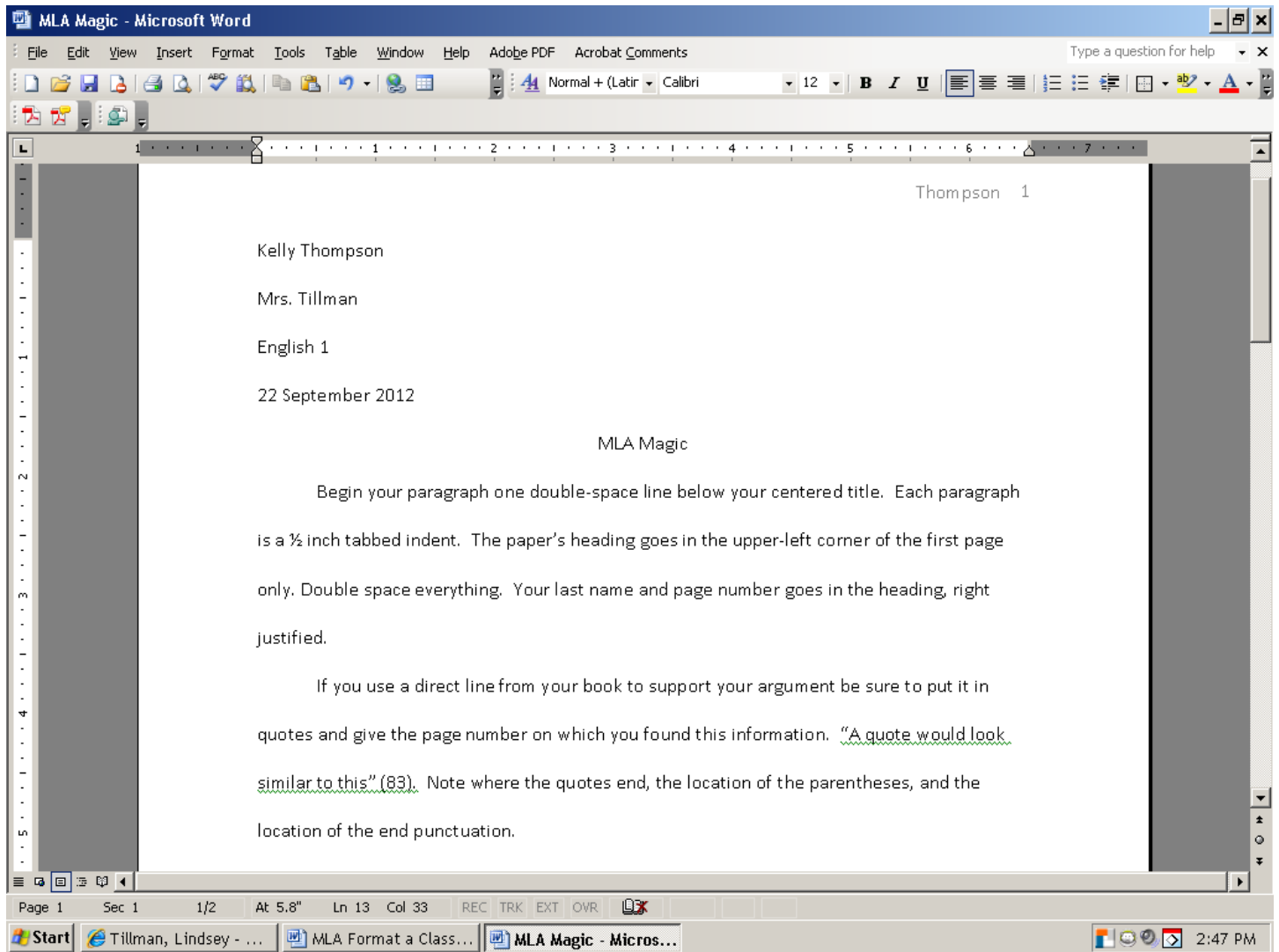
7. Begin to type your essay: Your essay should be in paragraph format.

Steps:

- On the line below your title. Begin to type your essay.
- Hit the TAB key to indent each paragraph.
- For this assignment type the following for paragraph 1: Begin your paragraph one double-space line below your centered title. Each paragraph is a ½ inch tabbed indent. The paper's heading goes in the upper-left corner of the first page only. Double space everything. Your last name and page number goes in the heading, right justified.
- For this assignment type the following for paragraph 2: If you use a direct line from your book to support your argument be sure to put it in quotes and give the page number on which you found this information. "A quote would look similar to this" (83). Note where the quotes end, the location of the parentheses, and the location of the end punctuation.



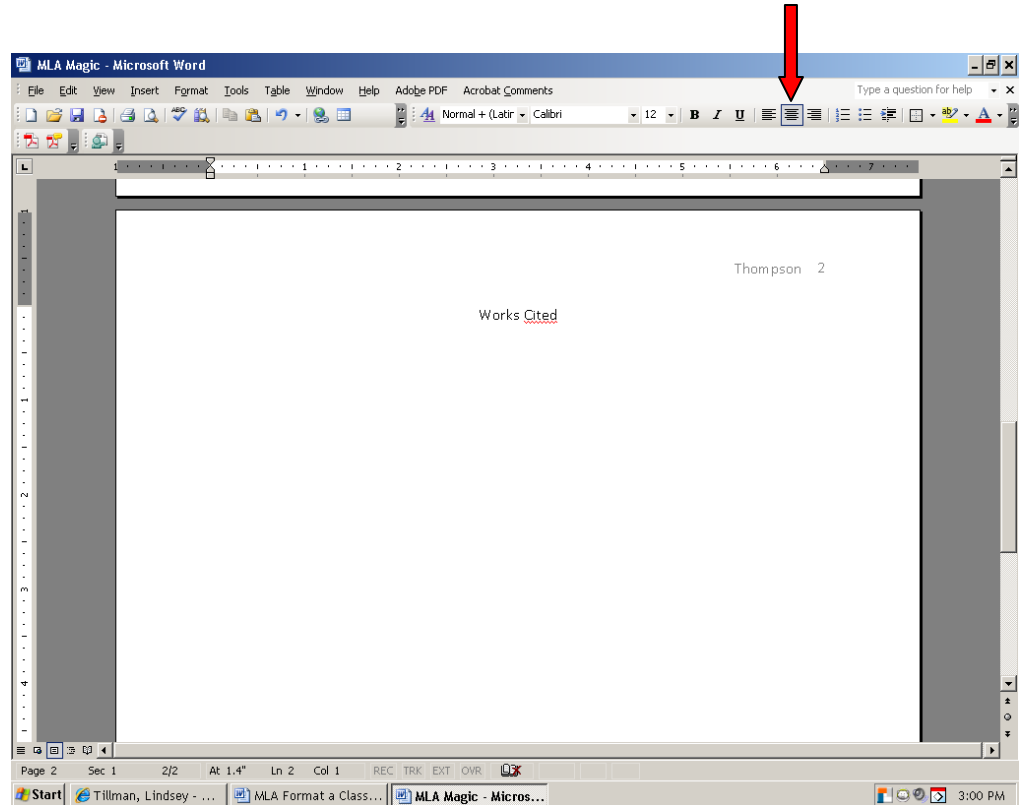
Just to check, you page should look like EXACTLY this...



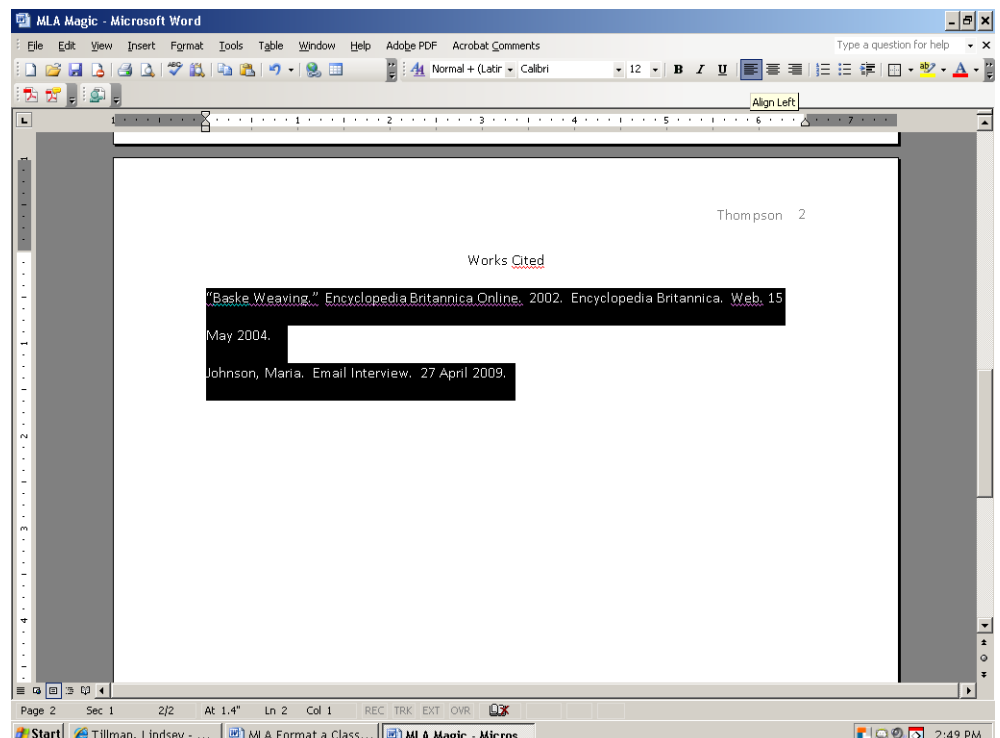
8. Format your Works Cited: This should be a list of all the sources you have referenced. It **MUST** start on a new page.

Steps:

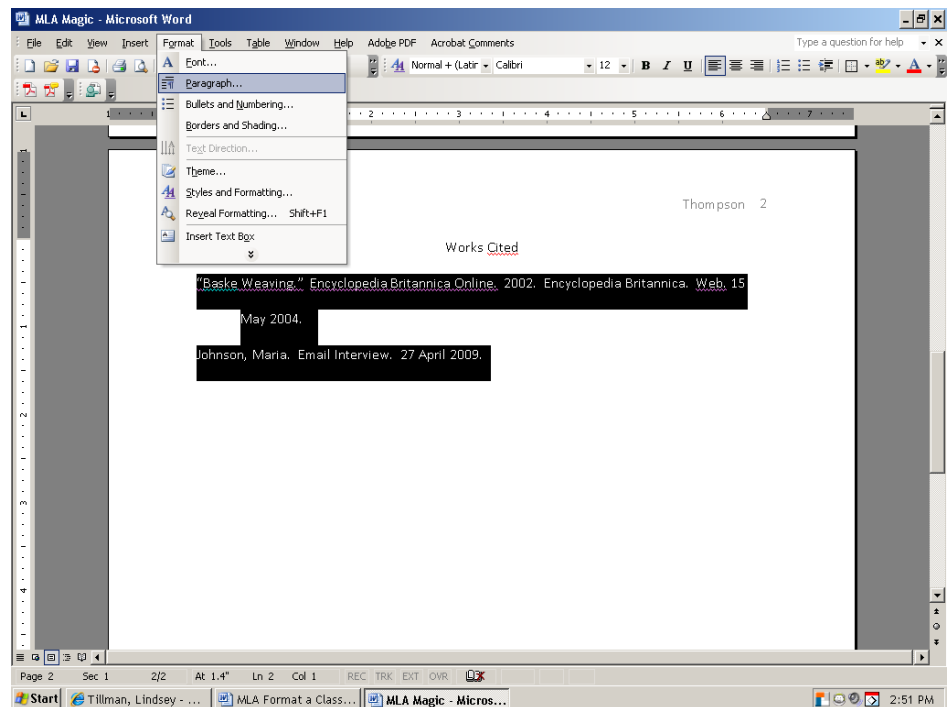
- On the first line of a NEW page type “Works Cited.”
- ** If you inserted your page number correctly, you should see your last name and page number already on the top of the page.
- Center your text by click on the Center Format Icon.
- One the NEXT line type in each citation in alphabetical order.
- For this assignment type in the following citations:
 - “Basket Weaving.” Encyclopedia Britannica Online. 2002. Encyclopedia Britannica. Web. 15 May 2004.
 - Johnson, Maria. Email Interview. 27 April 2009.



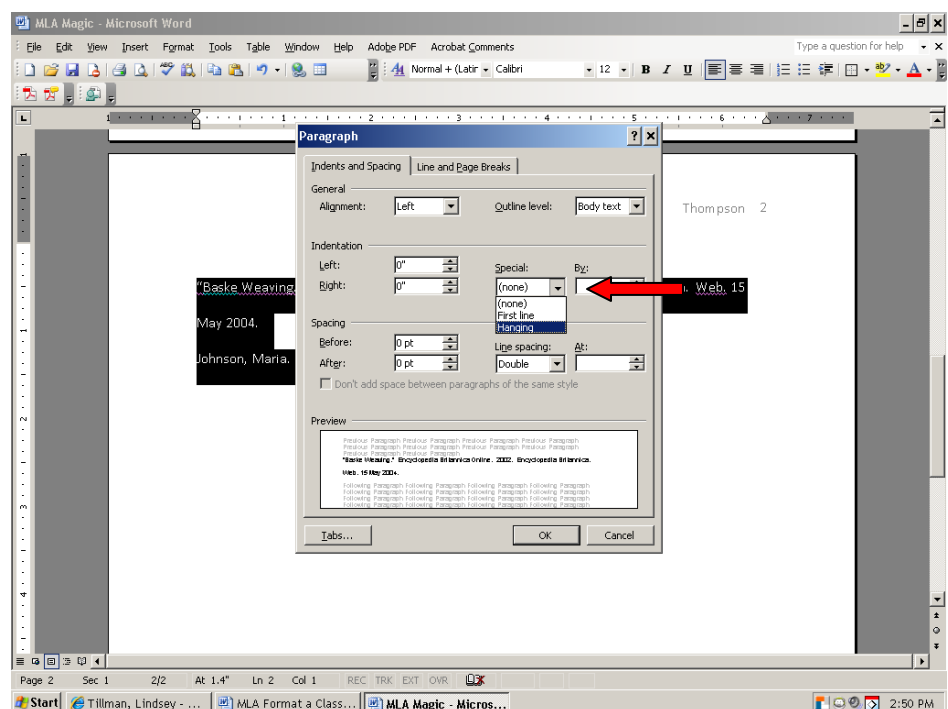
- Highlight the text.
- Left Justify the Citations.



- With the text still highlighted select, Format > Paragraph...



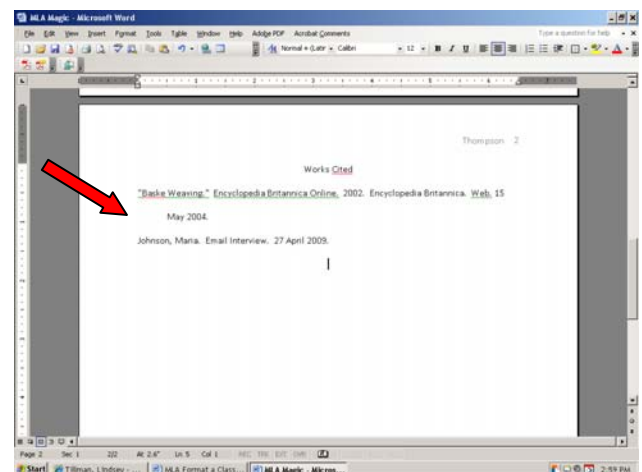
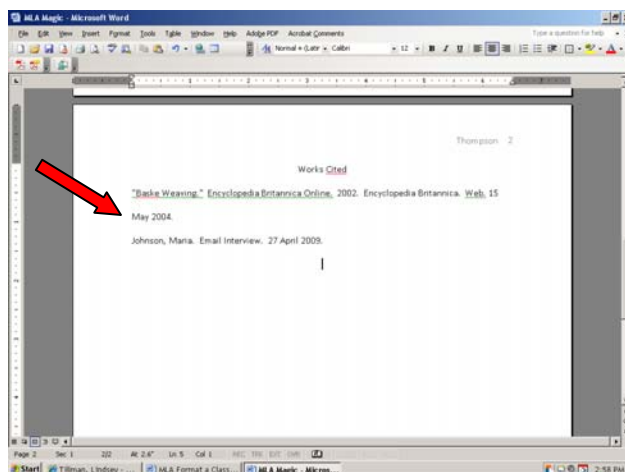
- Select Hanging under Special.
- Select OK.



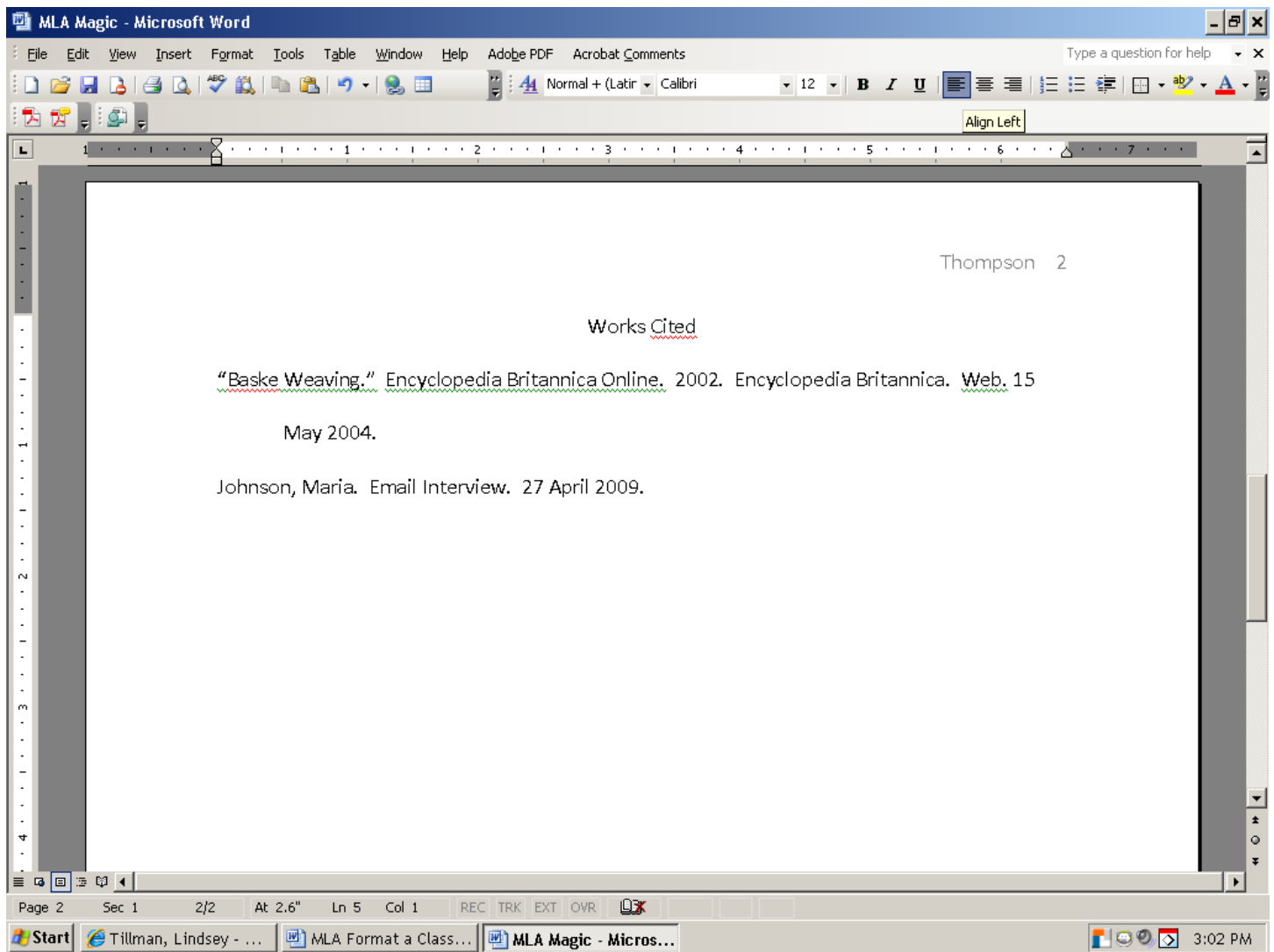
- ** A hanging indent changes the indentation of the text on the second line.

BEFORE

AFTER



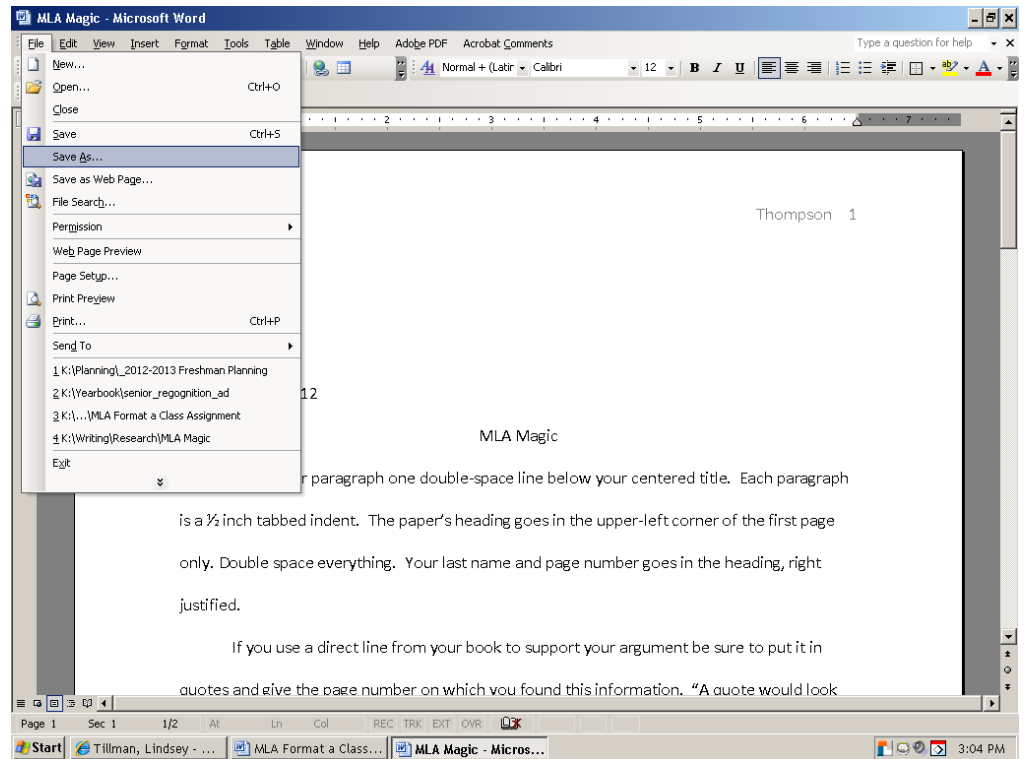
Your Works Cited page should look like EXACTLY this...



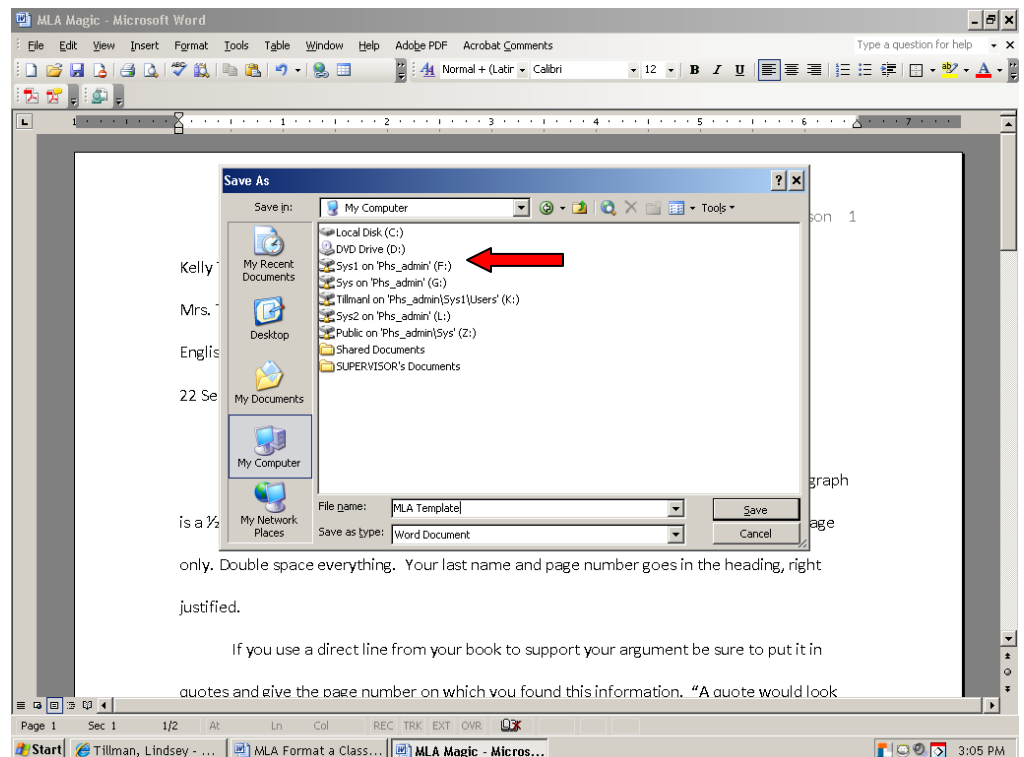
9. Save this MLA Template in your (F:) Drive: You can also save it to your Flash Drive if you wish to do so.

Steps:

- File > Save As...



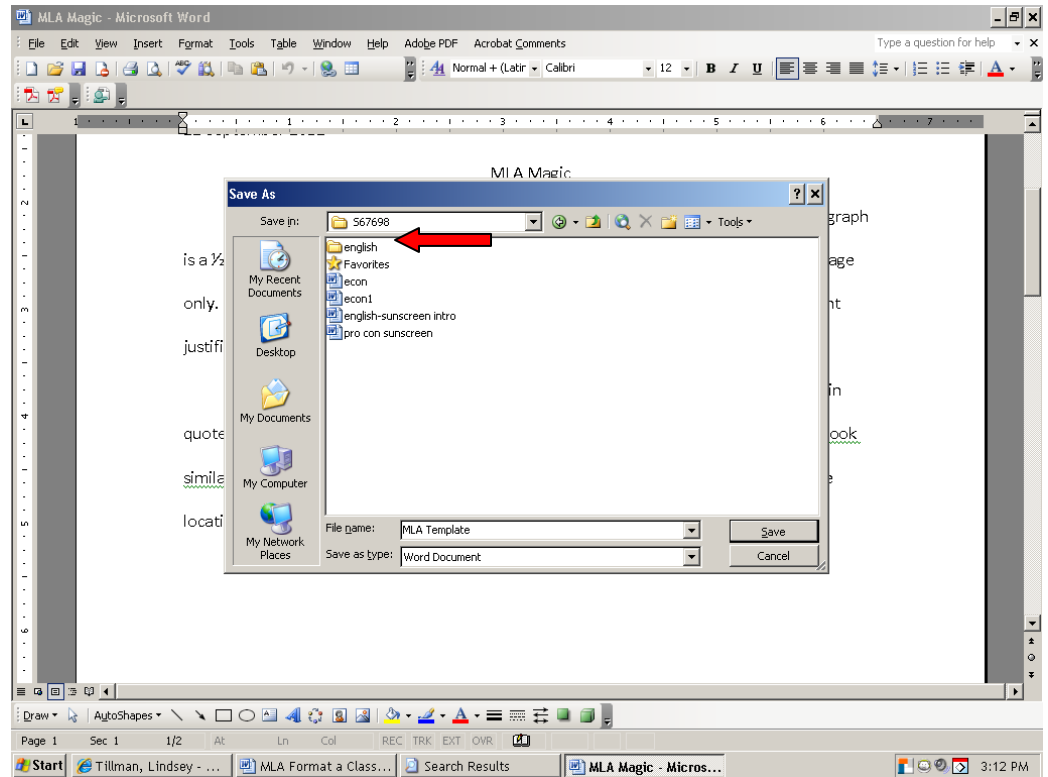
- Title your document as: MLA Template
- Under My Computer, click your (F:) Drive.



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- The screenshot shows the Microsoft Word 2003 interface. The 'Save As' dialog box is open, titled 'MLA Magic'. The 'Save in' dropdown shows 'Sys1 on 'Phs_admin' (F:)'. The left pane lists 'My Recent Documents', 'Desktop', 'My Documents', 'My Computer', and 'My Network Places'. The 'STUDENTS' folder is highlighted in the left pane, with a red arrow pointing to it. The 'File name' field contains 'MLA Magic' and the 'Save as type' is 'Word Document'. The background document shows text fragments: 'is a 3/2', 'only.', 'justifi', 'quote', 'simile', 'locati'.

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- The screenshot shows the 'Save As' dialog box in Microsoft Word 2003. The dialog is titled 'Save As' and 'MLA Magic'. The 'Save in' location is 'STUDENTS'. A red arrow points to the folder '566025' in the file list. The file list contains folders named 'english9', 'English 9', and various numbers. The 'File name' field is 'MLA Magic' and 'Save as type' is 'Word Document'. A 'Folder is Empty' tooltip is visible over the '569323' folder.

- Then click to open your English folder.
- Select Save.
- *Now this document should be saved, so you can use it anytime you type anything. 😊



YOU'RE DONE! Please raise your hand, so Mrs. Tillman's can come by and check your formatting.