

Setting the Document Attributes

An MLA style paper should fit certain standard layout guidelines. This section describes how to meet those guidelines. Use 12 point Times New Roman which is the Microsoft Word default.

Set the page margins to one inch all around

1. From the menu, select "**File | Page Setup...**" and click the Margins tab.
2. Set the top, bottom, left, and right margins to 1 inch.
3. Click "OK" or, to reset the default, click "Default..." and then "Yes".

Set the line spacing to double. *All text is double spaced, including quotations from other sources and the Works Cited list.*

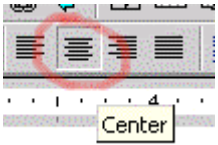
Note: You may wish to draft your paper in single-space, so that you can see more words on the screen at one time; if so, follow these instructions just before you print.

1. From the menu, select "**Edit | Select All**".
2. From the menu, select "**Format | Paragraph...**" and click the "Indents and Spacing" tab.
3. Set "Line spacing" to "Double".
4. Click "OK"

Adding the Header

The following section explains how to add a header consisting of your last name and the page number (see figure, below).

1. Click **V**iew at the top of the screen and a list of options will appear.
2. Click **H**header and **F**ooter. The header section will appear inside a gray dotted square. Inside the square you will see a flashing cursor.
3. On the menu bar just above the ruler, click the **A**lign **R**ight icon (it looks like four lines aligned to the right).
4. Type your **L**ast **N**ame.
5. Add a single **b**lank **s**pace after your name.



6. On the floating menu bar, click the **Insert Page Number** icon (looks like a number symbol in a page). It will automatically place the current page number on every page of your report.
7. Click **Close** to return back to your document. You can look at the top right-hand section of your page to see the header. It appears faint, to remind you that it is automatic; when you print your paper it will not appear faded.

Adding the Title Block

MLA style does *not* call for a separate title page. Instead, you should begin your paper with a title block (described below).

- Note that the title is not simply "Research Paper" or "Hamlet's Madness".
- Don't type spaces to center the title. Instead, click the **Center** icon located at the top of the screen (see image, right).
- Read the example paragraph below for a few tips about titles.

LastName 1

Firstname Lastname

Professor Last Name

Course Name

Date

Finding A Good Paper Title:

Informing and Intriguing Readers without Annoying Them

Too often, English professors encounter student papers

with uninformative or misleading titles. "If the title, the thesis statement, and the conclusion don't match, I know I've been handed a rush job, a load of B.S., or both" (Jerz 2).

Saving Your Work

Computer crashes can and will happen. To avoid losing a huge chunk of work, you should save frequently. Your saving alternatives include a floppy disk, or networked space that your school has provided for you.

Warning: If you are working in a public lab, **do not save on the "C" drive**; you would have to return to that same machine in order to get those files. The computer is erased every night, so saving the files there won't do much good.

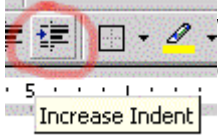
Warning: **Do not save files on the any Campus Computer.** All Campus computers reset every night to default settings, which means that any documents saved during the day or anything downloaded will be wiped out during the night. The best place to save your work is on a USB flash/jump drive also known as pen drive. You can purchase these drives at Wal-Mart, the campus bookstore or any place that sells office supplies.

Here is how you save your work:

1. Click **File** at the top right of the screen.
2. Scroll down to "**Save As**".
3. In the "Save As" window, click on the "Save in" window, and select either the Travel drive or look for the appropriate designation for your USB storage device.

Important: If you use Microsoft Works please save your work as a Word document or you will not be able to open the

document on campus. Names of MS-Word documents should end in ".doc". This ending turns the icon representing your file into a box with a blue W. You can just double-click on that file, and MS-Word will open it automatically. If you e-mail a document without a "doc" extension, it is harder for the person on the other end to open it.



4. File Naming Tips

1. If you are redrafting a paper, it is probably a good idea not to overwrite the previous draft.
2. Include the course name in every file name you create. (If you have a directory full of files called "paper" and "report" and "essay" you will soon forget what each one means.)

Indenting Long Quotations

This section explains how to format long quotations in your paper using MS-Word. A quotation is considered "long" if it takes up four or more lines on your paper.

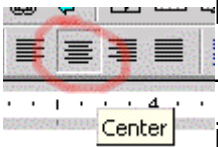
Note: using long quotations to pad your paper is a fairly obvious ploy. Rather than quote a whole paragraph from an outside source, just quote a single sentence, or even just a few words; use the space you save to write more of your own original thoughts.

If you do use a quote longer than four lines you need to block quote. Block quoting is accomplished by indenting as follows:

1. Press **Enter** to start a new paragraph.
2. Type the quoted material (without adding any quotation marks).
3. Highlight the quotation by clicking and dragging over the whole quotation.
4. Indent the text, in one of the following ways.
 - Simply press the **tab key** twice.
 - Or, click on the "**Increase Indent**" icon *twice*. The Increase Indent icon is located near the right edge of the second row of icons at the top of the screen (see image, right).
 - Or, use the paragraph format command:

1. Click **F**ormat at the top of the screen with arrow.
2. Scroll the arrow down to **P**aragraph and click. The paragraph window will then appear.
3. Make sure the alignment is set to the **left** and the spacing is **double**.
4. Where it says **0"** for the left indentation, make it **1"**.
5. Click **Ok**. Then only the whole quotation will be indented one-inch.
6. Press **Enter**.

Formatting the Works Cited List



This section describes how to use MS-Word to format the works cited list in MLA style. Check any freshman composition textbook or the *MLA Handbook* (available at the STAR Center) for help on how to cite specific sources. Additionally, Mandy Davis at the STAR Center has handouts for MLA and APA. Here is a step by step list for creating a "works cited" list using MS-Word:

1. **Append a blank page.** (If you put your works cited list in a separate document, you may forget it when you submit your paper.) Instead of hitting "return" multiple times to get blank lines, **force a page break** -- if you add or subtract from the body of your text, you won't have to re-align the works cited page.
 1. Move the cursor to the very end of your document.
 2. Click **I**nsert at the top of the screen.
 3. Scroll down and click **B**reak; After the break window appears click **OK** to start a new page in your document. Click the **C**enter icon located at the top of the screen (see image, right).
2. Type **Works Cited**. Press **Enter**.
3. Click **F**ormat at the top of the screen.
4. Scroll down and click **P**aragraph; Make sure your spacing is at **Double**.
5. In the indention section there is a **S**pecial window. At that window click the down arrow to open up a set of options. Click **Hanging** and then click **OK**.
6. Type your entries and press **Enter** after each entry.

