How to Format your MLA Paper, Step-by-Step

1. Open a blank Word document
2. Change font style to **Times New Roman**
3. Change font size to **12 point**
4. Use the “Paragraph” menu to change the **spacing** to **Double (2.0)**
5. Check **margins** to make sure that they are 1” on top, bottom, left and right - they usually are by default. (Use “Page Layout” tab for this step.)
6. Create a **running header** with your last name and page number:
   a. Double-click at top of page to open header.
   b. Click on the “Home” tab, then change the font style to Times New Roman and the font size to **12 point**.
   c. Click on the “Insert” tab, then on “Page Number” on top menu bar.
   d. Select “Top of Page,” then “Plain Number 3.”
   e. Type your last name and put a space after it.
   f. Click on “Close Header.”
7. Enter, on separate lines, your name, your teacher’s name, the name and period of your class, and the date.
8. Type the title on the next line and center it. (Don’t change the font or font size for the title.)
9. Press enter, click on “Align Left” (instead of center), then press the “Tab” button to indent the first line of your first paragraph.
10. Do not put spaces between the paragraphs. Just press “Tab” to indicate the start of a new paragraph.