Formatting Your Paper in MLA using Microsoft Word

<http://www.lib.usm.edu/legacy/tutorials/mlatutorial/formatview.php>

**Set up Running Name and Page Number in Upper Right:**

**Option 1:**

Step 1 – Select Insert > Page # > Top of Page > Plain #3 > Then type in your surname (last name) in front of the 1

Step 2 – Select Page # > Format Page Numbers > OK

Step 2 – SAVE

OR

**Option 2:**

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| **Step 1 - Select View > Header and Footer****http://www.lib.usm.edu/legacy/tutorials/mlatutorial/images/header1.jpg** |
| **Step 2 - Type your last name, space, then click on the page number icon to insert the page number.**http://www.lib.usm.edu/legacy/tutorials/mlatutorial/images/header2r.jpg |
| **Step 3 - Align to the right by clicking on the "Align Right" icon on the top toolbar. Then close the "Header and Footer" toolbar.**http://www.lib.usm.edu/legacy/tutorials/mlatutorial/images/header3.jpg |

**Set up 1" Margins:**

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| --- | --- |
| **Step 1 - Select File > Page Setup...**http://www.lib.usm.edu/legacy/tutorials/mlatutorial/images/margins1.gif | **Step 2 - Specify 1" Top, Bottom, Left, Right in Margins**http://www.lib.usm.edu/legacy/tutorials/mlatutorial/images/margins2.gif |

**Set up Double Spacing:**

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| **Step 1 - Select Format > Paragraph****http://www.lib.usm.edu/legacy/tutorials/mlatutorial/images/spacing.gif** |
| **Step 2 - Find "Line Spacing" and select "Double" from the drop down menu.**http://www.lib.usm.edu/legacy/tutorials/mlatutorial/images/spacing2.gif |

**Beginning your Paper - Heading and Title**

* Now that you are formatted correctly, type your heading - type your name, professor's name, the course number and the date (on separate lines).
* Double space, center and type the title of your paper (it's okay to have a title which runs onto more than one line).
* Double space again and begin typing the first paragraph of your paper. Remember to indent (tab) the first line of each paragraph.

**First page of a sample essay**


**To Make a Hanging Indent**

To make a hanging indent using MS Word, highlight the whole entry, go to the top toolbar and select Format 🡪 Paragraph 🡪 Indentation 🡪 Special dropdown menu 🡪 choose Hanging

