Setting up the RESEARCH PAPER in MLA FORMAT

1. Log on the computer and get into the Microsoft Word application.
2. Format 🡪 Document 🡪 1 inch margins top, bottom, left, right
3. Format 🡪 Paragraph 🡪 Double space (middle of box)
4. Font 🡪 12 🡪 Times New Roman
5. File 🡪 Save As 🡪 Research Your first and last name (ex: Research Sandra Rowell)
6. View 🡪 Toolbars 🡪 Standard AND Formatting
7. View 🡪 Header and Footer 🡪 Right Align (from Formatting toolbar, 3rd icon of paper w/lines) 🡪 Type your last name space once. Then click on the purple Header and Footer title (on top left of toolbar next to Home) and click the 3rd icon that says page #. This will automatically number your pages as needed. CLOSE header.
8. Formatting toolbar 🡪 Left align. Then type your first and last name on the next line; Ms. Rowell on the second line; English IV, Period (fill in your class period before the word Period); March 1, 2012 on 4th line.
9. Formatting toolbar 🡪 Center align. Type the Title of your paper (NOT topic! Ex: William Wallace: Scotland’s Greatest Freedom Fighter is a title, but just William Wallace is a topic.) Title should be same font, same size, as rest of paper; do not use all capitals, bold, underlining, italics, or quotation marks.
10. Formatting toolbar 🡪 left align
11. Return all the way until you see your second page.
12. Formatting toolbar 🡪 center align 🡪 type words Works Cited
13. Formatting toolbar 🡪 left align
14. Take your source cards and put them in ALPHABETICAL order.
15. Type margin to margin, the information on your source cards (on your 3x5 index card, you may have only been able to fit 5 words, but on your paper, you may be able to type the whole entry on one line)
16. When one of your entries wraps around to the next line, highlight that second line. To make the hanging indent 🡪 Move your cursor to the little triangles above your document. Click on the bottom triangle and move it right to ½ inch. If the top triangle moves with it, move it back to where it was after you have moved the bottom to the ½ inch mark.