

MLA Style - Microsoft Word 2007 – Tip Sheet

How to set up your paper and works cited page in MLA Style - Be sure to check with your professor for their preferences!

Helpful Books:

For further information see Chapters 4 & 5 of Joseph Gibaldi's MLA Handbook for Writers of Research Papers, 6th ed. New York: Modern Language Association of America, 2003.
FKCC Reference LB 2369 .G53 2003


MLA style manual and guide to scholarly publishing. New York: Modern Language Association of America, 2008. FKCC Reference PN147 .G444 2008

A writer's reference / Diana Hacker. Edition 6th ed. Boston: Bedford/St. Martins, c2007.
FKCC Reference REF PE1408 .H2778 2007

The Little, Brown essential handbook. Aaron, Jane E. New York: Pearson Longman, c2008.
FKCC Reference PE1112 .A24 2008

1. Easy Method

Open Microsoft Word 2007

- Click on the **Office Button** 
- Select **New**
- Type *MLA* in the search box; Select "*Research Paper in MLA Style*"
- To change Header information,
 - Choose the **Insert tab** and click on the **Header** arrow to get the drop down menu and select **Edit Header**. Your cursor will be in the header.
 - Delete [Student's Last Name] text and type your last name. Leave the page number as is (be sure there is one space between your last name and the page number.
(*Tip: To return to document, double click anywhere outside of the Header area*)
- Replace template text with your text.

2. If you want to format for MLA from scratch, follow these instructions.

Open Microsoft Word 2007

1. Change Margins

- Choose the **Page Layout tab** and click on the Margins arrow to get the drop down menu
- Select Normal (all margins are set to 1 inch).
- Click on the Page Setup arrow to get the Page Setup dialog box.
- Select the Layout tab and set the Header and Footer to 0.5 inches. Click OK.

2. Check Tab setup

- Choose the **Home tab** and click on the Paragraph arrow to get the Paragraph dialog box.
- Click on the Tabs button (lower left) and set Default Tab Stops to 0.5 inches. Click OK.

3. Set Font style and size

- Click on the **Home tab** and change the font by selecting Times New Roman, 12 point.

4. Set Double spaced lines.

- Choose the **Page Layout tab** and click on the Paragraph arrow to get the drop down menu. Select Double in the Line spacing box. Check that the before and after spacing is set to 0. Click OK.

5. Create the Header (with your last name and automatic page numbering)

- Choose the **Insert tab** and click on the Header arrow to get the drop down menu and select Edit Header. Your cursor will be in the header.
- Select the Insert Alignment Tab on the Position tab, click on the right alignment button and enter OK to align the cursor to the right margin.
- Type your last name, insert one space, and click on the Page Number arrow (look at box on left) to get the drop down menu,
- Select Current Position, and select Plain Number.

6. Start Paper

(Tip: To return to document, double click anywhere outside of the Header area)

- Click on the **Home tab** and select the Align Text Left button on the Paragraph tab. Type your name, instructor's name, course name and number, and date.
- On the Paragraph tab select the Align Text Center button and type the title of your paper.
- On the Paragraph tab select the Align Text Left button and begin typing your paper.

7. Works Cited Page

- To force a new page (start new page), place cursor at bottom of current page. Click on the **Insert Tab** and select Page Break on the Page tab.
(Shortcut: Hold Ctrl key and press Enter)
- Click on the **Home tab** and select the Align Center button on the Paragraph tab. Type "Works Cited" and press Enter.
- Click the Align Text Left button on the Paragraph tab.
- Select **Page Layout tab** and select Paragraph. Click on the Indents and Spacing tab
- Under the Indentation section look for the Special field, select Hanging. Click OK and begin typing your works cited entries.