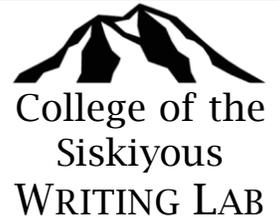


# MLA PAGE FORMAT IN MICROSOFT WORD 2010



**INTRODUCTION:** Use MLA format for all English papers and other subjects for which you are using MLA style documentation. MLA format refers to how you format the paper's heading, header, font, spacing, and margins.

## **Double Spacing and Font Size:**

1. Click the "Home" tab (located in main toolbar)
2. In the "Font" box, find and click the font drop down menu
3. Select "Times New Roman"
4. Just to the right of that menu, click font size "12"
5. In the "Paragraph" box, click the first drop down menu in the second row (line spacing)
6. Select "2.0"

## **Margins:**

1. Click the "Page Layout" tab (located in main toolbar)
2. Click the "Margins" drop down menu
3. Select "Custom Margins" (located at the bottom)
4. In the "Page Setup" menu, type "1" for top, left, bottom, and right margins
5. Remain in "Page Setup." Click "Layout" tab (located in top right corner)
6. Make sure the "Header" and "Footer" are both set at "0.5"

## **Header and Page Number:**

1. Click the "Insert" tab (located in main toolbar)
2. Click "Page Number"
3. Select "Top of Page"
4. Select "Plain Number 3"
5. When the page number is inserted, type your last name followed by a space

*1" top margin*

Smith 1

*header* ↗

Suzie Smith

Professor Roesch

English 1A

9 January 2011

*Left align heading and all paragraphs.*

*Double-space throughout.*

*Center align title.*

Beginning the Academic Essay

*0.5" tab*

→ The writer of the academic essay aims to persuade readers of an idea based on evidence.

The beginning of the essay is a crucial first step in this process. In order to engage readers and establish your authority, the beginning of your essay has to accomplish certain business. Your beginning should introduce the essay, focus it, and orient readers (Smith 102).

*Double-space*

Introduce the essay. The beginning lets your readers know what the essay is about, the *topic*. The essay's topic does not exist in a vacuum; part of letting readers know what your essay is about means establishing the essay's *context*, the frame within which you will approach your topic. The point here is that, in establishing the essay's context, you are also limiting your topic. Thus, when you determine your context, you simultaneously narrow your topic and take a big step toward focusing your essay. Here's an example:

*1" left margin*

*1" right margin*

→ When Kate Chopin's novel The Awakening was published in 1899, critics

*1" tab*

condemned the book as immoral. One typical critic, writing in the Providence Journal, feared that the novel might "fall into the hands of youth, leading them to dwell on things that only matured persons can understand, and promoting unholy imaginations and unclean desires." A reviewer in the St. Louis Post-Dispatch wrote that there is very much that is improper in it. (150)

*long quote format*

The paragraph goes on. But as you can see, Chopin's novel (the topic) is introduced in the context of the critical and moral controversy its publication engendered.

*1.0" bottom margin*

Essay text adapted from Patricia Kain, 1999