

## Formatting a Research Paper Using MLA Guidelines

Please remember that some instructors may vary from these recommendations.

**Font and Size:** Font should be Times New Roman, size 12.

**Margins:** All margins (top, bottom, left, and right) should be set for one inch. Paragraphs should be indented one-half inch.

**Spacing:** Double space the entire document.  
(Control 2 or Format – Paragraph – Line Spacing – Double).

**Page Numbers:** The pages of your report should be numbered consecutively in the upper right hand corner of the page approximately one-half inch from the top of the page. The author's last name should precede the page number. (View – Header and Footer – Right Align – type the writer's last name – Insert page number)

**Heading and Title:** Before you begin typing your report, set the spacing to double space (as explained in the spacing section). You do not need to prepare a title page unless directed to by your instructor. At the top of the first page at the left margin, type your name, your instructor's name, the course name and number (if it has a number), and the date. All of those items should be on separate lines. Since you should already be set on double spacing, you only need to press enter once after each typed line. Return again and center your title. If your title requires more than one line, double space between the lines. Press enter once and begin typing your text. Your text should be left justified with paragraphs indented ½ inch.

**Set-off quotations:** Indent set-off quotations one inch from the left margin.

**Works Cited:** Center the two words "Works Cited" (without the " marks) one inch from the top of the page. Double space the entire page. List your sources in alphabetical order. Second and third lines of a source should be indented one-half inch (hanging indent). The page number in the header should continue on to this page.

**Title Page:** Prepare a title page on a separate document (so it does not have a page number). Begin by setting the document for double spacing (Control 2). Click on align center in the formatting toolbar to horizontally center your information. Also vertically center your information (File – Page Setup – Layout – Vertical Alignment – Center). Type the title of your report. Press return eight times and type the heading information (same four lines as listed above in Heading and Title). Your title should be approximately one-third down the page and the heading information should be approximately two-thirds of the way down your page.

**Research Paper Outline:** The outline page should not have a page number. Center the title one inch from the top page and double space the entire document.

**Subheadings** – QS before a subheading (return twice when set on double spacing). Center the subheading, return one time, left justify, and continue typing your paper.