

MLA Format – Word 2003 – XP

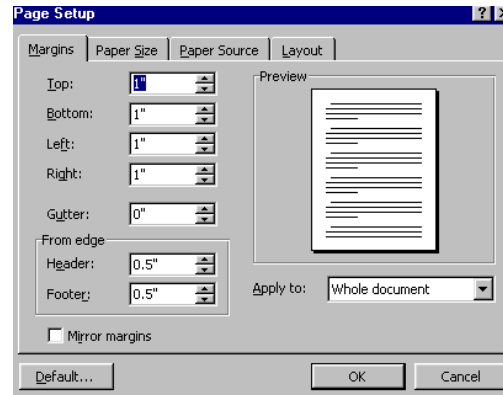
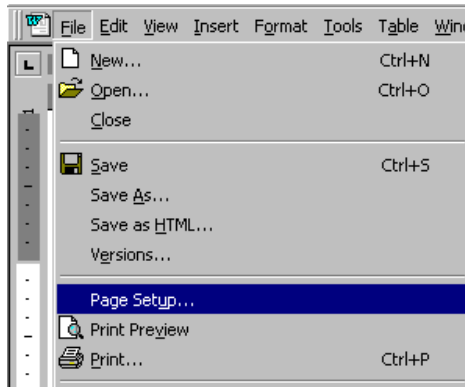
Most Saddleback instructors require assigned home work to include the MLA format consisting of **1" margins, double line spacing, course description** (upper left), **title** (centered, top row), **page numbering** (header), and **works cited** (last page).

Following are recommended step sequence:

1. Margins
2. Line spacing
3. Page numbering
4. Course Description
5. Title
6. Body text
7. Works cited

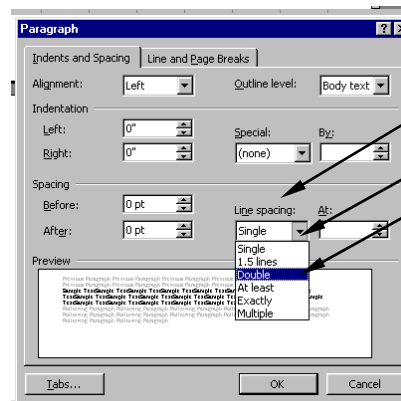
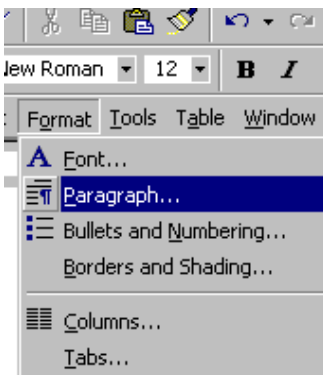
1. Margins

Before beginning your paper, check for the correct margins. they are 1", left, right, top, and bottom, and header set for .5". To check and/or change margins, click **File** on the main menu, then **Page Setup**, click on the **Margin** tab if not already selected. Set the left, right, top and bottom margins to 1" and the header to .5", and click **OK**.



2. Line Spacing

It is recommended to set double spacing before doing any typing. Click the double spacing icon on the menu bar if it is available. If not available, click **Format** on the main menu, **Paragraph**, then **Indents and Spacing** tab, then the down arrow on the right of the **Line spacing:** box, select **Double**, then **OK**

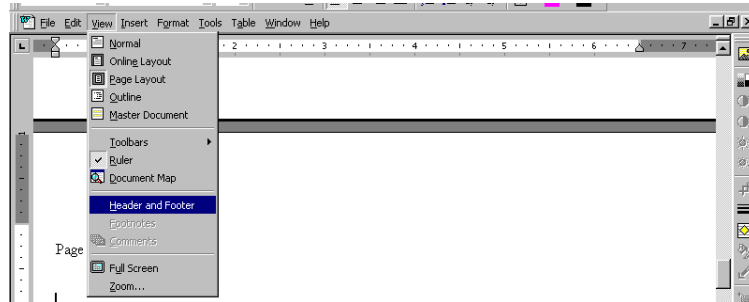


Line spacing:
Arrow
Double

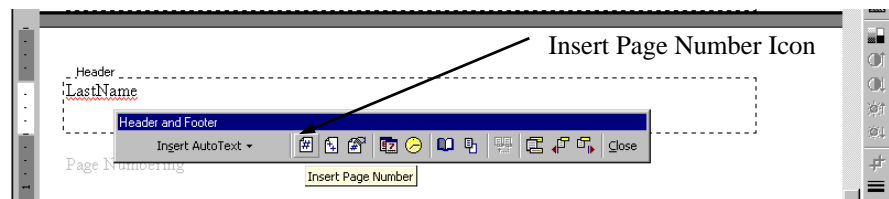
3. Page Numbering

Click **View** on the main menu, **Header and Footer**, type your *last name*, press the space bar once, click the **left icon** (*Insert Page Number*) on the icon bar, click **Right Align** icon on the formatting tool bar, and click **Close**.

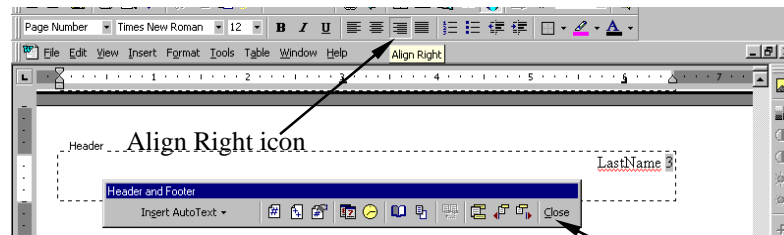
Step 1



Step 2



Step 3



Click Close

4. Course Description

Course description consists of 4 lines, in the top left corner, and looks like this:

Jane S. Jones (your name)

Professor Jones (your instructors name)

English 300

17 February 2000 (current date)

5. Title

The title is one double spaced line below the course description and one double spaced line above the body text, centered, and not bold, italicized, or underlined. There is no ending punctuation. All title words are capitalized except conjunctions, prepositions, and articles, unless they begin your title. Example.

Your Title Goes Here, Centered on Your Page

6. Body Text

Indent the first line of each paragraph by pressing the tab key once (5 spaces). Begin typing until the paragraph is completed; text will automatically wrap (index) to the next line when the right edge of the document is reached, then press the Enter key to end the paragraph. DO NOT PRESS THE ENTER KEY AT THE END OF EACH LINE. See Double Spacing.

7. Works Cited

Details for all of the variations of MLA works cited formats are too numerous for this space. Ask for assistance in the Interdisciplinary Computer Center (room 111) or the LAP (room 114) for referencing the MLA Manual. Or on the internet:

<http://www.dianahacker.com/resdoc/humanities/list.html>

Short-Cut Keys:

Double Space	Ctrl+ 2	Highlight document	Ctrl+ A
Copy	Ctrl+ C	Paste	Ctrl+ V
Formatting dialog box	Right Click		