

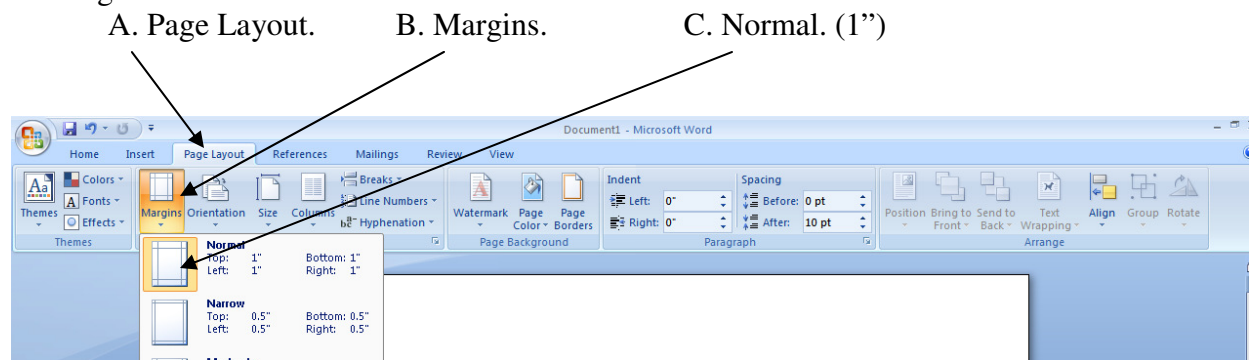
# MLA Format – Word 2007 and 2010

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:

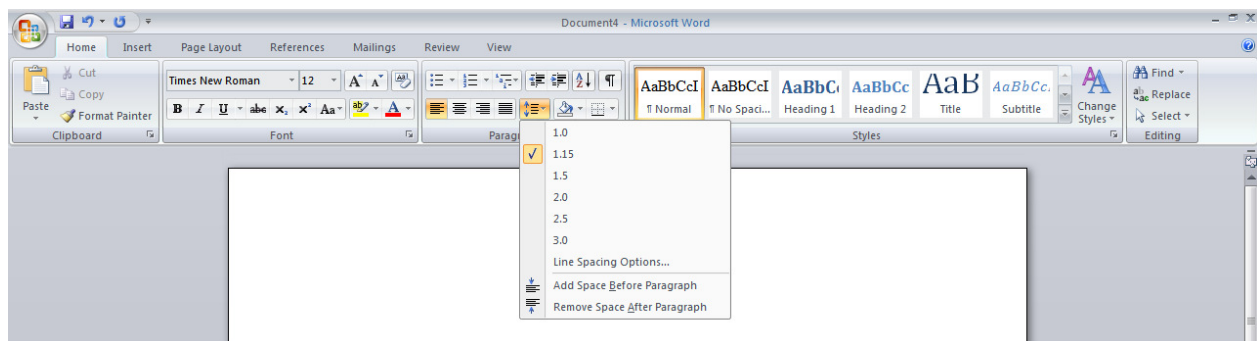
1. Margins
2. Line Spacing
3. Paragraph
4. Page Numbering
5. Course Description
6. Title
7. Body Text
8. Works Cited

## 1. Margins



## 2. Line Spacing

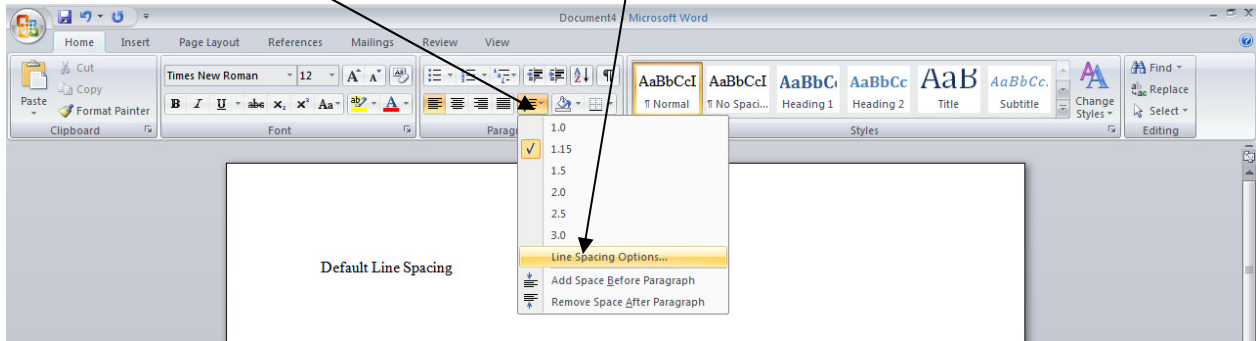
The default (preset) line spacing in Word 2007 is 1.15, however due to other line formatting defaults the line spacing appears to be 2 spaces and probably to most people is acceptable.



To change line spacing to a true double spacing use the following procedure:

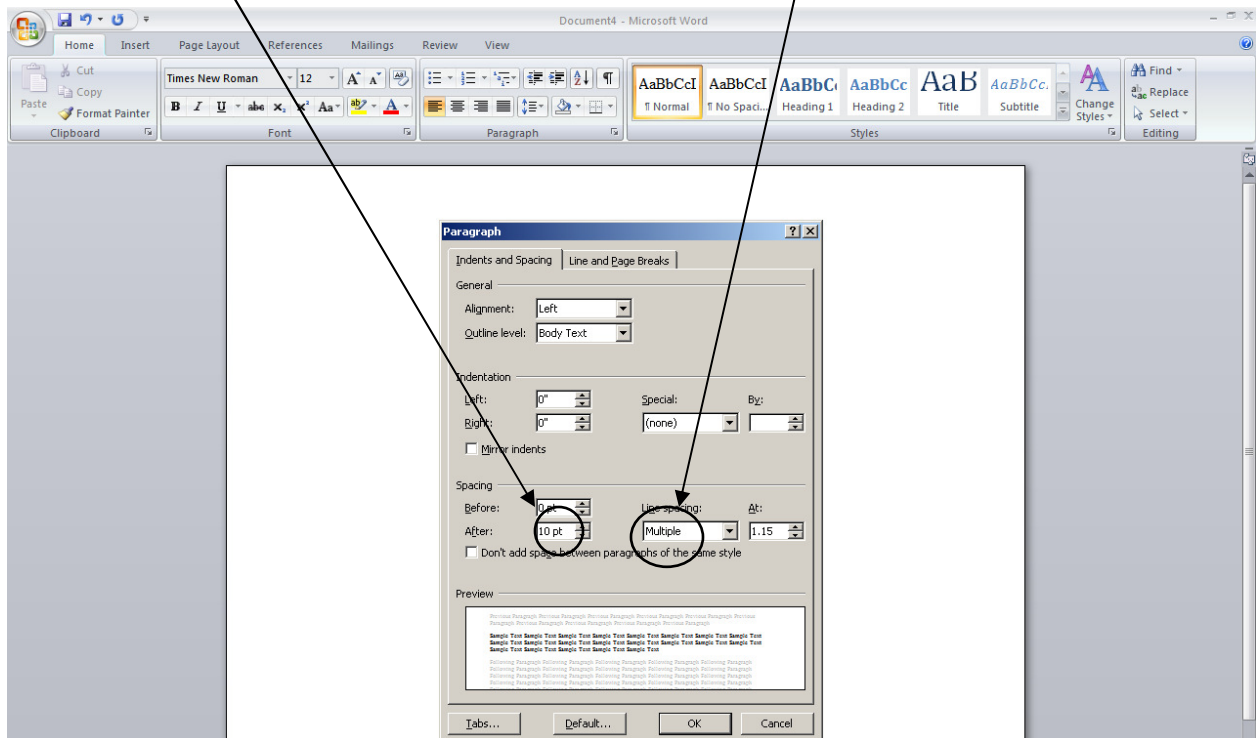
A. Line spacing.

B. Line Spacing Options.

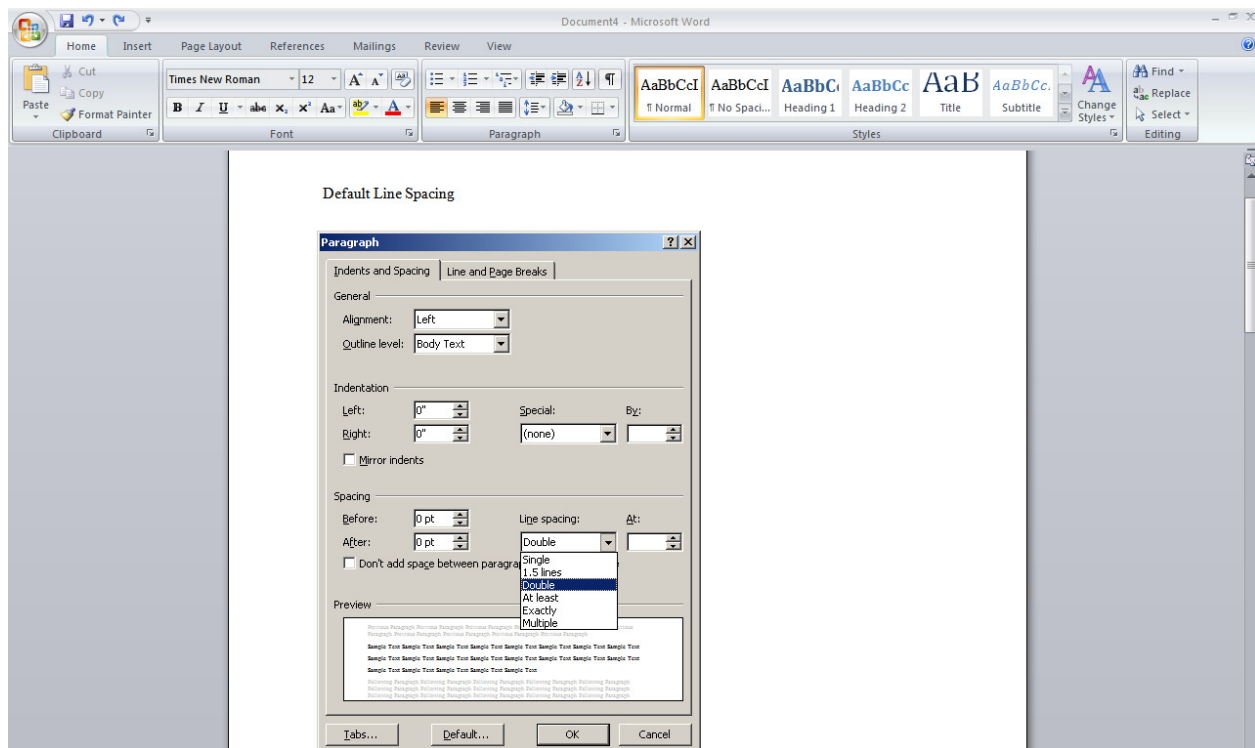


A. Change After: from 10 to 0

B. Change Line Spacing to Double



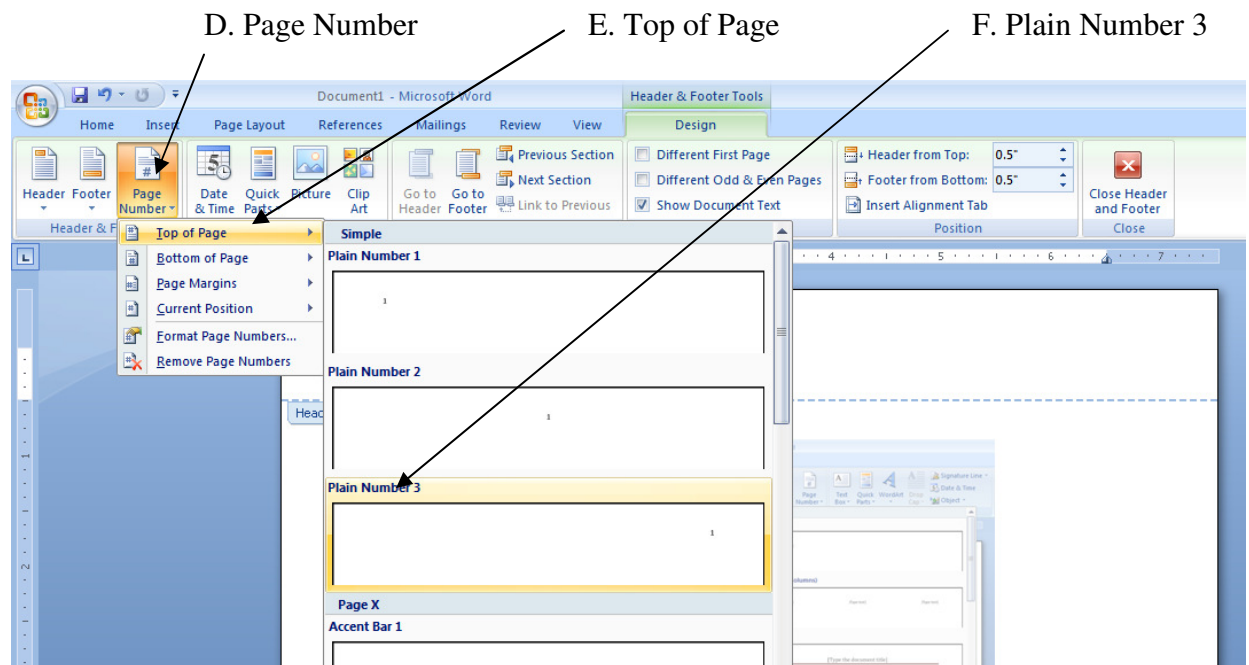
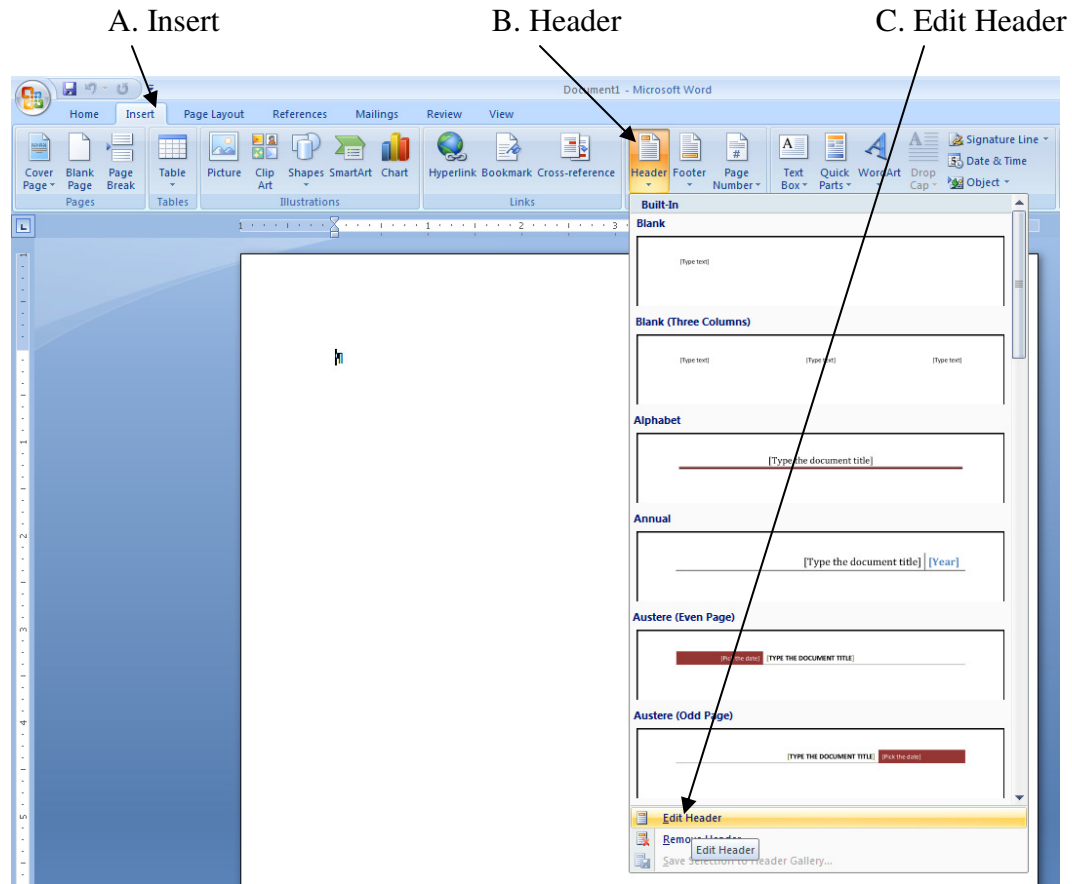
See example below



### 3. Paragraph

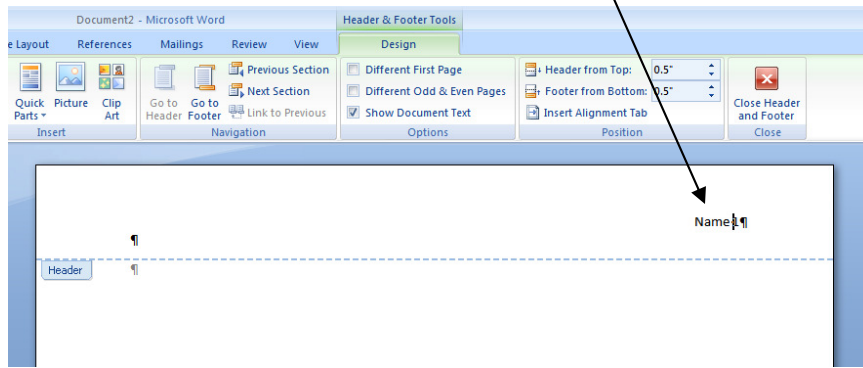
There are no extra spaces between paragraphs. Each paragraph is indented by pressing the **Tab** key once; this produces a ½ in. indent. Many instructors tell students to indent 5 spaces; that is OK when using a typewriter (5 spaces is ½ in.), but when using a computer 5 spaces is not ½ in.; the reason is called “proportional spacing”. The actual indent produced using the space bar varies with the size and type of the font.

#### 4. Page Numbering – Click:

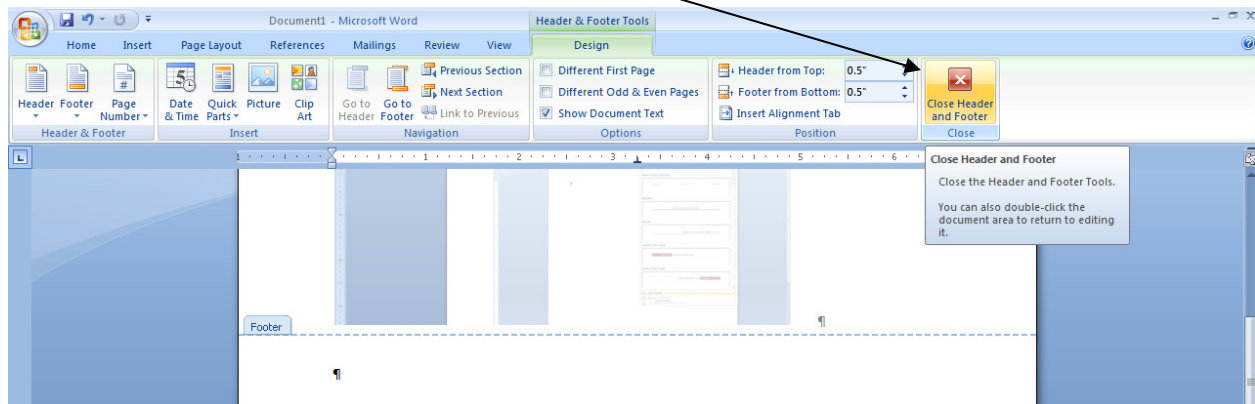


G. Press space bar.

H. Type our last name.



I. Close Header



## 5. 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

06 October 2008 (current date)

## 6. 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. Ex.

Your Title Goes Here, Centered on Your Page

## 7. 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.

## **8. Works Cited**

The works cited page is the last page of your document. In order to 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>

### **Additional Note:**

It is suggested that the works cited page be created as a separate document to avoid complications with page numbering. Also, if a cover sheet is desired, it too is best if created as a separate document. Once formatted, it then can be used for other homework assignments by merely making the necessary changes.

### **Short-Cut Keys:**

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