Formatting an MLA Paper in Word 2013:

**Upper Left corner:**
Name, instructor, class and date

In Home tab Choose:
Times New Roman font
12 point size
Left justified alignment

Upper left hand corner

Your name
Your instructor’s name
Class
Date in this order: 15 Sept. 2015
Upper Right corner:

Insert page number with last name added

For page number/header:
Click Insert tab:
Choose Page Number
Top of Page option
Plain Number 3 (upper right)
Type last name before the number 1
Title and Body

Title centered, double spacing, one inch margins.

In Home tab:
Center align the title
Left Justify the body

One inch margins are the default in Word and should already be set

To double space your paper choose 2 from pull down options

Your name
Your instructor's name
Class
Date in this order: 15 Sept. 2015

Your margins should be set to one inch. Indent the beginning of each paragraph. Word will do this automatically when you hit enter. Double space the body of your document. At the end of our paper you will have a Works Cited page. For more information on MLA style visit owl.english.purdue.edu.
Works Cited

Hanging indent, alphabetized


Go to Paragraphs to get Hanging Indent for Works Cited

Alphabetize citations
Works cited pages should be in "hanging indent" found in Home tab:

1. Highlight your citations
2. Choose paragraphs
3. Find Special
4. Choose Hanging from drop down
5. Click Ok