

MLA Format in Microsoft Word

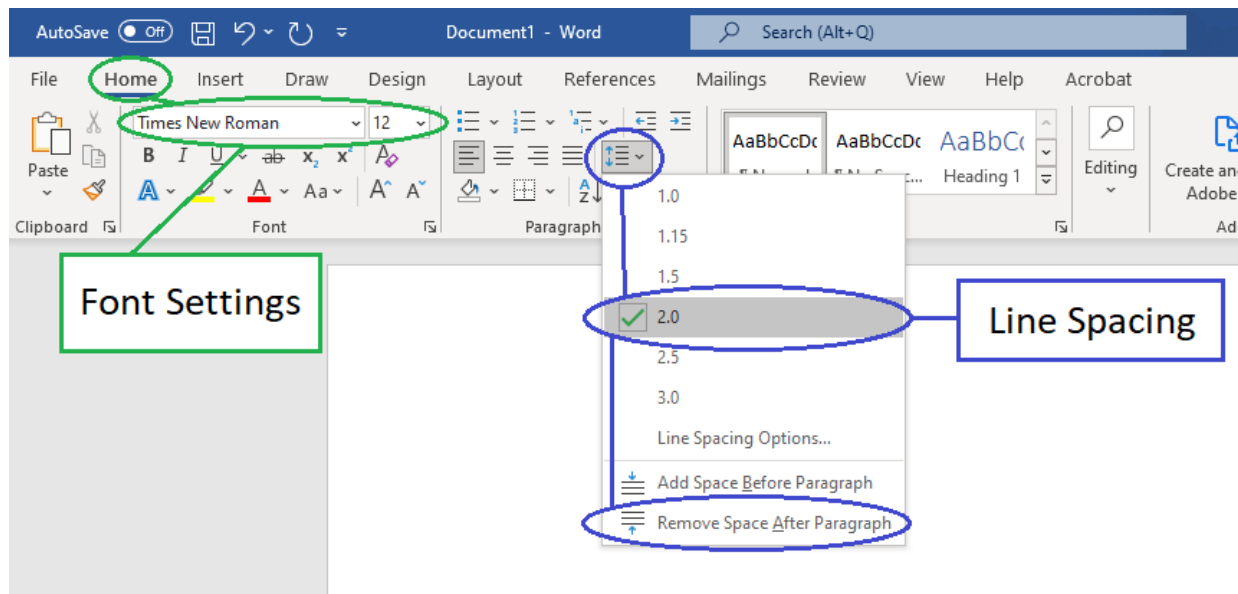
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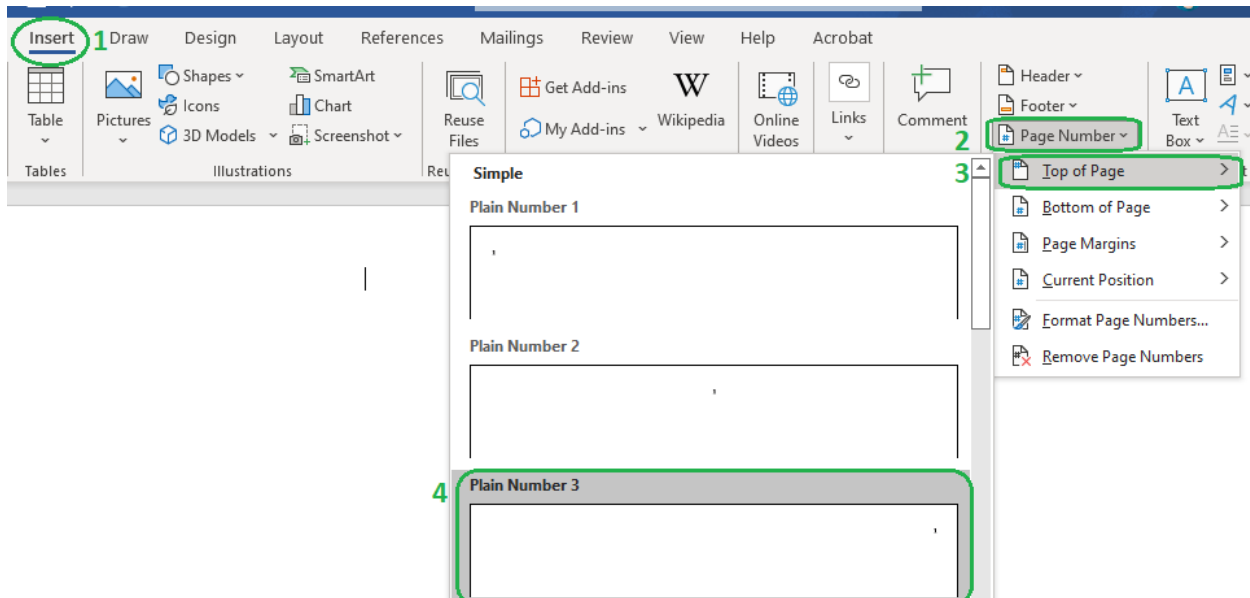
Page Setup

This tutorial uses Microsoft 365. Your screen may look different depending on your settings.

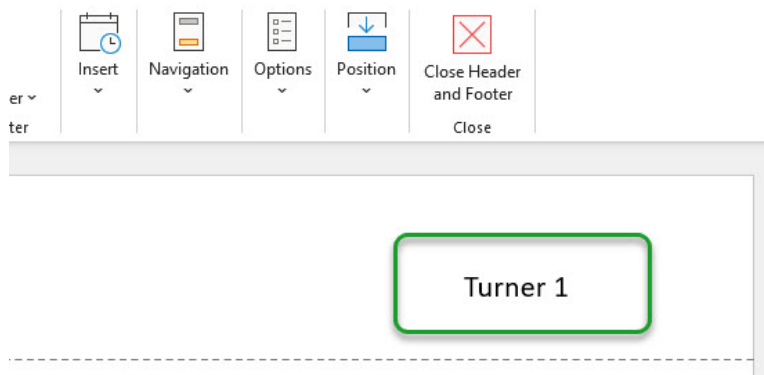
- Click the **Line Spacing** button in the **Paragraph** group. Choose **2.0**. (If you do not see the **Line Spacing** button, click the **Home** tab.)
- If **Remove Space After Paragraph** is at the bottom of the **Line Spacing** drop-down menu, click on it.
- If necessary, click the arrow next to the **Font** box, and choose **Times New Roman**. Click the arrow next to the Font Size box and choose **12**.



- Click the **Insert** tab. Click **Page Number**, choose **Top of Page**, and then choose **Plain Number 3**.



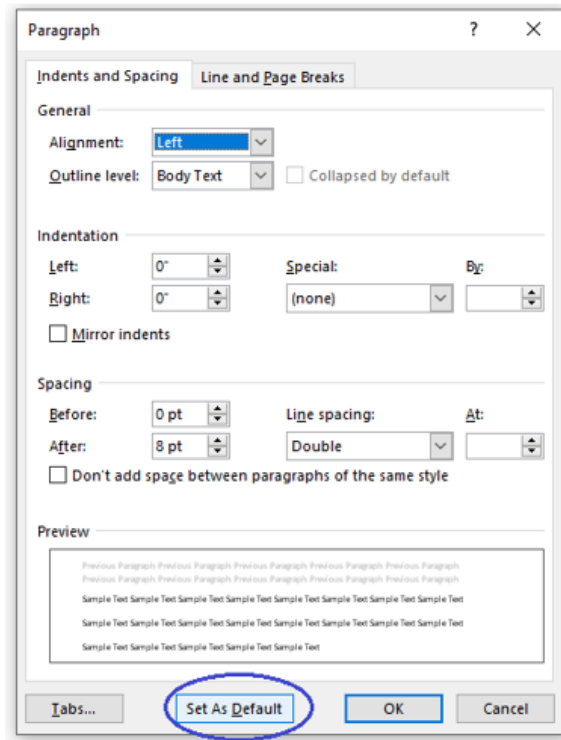
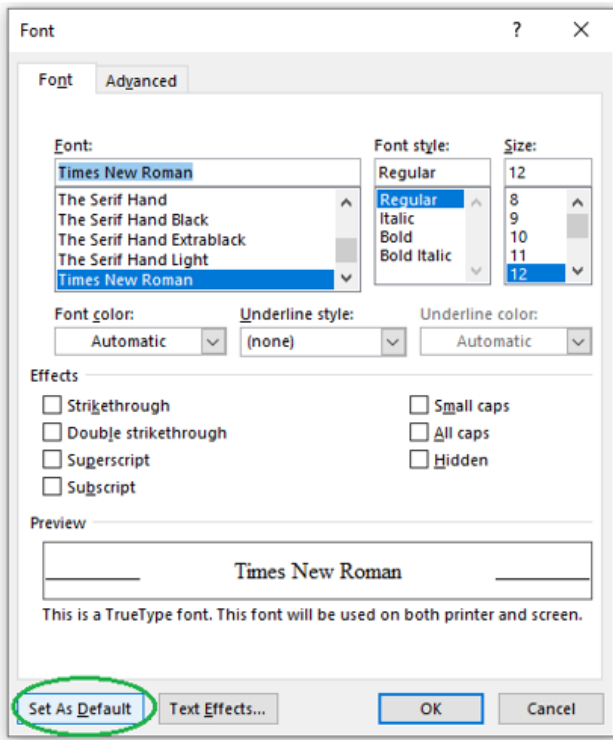
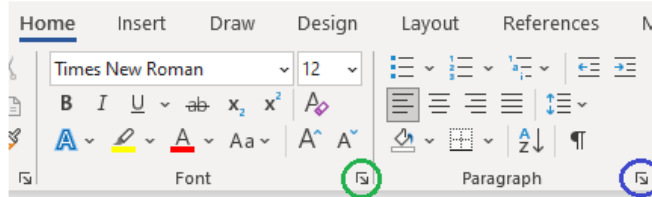
- Add your last name and a space in front of the page number as seen below.



- If your last name and the page number are not in **Times New Roman**, highlight them, click on the **Home** tab, and change the font and size.
- Double click below the dotted line or click **Close Header and Footer**.

Setting Defaults

- To set the above font and paragraph settings as defaults (automatic settings), go to **Font** and select **Set as Default** and, under **Paragraph Settings**, select **Set As Default**. Once you set your font and paragraph settings as default, they will be the automatic font and paragraph setting for each new document you open.



Heading, Title, and Margins

- At the top of your paper, type your name, the instructor's name, the class, and the date. Press the **Enter** key once at the end of each line.
- Click the **Center** button in the **Paragraph** group. Type the title of your essay. (Capitalize the first letter of each main word, and do not underline, boldface, or quote.) Press the **Enter** key once.
- Click the **Align Text Left** button (to the left of the **Center** button).
- Press the **Tab** key once, and you are ready to type the first paragraph of your paper.

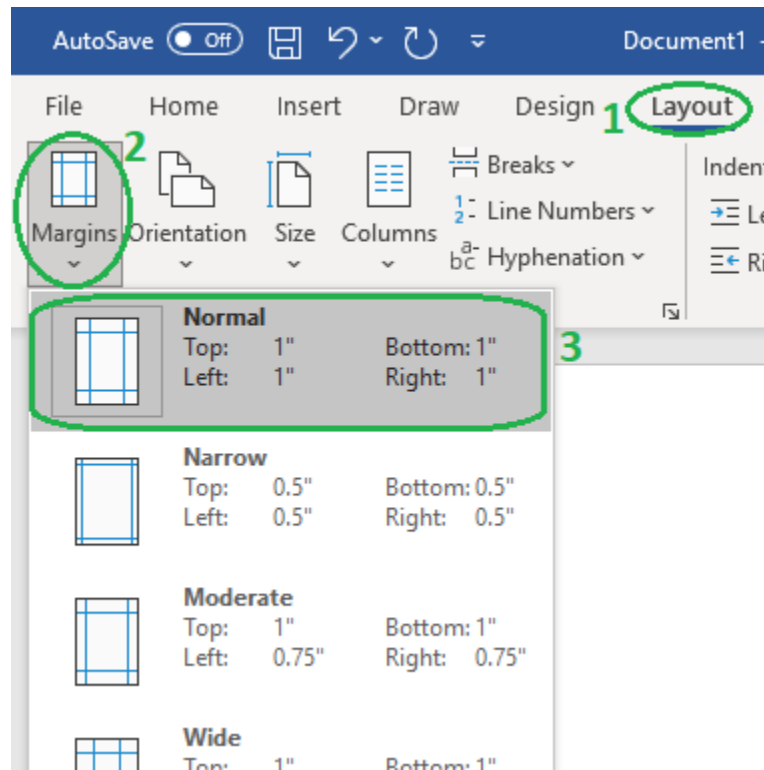
The screenshot shows the Microsoft Word interface with the following content and annotations:

- Header:** Cardoso 1
- Text (Left-aligned):** Celeste Cardoso
Professor Nakahara
Psychology 100
29 April 2021
- Title (Centered):** The Benefits of Mindfulness Meditation for College Students
- Paragraph (Left-aligned):** Meditation is a centuries long exercise, but mindfulness is gaining traction today as it has proven to have many benefits in helping manage stress and improve well-being. Psychologists have found that mindfulness meditation changes our brain and biology in positive ways.

Annotations in the image include:

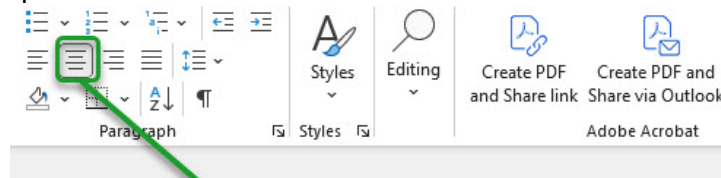
- A green box labeled "Heading and body Align Left" pointing to the left-aligned text and paragraph.
- A blue box labeled "Title Centered" pointing to the centered title.
- A blue box in the Word ribbon pointing to the "Center" button in the Paragraph group.

Note: One-inch margins are the default setting. However, if you need to set the margins, click the **Page Layout** tab, click **Margins**, and choose **Normal**. Never use the ruler to set the margins; it gets messy. 😞



Works Cited Page

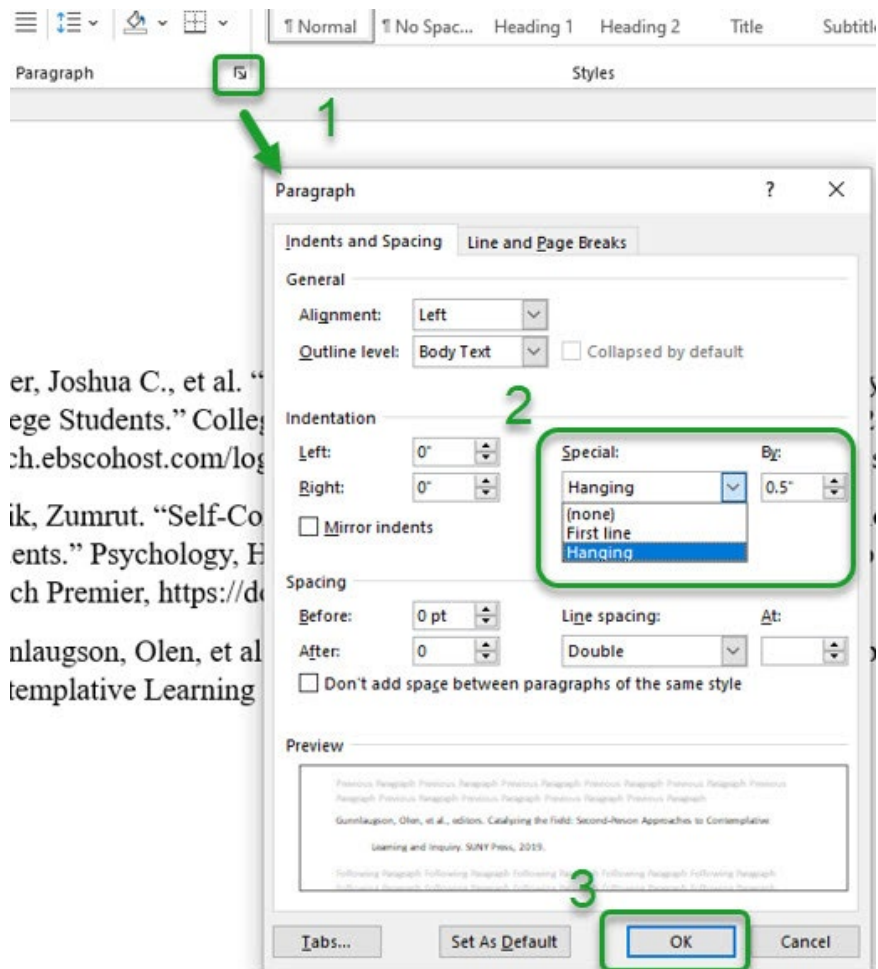
- To start your Works Cited, scroll to the bottom of your essay and insert a new page (Page Break). The keyboard shortcut is **Ctrl + Enter** for PC users, or **Command + Return** for Mac users.
- On your new page, type **Works Cited** (Not bold) and use the alignment buttons in the Paragraph group to center it.



I

Works Cited

- Press Enter, then click the left alignment button to set up your citations.
- If you need help citing, check out the MLA Handbook on the Sierra College Writing Center webpage!
- After placing your citations, check that the font is set to Times New Roman, size 12 and that the entries are double-spaced with no extra spaces between entries.
- To set the hanging indent, select your citations and click on the paragraph options button. Under **Indentation**, select **Hanging** from the **Special** drop-down menu.



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ch.ebscohost.com/log
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nlaugson, Olen, et al
templative Learning

After that, your paper should be properly formatted in MLA. 😊 Be sure to save your paper! Feel free to download our MLA handbook from the [Writing Center Webpage](#) to see more examples of properly formatted essays. If you need more support, make an appointment with us at the Writing Center.