

## MLA Format for Essays

**Font:** should be **Times New Roman**.

**Font size** should be **12** throughout the **entire** paper.

**Indent:** Push on the **Tab** key on your keyboard every time you begin a **new paragraph**.

### **Double-Space:**

1. Highlight **all** Text (**Ctrl-A**)
2. Pres **Ctrl- 2** to double space.



### **Margins:**

1. Go to **File** on the toolbar at the top of the page. 2. Next, click on **page setup**.
3. Click on the **drop-down arrows** until all the margins are **1 inch**.

*Should look like this:*

Top: 1"                      Bottom: 1"  
Left: 1"                     Right: 1"

### **Header:**

1. Go to **View** on the toolbar at the top of the page.
2. Click on **Header and Footer**
3. Type Your Last Name
4. Click on  to number your pages
5. **ALIGN RIGHT**  (This should be the only text in your essay that is aligned right!)

### **Heading:**

**KEEP ALIGNMENT TO THE LEFT.**

On the top right of the page, type... .

- First and last name
- Teacher Name- Period Number
- Class Name
- Date

### **Example:**

Bruce Wayne  
Miss Easterly-Period 5  
Writing Support II  
2 April 2009

### **Title:**

1. Click on the **center** button on the **right** side of the toolbar.
2. Type in the **title** of your essay. (Do **NOT** change the font style or size!)
3. Push the **Tab** key on your keyboard
4. *You are now ready to begin typing your essay!*

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