

# MLA Format & MS Word

**FONT:** Calibri – 12 (Your teacher may instruct you to use another font.)

**LINE SPACING:** Double (2.0)

**PAGE NUMBERS:** INSERT → PAGE NUMBER → TOP OF PAGE → PLAIN NUMBER 3 → Type your LAST name in front of the number. Space once after name. Click **Close Header and Footer**.

**HEADING:** In the upper left-hand corner of the page, type your name, your teacher's name, the class, and the date.

First Last

Ms. Teacher

English 9

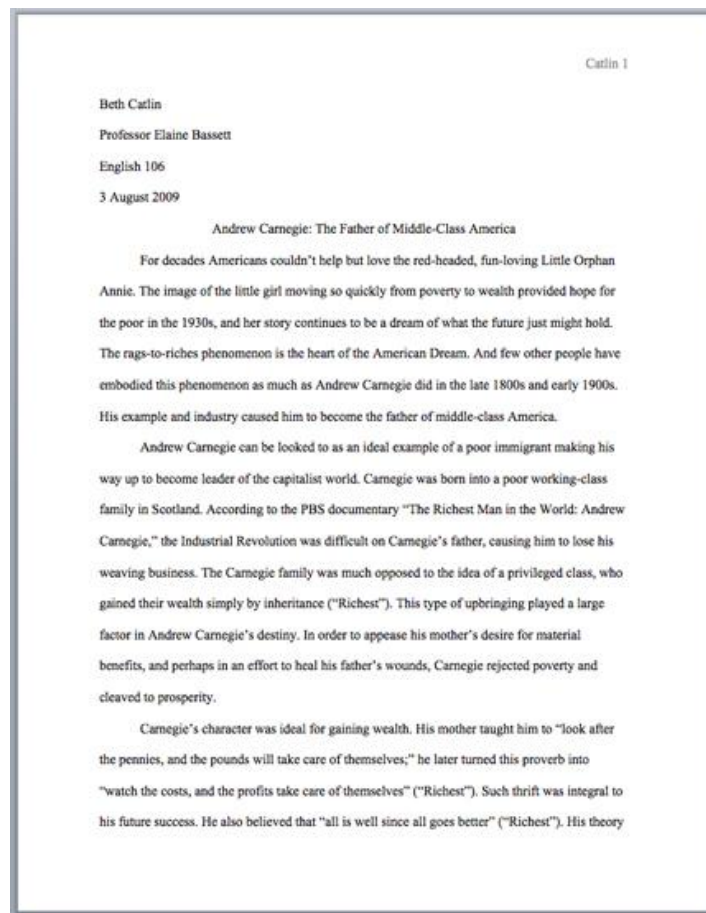
2 May 2013

**SAMPLE HEADING**

← Date Month Year

**TITLE:** Enter after you type the date and center the title.

**BEGIN TYPING:** Press the TAB key to indent the first line of each paragraph. Do not put extra lines between paragraphs.



## How to Create Your Works Cited Page

**PAGE BREAK:** After the last paragraph of your essay: INSERT → PAGE BREAK

**WORKS CITED TITLE:** Center and type the words **Works Cited**

**ENTER YOUR MLA CITATIONS** in alphabetical order by the first letter of the citation (ignoring "A," "An," & "The").

**HANGING INDENT:** HOME → PARAGRAPH → INDENTATION → SPECIAL: HANGING 0.5"

Smith 9
Works Cited
Abzug, Bella. <i>Gender Gap: Bella Abzug's Guide to Political Power for American Women</i> . Boston: Houghton Mifflin, 1984. Print.
Coupe, Laurence, ed. <i>The Green Studies Reader: From Romanticism to Ecocriticism</i> . New York: Routledge, 2000. <i>netLibrary</i> . Web. 16 Nov. 2010.
Donnie Darko. Dir. Richard Kelly. 20th Century Fox Home Entertainment, 2001. Film.
Fitzgerald, F. Scott. "Babylon Revisited." <i>The Norton Anthology of American Literature</i> . <i>Between the Wars 1914-1945</i> . 6th ed. Vol. D. Eds. Nina Baym, et al. New York: Norton, 2003. 1658-72. Print.
Flannagan, Roy. "Reflections on Milton and Ariosto." <i>Early Modern Literary Studies</i> 2.3 (1996): n. pag. Web. 22 Feb. 1997.