

## English III: MLA Format Instructions – Microsoft 2007

- **Double-space** the text of your paper, and use a legible font of **Times New Roman**, size **12**.
  1. When in Microsoft Word and the **Home** tab, click on the little arrow for **Paragraph**
  2. A new box will appear. Under **Line Spacing**, use the scroll down menu for **Line Spacing** and click on **Double**. (Make sure the “Don’t add space between paragraphs of the same style” is marked)
- Set the margins of your document to **1 inch** on all sides. Indent the first line of a new paragraph.
  1. When in Microsoft Word and the **Page Layout** tab, click on the little arrow for **Page Setup**.
  2. A new box will appear. Under **Margins**, make sure that **top, bottom, left, and right** all have **1” margins**. (Type in 1” if it says 1.25) Microsoft Office 2007 may already do this for you, but it is always good to double check.
- Create a header that includes your last name and page numbers in the upper right-hand corner that is ½ inch from the top of the page.
  1. To place a **page number** and **last name** on the top right hand corner, click on the **Insert** tab. Click on the **Page Number** label and scroll to **top of page**.
  2. Under the new box for **top of the page** number, click on **Plain Number 3**. The number will now appear on the top right hand corner.
  3. The number will be highlighted on the page. Now you must immediately type in your last name and press the **space bar** once. Your name and page number will now be on every page.
- Your title does **NOT** need to be underlined or in italics. You only need to **capitalize** the title. There should only be one space between your title and the first sentence.

### Formatting the First Page of Your Paper

- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.

The diagram shows a page layout with the following elements:

- Wilson 1** in the upper right-hand corner.
- Shawn Wilson** in the upper left-hand corner.
- Ms. Kennedy** in the upper left-hand corner.
- English III** in the upper left-hand corner.
- 16 April 2009** in the upper left-hand corner.
- Meaningful Music** in the lower right-hand corner.

A dotted box highlights the text: "There should only be one space between the heading and title. Only press enter once after typing in the date!". An arrow points from this box to the date "16 April 2009". Another arrow points from the top right of the page to the "Wilson 1" header.

## Formatting the First Page of Your Paper (Continued)

- Double space again and center the title. Do not underline your title or put it in quotation marks; write the title in Title Case, not in all capital letters. (For example: Meaningful Music, The Internet and the Teen, A Way to Fame)
- Double space between the title and the first line of the text. If your word processor is set to double space, you only have to press enter **once** in order to do this.

### Example of the First Page with an Introduction Paragraph

Wilson 1

Shawn Wilson

Ms. Kennedy

English III

16 April 2009

#### A Dissembling Diva

Salem, Massachusetts is anything but a solemn and steady Puritan town in the spring of 1692. During this time of “mass hysteria,” many people and factors contribute to the deaths of twenty people and jailing of 150 people. In the play, *The Crucible*, by playwright Arthur Miller, the Salem community is described as devout to the Church and followers of a regimented way of life. Out of this God-fearing community, there lies a faction of people whom may be held accountable for the acts which took place during the witch trials. One of the people most responsible for the Salem tragedy is Abigail Williams. Abigail Williams’ threatening demeanor, misleading personality, and promiscuous behavior in the Salem village lead to a horrific tragedy during the Salem witchcraft trials and executions.