MLA – Formatting in Microsoft Word 2010

Many professors, especially in the Humanities, will ask you to prepare papers in MLA (Modern Language Association) format. That organization prepares a handbook showing how to format papers and document sources. Their rules for standard college papers include:

1. Typeface: Times New Roman, 12 pt
2. Spacing: Double-spacing throughout (no exceptions!)
3. Margins: 1” margins on top, bottom, left, and right
4. Header: Last name and page number in upper right corner of all pages

To set **typeface**:
1. Under the Home tab in the Font section, select Times New Roman from the Fonts list and 12 from the size list.

To set **spacing**:
1. Under the home tab in the Paragraph section, click the line spacing icon, then click Line Spacing Options.
2. In the Spacing section, select 0 pt for Before and After. For Line Spacing, select Double. Click OK when finished.

To set margins:
1. Under the Page Layout tab in the Page Setup section, select Margins. Select the Normal option, which should be 1” on all sides.
To create a header:

1. Under the Insert tab in the Header & Footer section, select Header, then select Blank from the list.

2. This format should be set up with pre-formatted tabs. Tab over twice to the right-aligned tab, then type your last name followed by a space.

3. In the Header & Footer Tools Design tab, select Page Number from the Header & Footer section. Select Current Position, then Plain Number.
4. The page number will be inserted behind the last name. Click Close Header & Footer.