

MLA Format: Research Paper

Correct MLA Heading:
Looks like:

	Smith 1
John Smith	
Mrs. Kolodney	
English 11CP Per. 5	
20 January 2005	
	The Lost Boys
Indent, then begin your essay here. Your entire essay needs to be double-spaced with one-inch margins all around.	

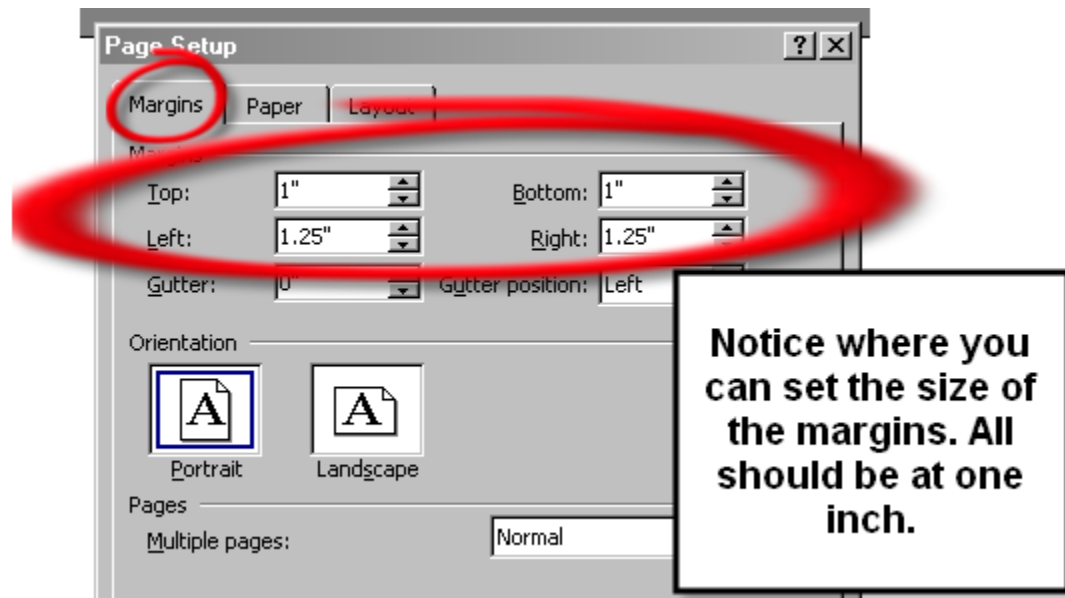
<p>How to:</p> <ol style="list-style-type: none">1. Go to "File" and then "Page Set Up." Be sure Right, Left, Bottom, Top margins are all set at one inch.2. Go to "Format," then "Paragraph." Set "Line Spacing" to double.3. Go to view and open <u>Header and Footer</u>.4. In the header, type your last name all the way to the right, using the <u>align right</u> tab in your toolbar.5. Go to Insert and click on <u>page numbers</u>. Choose "Position: Top of page" and "Alignment: Right."6. Now click OK. Your page numbers will now appear on every page, along with your name.7. Now click "close" so you can type your heading.
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Smith 2

Smith 3

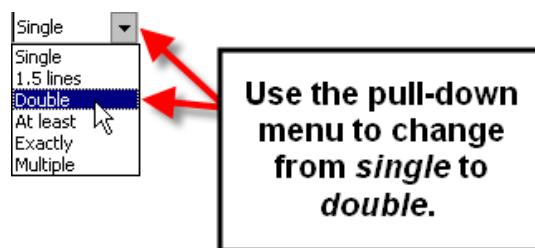
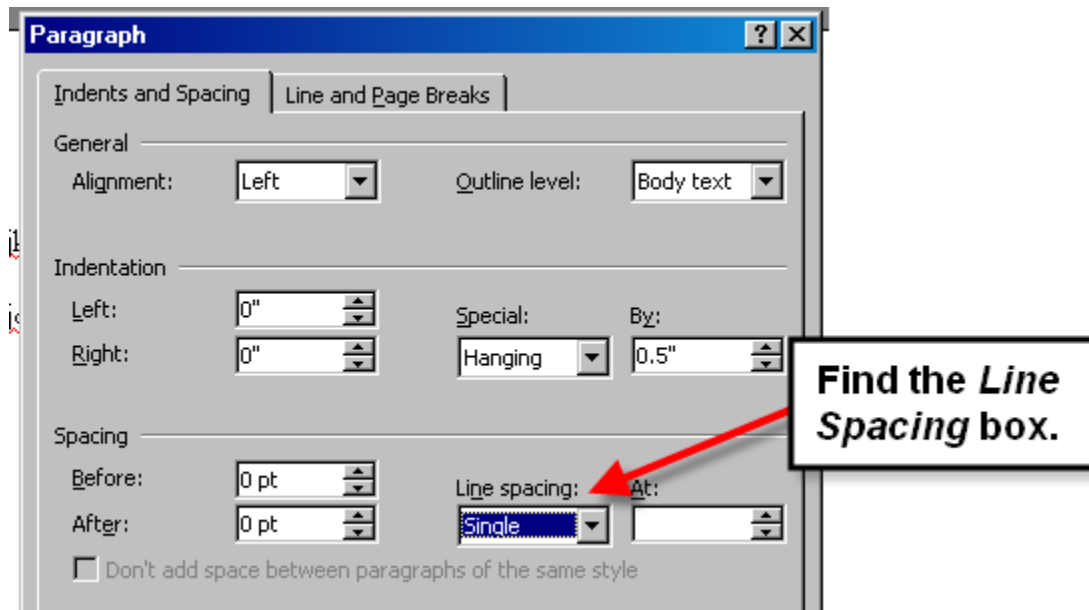
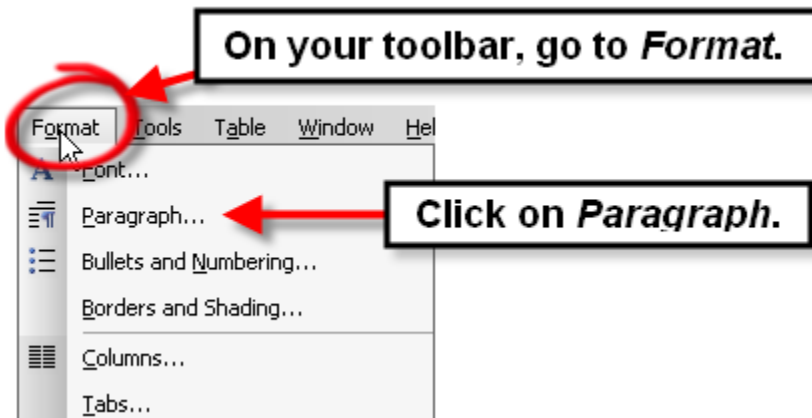
Smith 4
Works Cited

Setting Page Margins in Microsoft Word



Use arrows or type in the box to change margins to one inch.

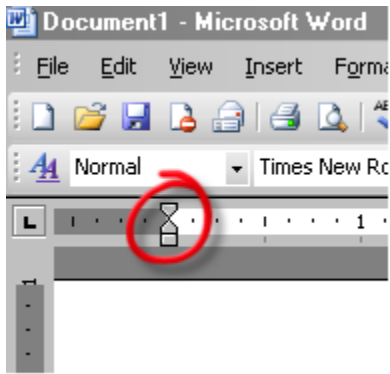
Double-Spacing in Microsoft Word



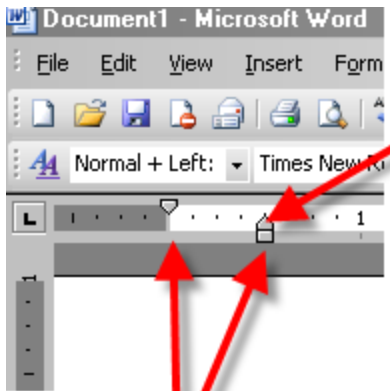
Result: There will be space between each line of text, as below.

Tyruehjs thjerkqarh rheuirh rehjawe thuer hfjer hjur ghjr aghrja ghrja ghjra lghfdjs
gjhfsdgjka ghfdja fdhja fhdjak fhdja fhdjak fhdja fhdjal hweuirypiwu hfjdas hfjdsal hgfuweip g
hfgjai hdsj fhdual hfudia hfeua hdjak lfhdjak.

Hanging Indent for Works Cited (in Microsoft Word)

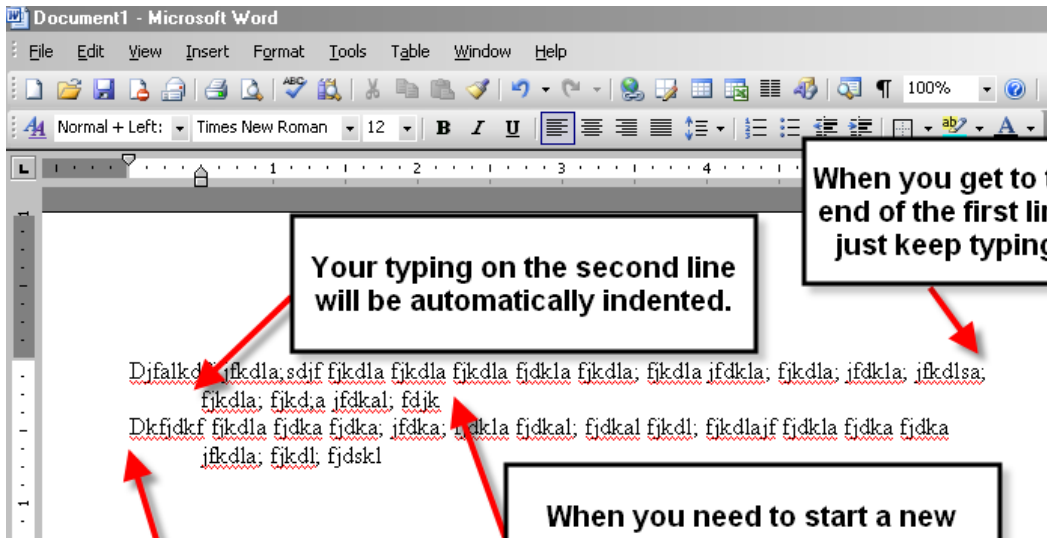


Notice the two triangles and the square on the ruler.



With your mouse, grab the lower triangle (point faces upward).

Drag the triangle over 1/2 inch.



When you get to the end of the first line, just keep typing.

Your typing on the second line will be automatically indented.

When you need to start a new entry at the left margin, hit *Enter*.

The entry will be back out along the margin, and the next line will be indented again.