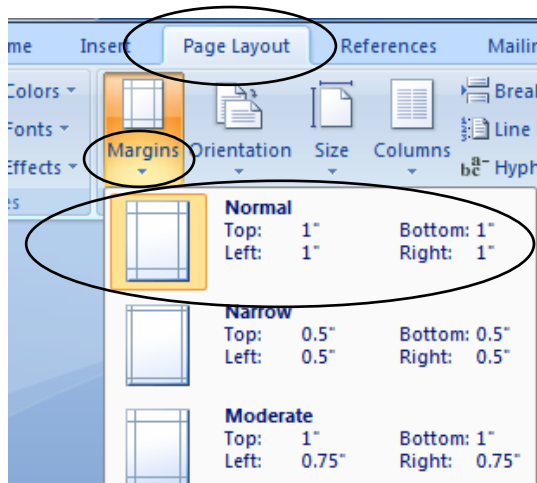MLA Format in Microsoft Word 2007

Default margins are 1". To check this, go to Page Layout → Margins → Normal

The paper must be double spaced with a ½ ″ indent on the first line of each paragraph. To set this, go to Home → Paragraph → click on the icon on the bottom right → First line indent under Special → Set line spacing Double → Set 0 pt spacing After and check Don't add space between paragraphs → Click OK
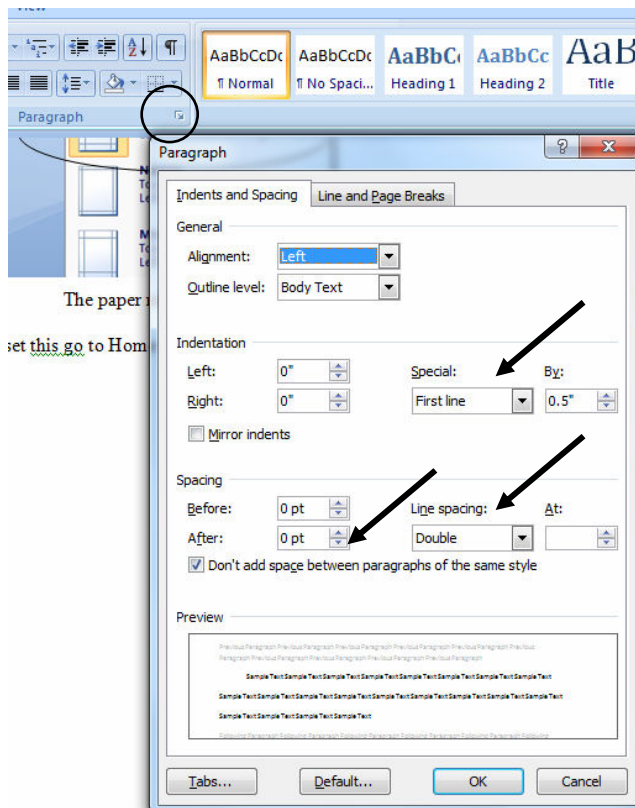
Each page must have the page number and your last name in the upper right corner. To set this select Insert → Header → Edit Header → Page Number → Top of Page → Right → Type your last name in front of the number that appears and insert one space → Click the X above Close Header and Footer.
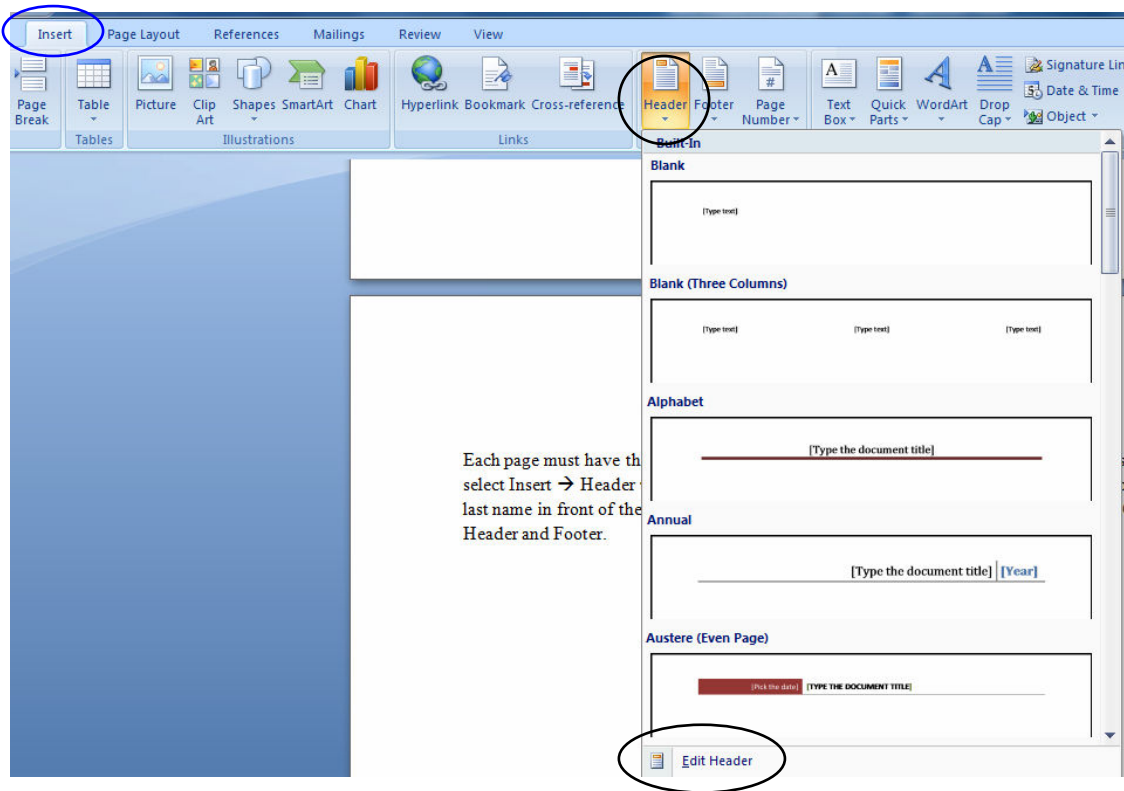

Select Plain Number 3
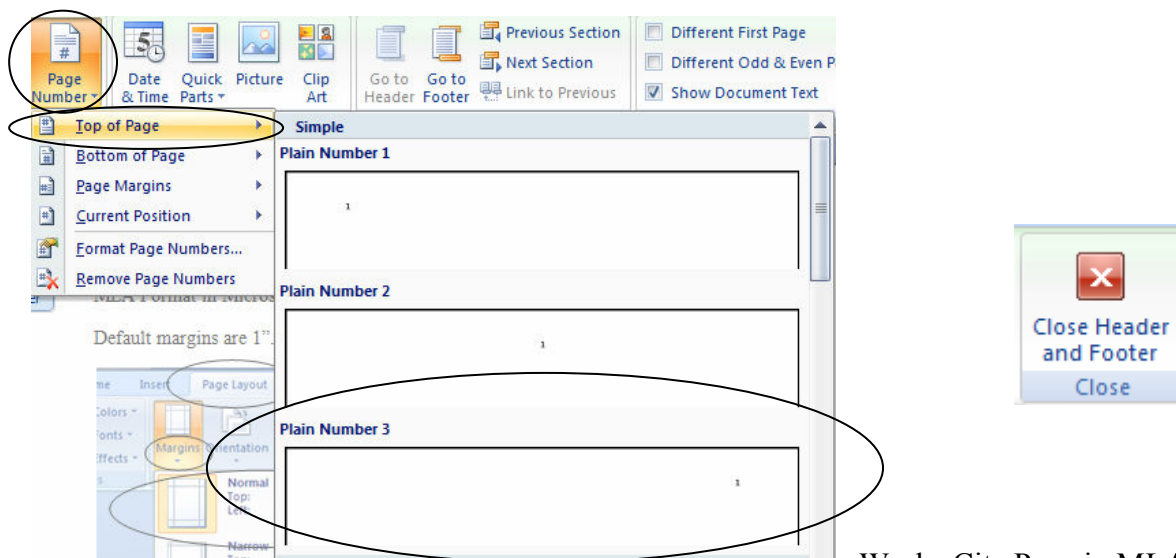
Works Cite Page in MLA Format

To make a new page after your paper, hold down the Ctrl key and press Enter.

The Works Cited page must be double spaced with a ½ ″ hanging indent (each line after the first is indented). To set this, go to Home → Paragraph → click on the icon on the bottom right → Hanging indent under Special → Set line spacing Double → Set 0 pt spacing After and check Don't add space between paragraphs → Click OK
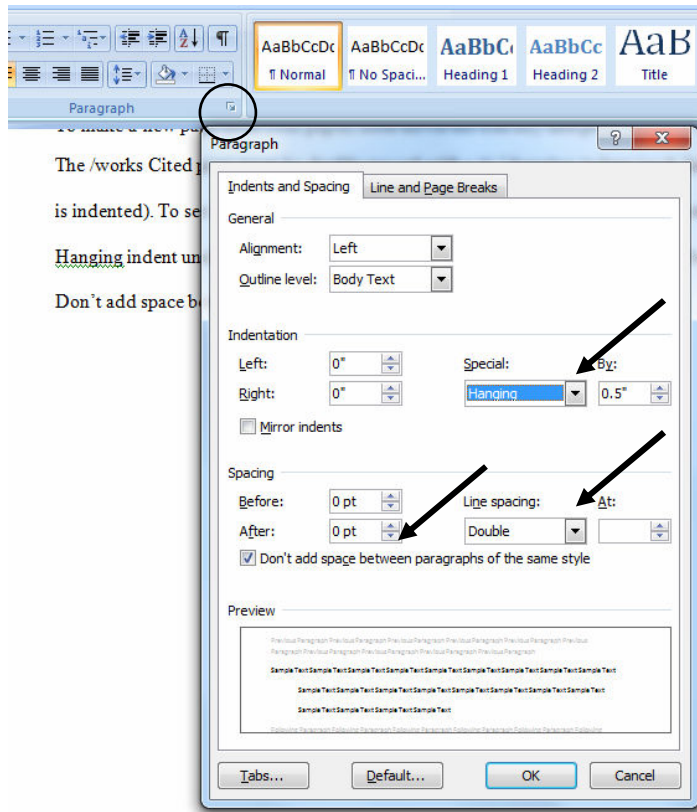
The title Works Cited or Works Consulted must be centered at the top of the paper. To do this, click the Center icon on the paragraph box, type the title, then return to left aligned.
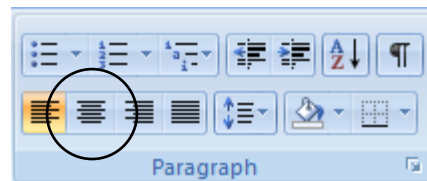
Remember that your citations must be alphabetized.