

## How To Create a Perfect MLA styled Paper

**Font:** Times New Roman

**Font Size:** 12

**Margins:** 1inch

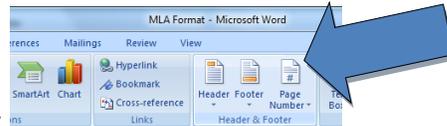
**\*THE HEADING AND THE HEADER ARE TWO DIFFERENT THINGS!**

**Header:** Hit insert at the top of this screen, page number, hit “top of page” and then “Plain number 3”, and add your LAST NAME and a space in front of the page number. Highlight your last name and the number, click the home tab, and change the font to Times New Roman 12. Click the design tab again, and hit “Close header and footer”. **STEP-BY-STEP PICTURES ARE SHOWN BELOW.**

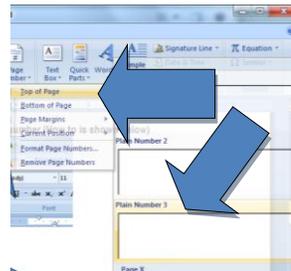
1. Click “Insert” Tab at the top of Microsoft Word



2. Click Page Number



3. Select “Top of Page,” then “Plain Number 3”



4. Type your last name *and a space* where the cursor is flashing which is to the left of the number 1



5. Highlight your name and the number, then click “Home” Tab.



6. change the font to Times New Roman 12



7. Click “Design” tab again and click Close Header and Footer.



**Heading:** This will be the first thing that you type out on the LEFT-hand side of the page. First, you will put your first name and last name. Then you will hit enter ONCE, put Mrs. Payton or Ms. Moore on the second line, hit enter ONCE again, put the class title English II and your class period on the third line, and hit enter ONCE one last time and put the paper's due date in the format: 23 Oct. 2015. **STEP-BY-STEP PICTURES ARE SHOWN BELOW.**

**Title of Paper:** You will hit enter ONE time between your heading and your title. Center your title when you are ready to put it on your paper. You can do this by highlighting your title only and hitting the center text button on the top of this page. This button is located right above the "paragraph" button.

Billy Smith

Ms. Moore

English II 5<sup>th</sup> Hour

15 May 2014

Your steps to do this are below. DO NOT CLICK IN THE "HEADER" TO START TYPING. This heading is typed on the very top of your paper.

Garth Williams and Mo Williams

{Begin Introduction, Hook and Thesis Statement.} Garth Williams and Mo Williams are

both talented illustrators who drew pictures in children's books.

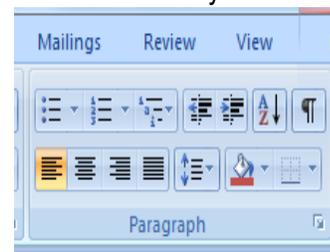
*EXTRA HINT: Notice the spacing. There aren't five lines between the heading, the title and the introduction.*

**Your Heading should have these lines starting at the very top of your paper:**

1. Your first and last name
2. Your teacher's name
3. Your class (English [capital i] [capital i]) and class hour
4. The date in MLA format (Day Number, then Month, then Year)
5. The very next line should be your title. Do not add extra spaces or get too friendly with the "Enter" button. Highlight the title and center align it.

**Paragraphs:** Your paragraphs need to be double spaced. **(Highlight all your text)** Click the paragraph button at the top of left of this page, change line spacing to double, make sure "before" is at zero and "after" is at zero, click the box that says, "Don't add space between paragraphs of the same style". Then click "OK". **STEP-BY-STEP PICTURES ARE SHOWN BELOW.**

1. Click the little square on the bottom of the "Paragraph" tab.



2. Change the components shown on the box below,
3. (Make your paragraph box look EXACTLY like mine)

Paragraph ? X

Indents and Spacing Line and Page Breaks

General

Alignment: Left

Outline level: Body Text  Collapsed by default

Indentation

Left: 0" Right: 0" Special: First line By: 0.5"

Mirror indents

Spacing

Before: 0 pt After: 0 pt Line spacing: Double At:

Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph  
 Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph  
 (Make your paragraph box look EXACTLY like mine)  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Tab... Set As Default OK Cancel

**Paragraphs Continued:** You will hit enter ONE time between your title and the starting of your paper. Next, you will put your text back to the LEFT-hand side. You can do this by hitting the button next to the center button. Your essay WILL NOT be centered, only the title will be. If your box for "indentation" says "First Line" then you DO NOT have to hit "Tab" when you start each paragraph.

**Citing your Quotations:** Whenever you put a quotation into your paper, you have to give credit to whoever said what you are quoting. In order to do this, there are some steps that you must take. First, you will introduce the quote, and then put quotation marks around the quote. YOU WILL NOT PUT A PERIOD INTO THE QUOTATIONS. The period will come later. After you close your quotations, you will start parenthesis ( ), put in the author's LAST NAME (Smith), close the parenthesis, and THEN put your period. *It will look like this:*

According to one website, "The Goonies often had a wonderful time on their grand adventures, especially when they were able to find treasures" (Roberts).

If you cannot find the author for your website, you can put the title of the article in the parenthesis instead, like so: According to Goonies Fans Are Us, "The Goonies often had a wonderful time on their grand adventures, especially when they were able to find treasures" ("The Goonies: Great Mysteries").

YOU MUST ALWAYS CITE YOUR SOURCES!!!

**Works Cited Instructions:** The first thing you need to do with a works cited page is start a new page. Next, you will center your text like you did before and title the page "Works Cited". After that, hit enter ONE time. Then, hit the button to make your text BACK to the LEFT-HAND SIDE just like you did before. When you are to this point, you are going to go back through your notes and copy and paste your citations onto your Works Cited page. After you have done this step, you need to put your citations in ALPHABETICAL ORDER by the very first letter in the citation. Once you have your citations in alphabetical order, you will then need to make your citation page have a hanging indent. To do this, you need to highlight all of your sources EXCEPT FOR YOUR TITLE. Next, you will hit the paragraph button at the top of the page and find the word "Special". Once you have found "Special", change it to "Hanging". After that, change the "by" to ".5".

Here are your picture instructions for Works Cited after you have copied and pasted all of your citations onto the page:

**Your sources need to be alphabetized. The first letter counts on this page whether it is the Author's last name or the article's first word. Notice my examples below.**

"Article Title." *This was my website's name.* publisher.org., date month year published. Web. Date Month

24 Apr. 2014. Year accessed. <URL>

"Cats is the Article Title." *This was my website's name.* Publisher, date month year. Web. 24 Apr. 2014.

<URL>

Name Last, First Name. "Article Title." *This was my website's name.* Publisher, date month year.. Web.

24 Apr. 2014. <URL>

"Piranha Article Title Source" *This was my website's name.* Publisher, date month year.. Web. 24 Apr.

2014. <URL>

Smith 5

#### Works Cited

A Source *This was my website's name.* Word word word word word word word word word, date date date. Web. 24 Apr. 2014.

"Cats is the Article Title." *This was my website's name.* Word word, date date date. Web. 24 Apr. 2014.

Name Last, First Name. "Article Title." *This was my website's name.* Word word word word word word word word word word, date date date. Web. 24 Apr. 2014.

"P Article Title Source" (*Write the citation in MLA format here.*) Word word word word word word word word word word, date date date.

"X is the Article Title Source" (*Write the citation in MLA format here.*) Word word word word word word word word word word, date date date.

To get the “hanging indent” effect:

1. Highlight all of the sources *but not your title*.

2. Click the “Paragraph” Box

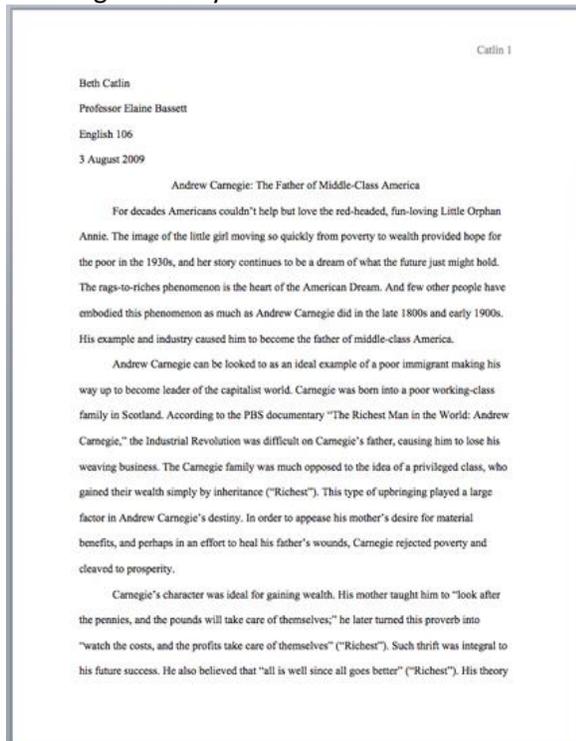


3. Under “Indentation,” Find the word “Special,” Then Click “Hanging Indent” and set “By” to 0.5”
4. Spacing Needs to be Double Spaced with the “Don’t add space” box CHECKED.
5. Make sure the font of the entire paper, Works Cited Page and Header included, is **TIMES NEW ROMAN 12!!!!!!!**

\*\*\*\*Make sure that there are no spaces at the top of your Works Cited page before you print, because if you go back and add new information into your text, it could make your works cited page skip down several lines.

6. Your finished product of your essay and works cited should look like this:

First Page of essay:



Last Page of essay:

