Formatting Your Research Paper Using MLA Style
(with a title page)

This handout helps students format research papers in MLA style with the addition of a title page. Always keep in mind that your instructor is the final authority.

**Header:**
Insert tab → Page Number: Top of page - Plain Number 3.
Edit text in Header (double click in area).
Home tab → paragraph: Left align
Make sure to use Times New Roman at font size 12.
E.g. Smith 1

**Title:**
You’ll include your paper title on the first page as well as on the title page.

**Name:** a couple lines after title. First & last names.

Down at the bottom of the page you’ll include: your class, the instructor’s name, and the date.
E.g.,
English 1301
Professor Smith
28 January 2013

Leave the margins at the default setting: one inch on all sides.
Parenthetical Citation

(Author’s last name and page number)
E.g. (Gibaldi 31).

Body of Text

TEXT Home→Font
Font: Times New Roman
Size: 12 points

LAYOUT Home→Paragraph
Align: Left align, except the title
Indent: Open Paragraph dialog Box→Special: First line
Spacing: Open Paragraph dialog Box→Spacing-Double Space

To write your citations, check out the MLA guide in the library or online at

Works Cited

Insert tab → Page Break

LAYOUT Home→Paragraph
Align: Left align, except the title
Indent: Open Paragraph dialog Box→Special: Hanging
Spacing: Open Paragraph dialog Box→Spacing-Double Space

On a new page, you will list in ALPHABETICAL order the sources cited in your paper.

You can automatically rearrange your citations by highlighting them all, then go to
Home→paragraph. Click on the button