**MLA Formatting in Word 2016**

The Modern Language Association (MLA) style for formatting an essay is easy to set up.

1. Open Word 2016 to a blank document. When you first start Word 2016, you are placed under the **Home tab** (like in the image below), if not, click on the Home tab.



1. Click on the font and select **Times New Roman**.
2. Click on the size and select **12.**
3. If you already typed your text, you need to **select all** your text before you select the font in order to apply the text to the new font. To select all text, press **CTRL+A** ( hold down the CTRL key, keep holding it, then press the A key on your keyboard).



1. Click on **Layout**, then click on **Margins**.
2. Margins are to be set at 1 inch or 2.54 cm. The margins’ defaults to Normal settings which are 2.54 cm or 1 inch.

If you need to change the settings, click on the expand menu arrow and select **Margins**. Change your margins as needed and press **OK**.

1. On the same screen, adjust your line spacing. MLA requires double spaced or 2.0 for line spacing. Press the down arrow and select **Double** or 2.0.
2. The MS-Word default adds extra space after paragraphs. MLA Style instead requires you to signal paragraph breaks by indenting the first line. You can change this on the same screen by clicking on the box in the don’t add space option.

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1. To create a header with your last name and automatic page numbering, click on the **Insert** tab, click on **Page Number** on the Header & Footer menu, select **Top of Page** and then **Plain Number 3**.
2. Now type in your**Last Name** and leave a space before the **page number**. Double check to make sure the font is being set to Times New Roman and size 12.
3. Title Page or 1st page: In the upper left corner, type your name, your instructor’s name, the course number and section, and today’s date. Centered on the next line, type an informative title that actually informs the reader of your main point (not just “English Paper” or “A Comparison between Hamlet and Macbeth”).

* Like all the other text in an MLA style paper, the**title block is double-spaced**.
* The **title is in the same font** as the rest of the paper — it is not boldface, or enlarged.
* There is **no extra space above or below** the title.
* A truly informative title will include **the general topic, and your precise opinion** on that topic.

