MLA Formatting for Word 2013

1) On the “Home” tab, select “Times New Roman” from the font list and change size to 12.

2) On the “Home” tab, click the arrow that expands “Paragraph Settings” and under Spacing, choose Double and make sure “Before” and “After” are set to 0pt. Click OK.

3) On the “Page Layout” tab, click “Margins”, Select “Normal” (1” on all sides).

4) Click on the “Insert” tab, then click on “Page Number”. Choose “Top of Page” and then “Plain Number 3”.

5) Type your last name and hit the space bar once. Highlight the text, click the “Home” tab, and change font to “Times New Roman”, 12. Then double click below dotted line to begin typing your paper.
6) Type the following, each on a separate line: Your name, instructor’s name, the course number (i.e. Eng. 101), and the date (Day Month Year: 3 Aug. 2009).

Jane Doe
Ms. Ima Teacher
Eng. 499
3 Aug. 2009

7) Hit “Enter” key to move down to a new line. To center your title, click the “Center” icon in the Paragraph section and type the title of your paper.

8) To begin your paper, hit “Enter” key to move down to a new line. Click the “Left” icon in the Paragraph section. Hit “Tab” key to indent and start typing. *Remember to hit the “Tab” key each time you begin a new paragraph.