

Here are some technical things that will help you format MLA properly. The computer does secret things you may not be aware of (☺) and, hopefully, these instructions will help you create a beautifully formatted document.

1. Spacing. By default, Word adds additional space between lines when you hit “enter.” So, when you set up the double-space format, the computer adds more space in your heading and between paragraphs. It’s subtle, but it’s there.

With extra space:

Cassandra Golden

Professor Golden

EN 101

September 20, 2016

and so on.

Without extra space:

Cassandra Golden

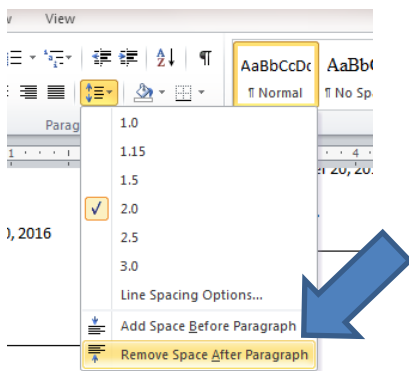
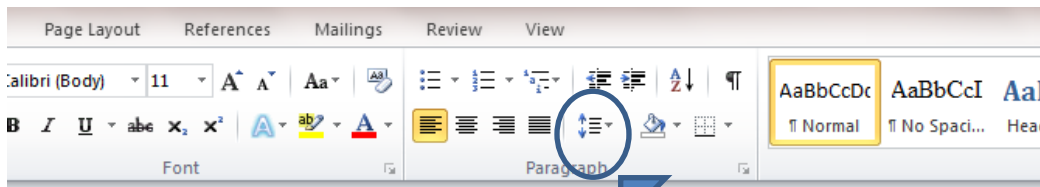
Professor Golden

EN 101

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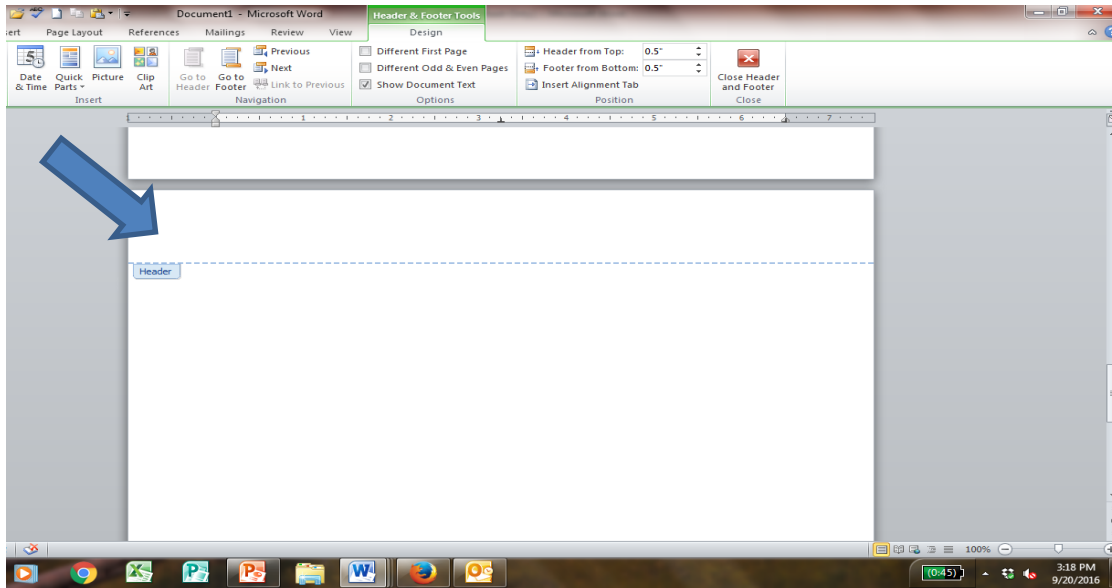
and so on.

How to fix this? Highlight your entire document, and then click on the “Line and Space Paragraph” button. Drop it down, and you will see “Remove Space After Paragraph” – and click on it.

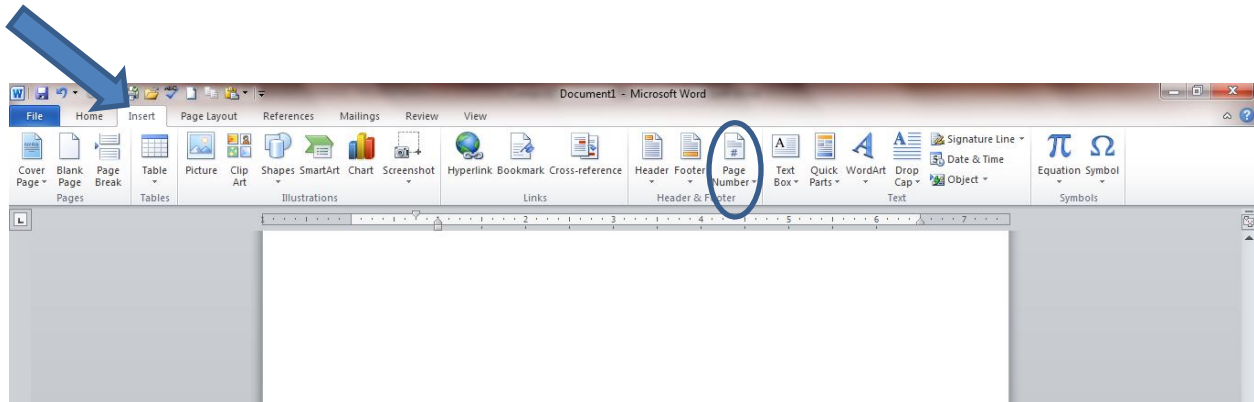


Highlight your entire document, and then click on

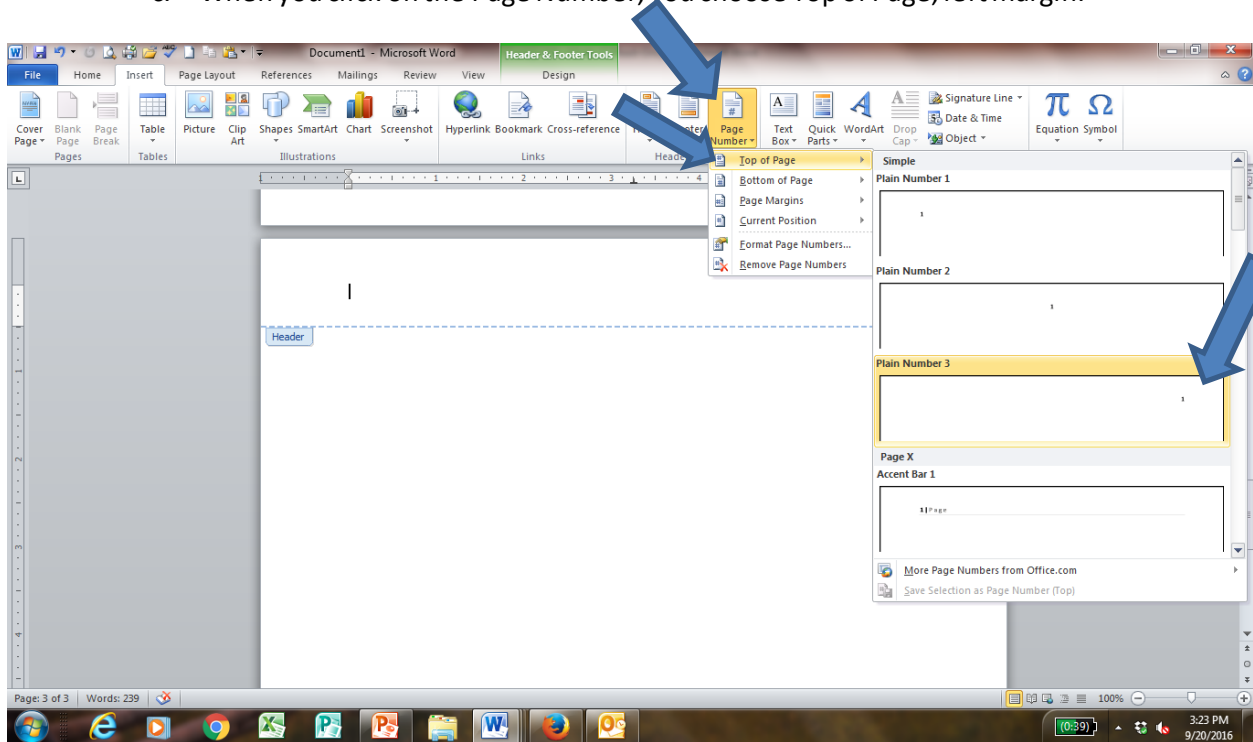
2. Last name/page number: Your last name and the page number go in the header. That's not just at the top of your page. You have to intentionally place it above the text.
 - a. Double click at the top of the page. It should give you a "header" label and a dotted line. Anything typed above this line is the header. (There's a footer, too, but we don't use it right now.)



- b. Next, click on the "insert" tab, and go to Page Number.



c. When you click on the Page Number, you choose Top of Page, left margin.



d. Your page number will appear, and then you type your last name. Space once. While still in the header, highlight your name and page number and change the font style and size to match the rest of your paper. Double-click in the middle of the page and you will exit the header.

