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English 1 / Period 4

9 October 2017

MLA Essay Format for Microsoft Word

Double-space the entire paper. To keep spacing uniform, click on *Paragraph*; in *Spacing*, set *Before* and *After* to *0 pt*. Below *After*, click “Don’t add space between paragraphs of the same style,” or click the default button at the bottom of the *Paragraph* box. Use *Times New Roman*, 12 font. Use left align, but center your title using the “center” button; do not underline, bold, or italicized your title. Margins are one inch, but the header is one-half inch from the top of the page. To create the header, click on *Insert*; in *Page Number*, select *Top of Page* and *Plain #3*.

Add your last name and one space; highlight both and adjust size and font. Make paragraph indents with the tab key. Staple the top left-hand corner. Copy work to Google docs or send it to your email (as an attachment and in the body of the email) to access work away from home.

When referring to a book, use the author’s first and last name at first mention, Stanley West, for example. Afterwards, use only the last name. Italicize book titles, but underline titles in handwritten essays. An abbreviation is introduced in parenthesis following the title, at an early mention. Afterwards, drop the parenthesis. The page numbers for quotes come before the punctuation. There is only one space after a period that ends a sentence. Here is an example: Sandy, the heroine of Stanley West’s *Finding Laura Buggs (FLB)*, explains that her friend’s mother volunteers because her son died in the war. She appears to be “trying to do enough good in the world to bring her son back” (16). West’s *FLB* offers interesting insights about grief.