**Formatting a Research Paper MLA Style**

**There are several specifications for MLA formatting:**

* Times New Roman size font

Font size can be changed under the “Home” tab.

* The heading information consists of the author’s first name and last name.
* The instructor’s name should appear on the second line
* The third line should state the course title.
* The date the assignment is due is listed inverted in European style, for example,

18 January 2017

* The header of the paper consists of the author’s last name and the page number, beginning on page one – some instructors will ask you not to include a header on page 1.
* To insert a header into the document,
	+ Go to “Insert”
	+ Go to “Header”
	+ “Page Number”
	+ Type your last name and place one space in front of the page number.
	+ Make sure the header is in Times New Roman size 12 font by highlighting the text of the header and going to “Home” and selecting the correct options.
* The entire paper is double spaced with only one regular double space between paragraphs.
* To adjust margins, go to “Page Layout,” then “Margins”, margins should be 1 inch all around
* To make sure there are no extra spaces between paragraphs or new lines
	+ Go to “Page Layout”
	+ Go to “Paragraph” (click on the arrow at the bottom of the corner tab).
	+ Then make sure to select “Don’t Add Spaces Between Paragraphs of the Same Style.”

**Or**

* After the entire paper has been typed – hit CTRL A (to highlight the entire document)
* Then click on the spacing tab at the top of the page (middle of screen, arrow up and arrow down with lines
* Click on 2.0 (to double space the paper)
* Then with the paper still highlighted go back into the spacing tab and click on remove space before paragraph, remove space after paragraph – it should say add space before, add space after – then your spacing is correct.