Formatting Academic Papers in Word

*MLA style*

**Page Setup**
- Font: use 12 point Times New Roman typeface
- Margins: 1 inch all around, with header ½ inch from top
- Spacing: double space your entire document including title page and works cited page

**Header**
- Header should automatically be ½ inch from the top of the page in Word 2010
- Include page numbers in the top right corner of your header on every page
  - *Number pages continuously from the first page through your works cited or endnotes page*
- Type your last name before the page number

**No Title page**
- MLA guidelines do NOT include a title page
- At the top of your 1st page type your name, your professors name, class name and date in that order on four separate lines, double spaced
  - *The date should be in the following format: 24 February 2012*
- Center your title 2 lines below the date (one double-spaced line) and do not underline
- Begin your first paragraph 2 lines below your title, and indent the first line five spaces
- Indent the first line of each paragraph 5 spaces

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Example Paper with MLA Style Formatting

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Example Paper with MLA Style Formatting

My Name

Professor So-and-so

Class 101

21 March 2012

Example Paper with MLA Style Formatting

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Center your title

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Indent first line

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Body of Paper

Indent the first line of each paragraph ½ inch from left margin

Long quotations (more than four lines)
- Begin on a separate line
- Indent ten spaces from the left
- Do not use quotation marks
- Type parenthetical reference after last period

Short quotations (fewer than four lines)
- Set in quotation marks within your paragraph
- Type parenthetical reference after end quotation mark and before a period

Label tables and figures
- Tables are labeled “Table” and numbered continuously from beginning to end
- All other visual materials (graphs, images, maps, etc.) are labeled “Figure” and numbered continuously, but separately from Tables

Works Cited

Begin on a new page, after the last page of your paper
Use the same formatting as the rest of your document:
- Use double spacing, 12 point Times New Roman typeface and 1 inch margins
- Include your header with continuing page numbers (½ inch from top of page)
- Type and center “Works Cited” one inch from the top of the page; do not underline

List works cited alphabetically by authors’ last names
The first line of each entry is not indented; if entry is longer than one line use a hanging indent to align subsequent lines ½ inch from left margin
Cite your sources following MLA guidelines

Endnotes and footnotes

Footnotes are displayed at the bottom of the page they are referenced on
Endnotes are displayed at the end of the document, on a separate page after the works cited page

Using footnotes vs. endnotes is up to the writer;
- Always ask the preference of your professor, advisor or publisher
- Footnotes are easier for readers to reference
- Endnotes reduce publishing costs if notes are changed

Printing

Print on standard 8½ x 11 inch paper
Print in black ink only
Print on one side only unless otherwise specified
- Always ask your professor’s preference

Table of Contents

For shorter research & academic papers, a TOC is not necessary
For long reports & research papers (such as a Thesis) it may be helpful to include a TOC
- For help see Tip Sheet: Creating Table of Contents in Word