MLA Formatting Directions

Step 1	**HEADING—LEFT CORNER OF PAPER** Joe Smith English 28 September 30, 2025 Thursday, 10:00 AM
Step 2	**SINGLE SPACE BETWEEN *PARAGRAPHS*** Select entire paper by pressing and holding "Ctrl" key down then tap "a" on the key board → Right click *document* → Tap "*Paragraph*" → ☐ Don't add space between paragraphs of the same style → *Tap* OK
Step 3	**INSERT HEADER** • On main menu tap: "***Insert***" → • Select "***Page Number***" button → then Select "***Top of Page***" → Select 3rd "**box**" down → **Type** Last Name ONLY → **Tap space bar twice**
Step 4	**INTENT:** Indent your paragraphs With "Tab" only (Upper Left-hand corner on keyboard). Don't use space bar to indent paragraphs—ever.
Step 5	**HEADING & Body** (Do not do Step 6 until your paper looks like sample below) Joe Smith English 21 September 30, 2020 M-Thur., 10:00 AM Research Paper 1 Title (use center button) Now is the time. Now is the time. Now is the time. Now is the time. Now is the time for all good men to come to the aid of their country. Now is the time for. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time for. Now is the time. Now is the time. Now is the time for. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time. Now is the time for. Now is the time for. Now is the time. Now is the time. Now is the time. Now is the time.
Step 6	**DOUBLE SAPCE PAPER** **Hold down "Ctrl" + tap "a"** (Select entire paper: hold "Ctrl" key down then tap "a" on the keyboard) **Tap** Line Spacing button ⟶ **Select 2.0**
Step 7	**FONT & FONT SIZE** "Ctrl + a" → **Calibri** = font **size 11** (Preferred) "Ctrl + a" → **Times New Roman** = font **size 12** [Calibri (Body) ▾ 11 ▾] [Times New Roman ▾ 12 ▾] **OR** **(Make header the same.)**

English 28: GENERAL FORMATTING information: NEVER, NEVER USE **Bold**, <u>Underline</u>, or *Italics—ever in Eng. 28.*
Exceptions: Book title—*Fast Food Nation*   &   *Web address—webMD*