Bob Jones
Professor Smith
English 2110
29 June 2012

The Title Has No Strange Fonts

Your paragraph starts here. Make sure you change this back to left aligned after you type the title. Your paragraph should not be centered. Also make sure that you indent the first line of each paragraph.

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**MLA Formatting for Word 2010:**
The example above is what a correctly formatted MLA paper should look like. These are the instructions for formatting your paper in Word 2010 according to MLA style. Other versions of Word will have slightly different ways to create the same format. Check your *Writer’s Reference* book’s MLA section on pages 429 – 431 for more information and pages 436 - 440 for an example paper.

1. Remove extra space between paragraphs:
   - Click the arrow next to Paragraph on the home screen.
   - Check the box next to “Don’t add space between paragraphs of the same style”
   - Click “Okay”

2. Set your margins:
   - Click Page Layout across the top of the screen.
   - Click Margins
   - Choose Normal (Top, Bottom, Left, and Right should be 1”)
3. Change the font:
   - Click the font box in the upper left hand corner, and change it from Calibri font, size 11 to Times New Roman font, size 12.

4. Double-space
   - Hold the CTRL key and press 2 at the same time – this will create twice as much space between your typed lines.

5. On the first page of your document, type this information in the upper left hand corner (this should be double-spaced):
   - Name
   - Instructor
   - Course number
   - Date (follow the correct format) – example: 29 June 2012

6. On the first page, make a title
   - It should be only one double-spaced line down from the date, and should not be italicized, in quotes, in larger font, or bold.
   - Center the title by clicking the icon that shows lines centered on the page. It looks like this: 

7. Create a header with the page number
   - Click Insert, which is next to Page Layout at the top of the screen.
   - Then click Page Number
   - Choose Top of Page and then the third option (right aligned) - this should create a page number in the upper right hand corner.
   - A few spaces before the number, type your last name.
   - Then, move the cursor to highlight the last name and page number, and change the font to Times New Roman size 12.

8. Start your paragraph.
   - Click the icon that shows lines on the left of the page to move your cursor back to the left. It looks like this: 
   - Indent your paragraph by pressing the tab key and begin typing.
The example at the top of page one is exactly what the first page of your typed assignments should look like in this class (except your name, course section, date, and title will be your own). Pages after the first page have the last name and page number in the upper right, but do not have the Name, Instructor, Course, and Date – that information is only on page 1. If you have questions, let the instructor know because MLA formatting will be part of your grade on all typed assignments for this class.

*(Thanks to Laura Orr for the development of this handout.*)