

MLA Format & MS Word

FONT: Calibri – 12 (Your teacher may instruct you to use another font.)

LINE SPACING: Double (2.0)

PAGE NUMBERS: INSERT →PAGE NUMBER→TOP OF PAGE→PLAIN NUMBER 3→Type your LAST name in front of the number. Space once after name. Click **Close Header and Footer**.

HEADING: In the upper left-hand corner of the page, type your name, your teacher's name, the class, and the date.

First Last

Ms. Teacher

English 9

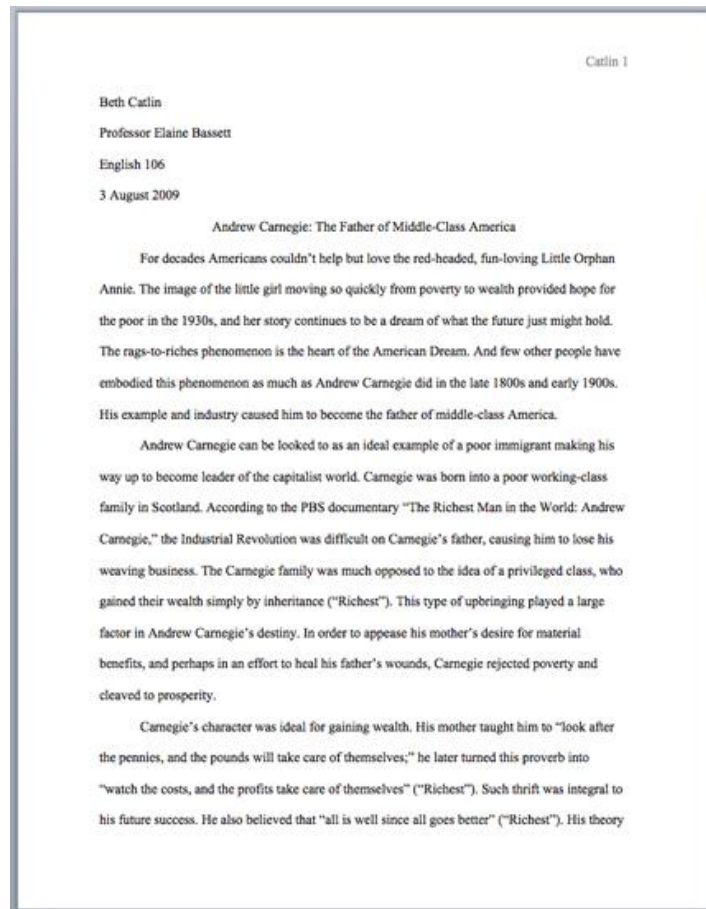
2 May 2013

SAMPLE HEADING

← Date Month Year

TITLE: Enter after you type the date and center the title.

BEGIN TYPING: Press the TAB key to indent the first line of each paragraph. Do not put extra lines between paragraphs.



How to Create Your Works Cited Page

PAGE BREAK: After the last paragraph of your essay: INSERT→PAGE BREAK

WORKS CITED TITLE: Center and type the words **Works Cited**

ENTER YOUR MLA CITATIONS in alphabetical order by the first letter of the citation (ignoring "A," "An," & "The").

HANGING INDENT: HOME→PARAGRAPH→ INDENTATION→SPECIAL: HANGING 0.5"

Smith 9
Works Cited
Abzug, Bella. <i>Gender Gap: Bella Abzug's Guide to Political Power for American Women</i> . Boston: Houghton Mifflin, 1984. Print.
Coupe, Laurence, ed. <i>The Green Studies Reader: From Romanticism to Ecocriticism</i> . New York: Routledge, 2000. <i>netLibrary</i> . Web. 16 Nov. 2010.
Donnie Darko. Dir. Richard Kelly. 20th Century Fox Home Entertainment, 2001. Film.
Fitzgerald, F. Scott. "Babylon Revisited." <i>The Norton Anthology of American Literature. Between the Wars 1914-1945</i> . 6th ed. Vol. D. Eds. Nina Baym, et al. New York: Norton, 2003. 1658-72. Print.
Flannagan, Roy. "Reflections on Milton and Ariosto." <i>Early Modern Literary Studies</i> 2.3 (1996): n. pag. Web. 22 Feb. 1997.