


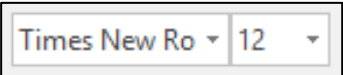

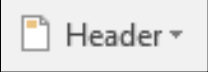







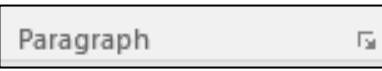
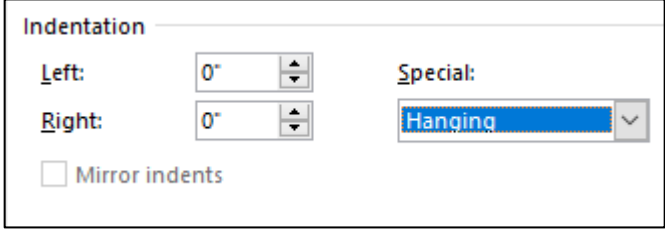
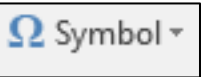

Microsoft Word 2016 MLA Formatting Techniques

These are tips for the desktop, PC version of Microsoft Word 2016. The mobile apps and online Office 365 version do not have the functionality to perform some of these techniques.

Document Settings	Ribbon Tab	Command
1 inch margins	Layout	 Margins → Normal
Double spaced	Home	 Paragraph → Line & Paragraph Spacing = 2.0
No spacing [0 points] after paragraphs	Home	 Paragraph → Line & Paragraph Spacing → Line Spacing Options → Spacing: After = 0 pt
12-point font (Times New Roman preferred)	Home	 Font drop-downs
Indent every paragraph	None	Use Tab key at the start of each paragraph to indent

1 st Page Settings	Ribbon Tab	Command
Identifying information Your Name Instructor Course Date Due	None	<ul style="list-style-type: none"> Put each piece of information on its own line. For Course, use your instructor's preference. If no preference, use English 1013 instead of Composition I.
Title centered on page	Home	 Paragraph: Center
Page Header (Running Header) <ul style="list-style-type: none"> Insert name and page number in the upper right of every page 	Insert and Home	 Header ▾  Page Number ▾  <ol style="list-style-type: none"> Header: Blank Header & Footer Tools: Insert Page # Home → Paragraph: Align left

In-text Citations	Ribbon Tab	Command
(Author page #). <ul style="list-style-type: none"> No Author? Use Title. No Page #? Skip it. 	None	A) Author or title + page number placed inside (parentheses) B) Add a space between the author and page number C) Period goes outside of the parenthesis

Works Cited Page	Ribbon Tab	Command
Insert new page	Insert	 Page Break
Hanging indentation	Home	 <p>Paragraph settings: Indentation: Special: Hanging</p> 
Ordering sources	None	List sources alphabetically by author. No author? Use title.
Remove hyperlinks	None	Right-click on link. Select: Remove hyperlink
Wrap long URLs <ul style="list-style-type: none"> Place the cursor at the point in the URL where you want to insert the break (this may take some trial and error to get correct) 	Insert	 <p>Symbol → More Symbols → Special Characters:</p>  <p>Insert</p>