

Costanza 1

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English 90

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Modern Language Association (MLA) Format: A Visual Guide

Here are your MLA formatting directions. Tap the tab key to begin a ¶; do not use the space bar. Use File--Page Setup to set 1" margins all around your essay. Center your title; do not underline it. Align your entire essay to the left. Double-space the entire essay via Format--¶ to adjust the line space. Use View--Header/Footer to "run" a header with your last name and the page number. Hit the space one time after typing your last name and then click the # sign button to make Word count the page #s for you; do not type in a number. Let Word count for you. Set the margins for 1" and the header for .5". Your last page will state Works Cited 1" from the top-center. (If there is enough room after your closing paragraph, you may use that page's remaining space to alphabetically list your works cited.) Please use a plain font such as 12-point Times. For another example, click [MLA format.](#)