Formatting an MLA Research Paper

Page Numbering & Running Header Format

1. From the Insert tab, select Page Number/Top of Page/Plain Number 3
2. Type your last name to the left of the page number, followed by a space
3. Highlight your last name and the page number and set the font to Times New Roman size 12
4. Double click the below the dotted line to resume working on your paper

Setting Line Spacing and Font for MLA Formatted Papers

1. Ctrl-A (to highlight the whole document)
2. Set the font to Times New Roman size 12
3. Open the paragraph dialog box
4. Set Spacing for Before and After to 0, and set Line Spacing to Double
5. Click OK

First Page Heading

Last Name 1

Your Name

Teacher Name

Class Name

28 February 2018 (note the proper format for the date)

Title

Use the center icon to ensure your title is perfectly centered

View a sample paper from Purdue OWL