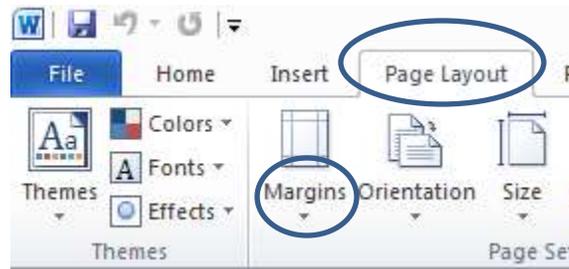How to Format an Essay in MLA Style

Many instructors want students to learn how to format an essay in MLA style. While this process may seem tricky in the beginning, with a little practice, you will be able to master the skill.
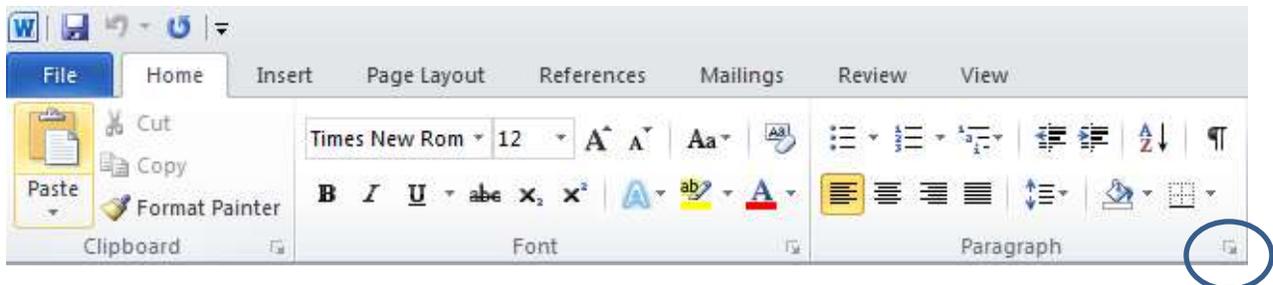
1. **Step 1: Correct Margin Size**

Click the Page Layout tab > Margins > and choose **NORMAL** as shown below. Make sure that your margins are "Normal" or "1 inch" on each side of a Word document.
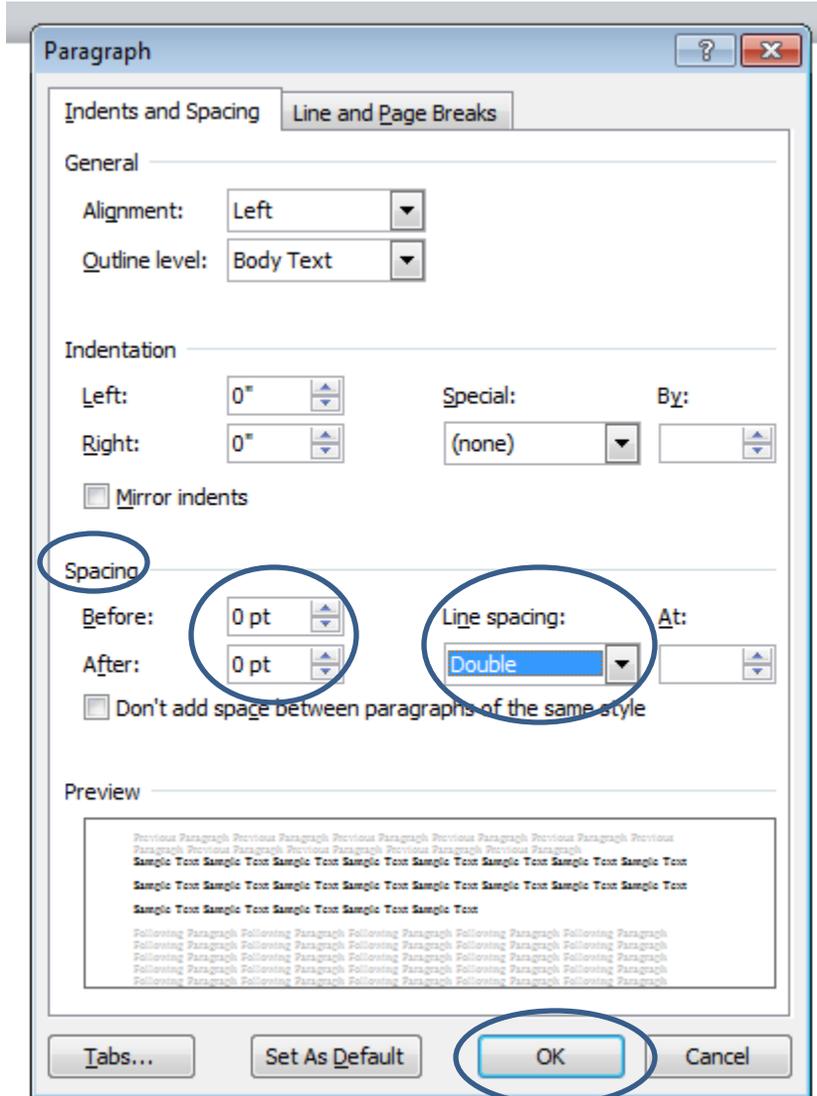

2. **Step 2: Changing the spacing to "Double-Spaced"**

First, click on the little arrow in the Paragraph tab as shown below.
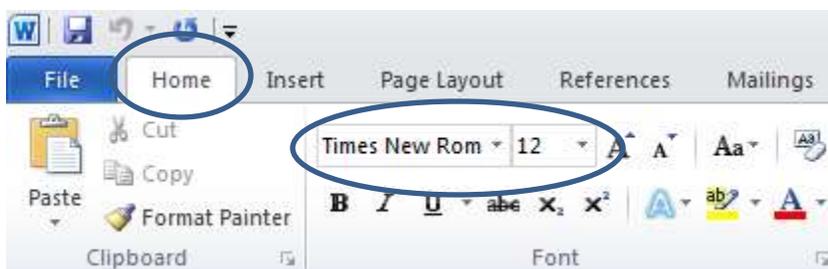
Then, change the setting <u>in the Spacing section</u> as shown below and click the "OK" button.

3. **Step 3: Changing the FONT to "Times New Roman" and FONT Size to "12"**

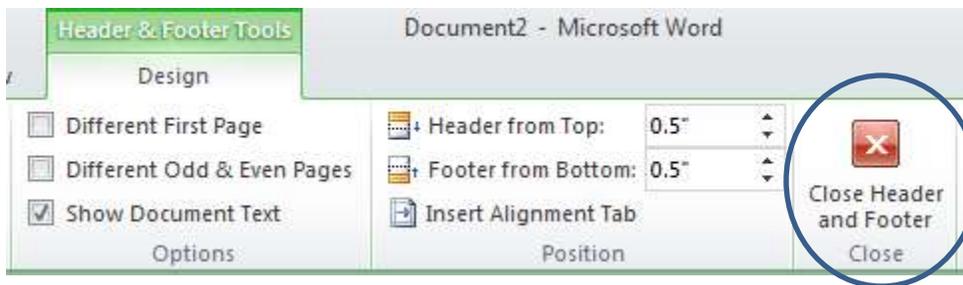<u>In the Home tab,</u> change the font settings as shown below.

4. **Step 4: Insert a HEADER that includes your last name and a page number**

Click the <u>Insert tab > Page number > 'Top of Page' > 'Plain number 3'</u> as shown below.

Put the cursor before the page number and tyoe your name and hit the space bar once.
To close the Header section, click on the <u>Red X</u> as shown below

5. **Step 5: Now type your essay with the steps below:**

In the upper left corner, provide the following: <u>your name, instrucotr's name, course number, and the date (day month year format)</u>.
Type the essay title in the center of the page with each major word capitalized.
Indent every first sentence in a paragraph. <u>Hit the Tab key on your keyboard </u>to do so
<u>Do NOT create extra space between paragraphs</u>

An example of a completely MLA formatted essay is on the next page.
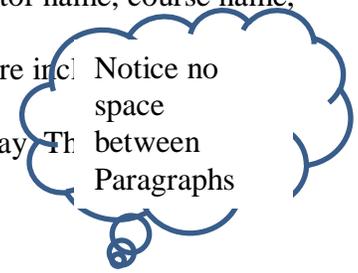
Jane Smith

Prof. Jones

COM 121

11 February 2015

Pay attention to the format!

Why Formatting a College Essay is Important

Writing a college essay is one of the first skills first time college students must learn. The skills of formatting are not the easiest skill to learn. However, with practice, students of all abilities and course levels should be able to master formatting in MLA with a few short steps.

The first step is always to make sure the font and font size are correctly chosen, as in Times New Roman and 12. Next, the student needs to make sure the spacing is set to double. This can be a tricky part since the button to get to that menu is small. Following that, the student must insert a page number and last name in the top right corner of the page, also known as the header section of the page. Finally, the student must type up name, instructor name, course name, and date (in European format, as in: day month year). Once those details are incl Notice no space between Paragraphs students to type in a title in the center of the page and begin typing the essay. Th remember to indent the first line of every first line of the paragraph.

All these steps do seem daunting and intimidating, but any student can learn how to be a pro at formatting an essay in MLA format. Some practice is all that is needed to be able to format a proper MLA college essay. Time and patience, and asking for help from a tutor or instructor, are the keys to success when writing any college essay.