

MLA Formatting (For Macs)

SETTING UP YOUR DOCUMENT

Step 1: Select an easily readable font (e.g., Times New Roman, Calibri, Cambria, or Arial).

Step 2: Select 12 points font size.

Step 3: Click on the “Layout” tab and then on “Margins.” Select the “Normal” setting (1”/2.5 cm at the top, bottom, left, and right of the page).

Step 4: Click on the “Home” tab and then on the “Line Spacing” button. Select “Line Spacing Options.” Click on the box to the left of “Don’t add space between paragraphs of the same style” so that you see a check mark in it. Lastly, under “Line Spacing,” select “Double” from the drop-down box.

The entire document, including block quotations and the works cited list, must be double-spaced.

HEADING AND TITLE

Step 1: On the first line of the document and flush with the left margin, type your name.

Step 2: On the second line and flush with the left margin, type your teacher’s name.

Step 3: On the third line and flush with the left margin, type the course code.

Step 4: On the fourth line and flush with the left margin, type the date of actual submission (day, month, year: e.g., 6 March 2013).

Step 5: On the fifth line and centred, type your title (do not underline your title or put it in bold font).

Step 6: On the next line below your title, align the text with the left margin and then hit the “Tab” key (to indent your paragraph 0.5” from the left margin, which is the default setting on Word). You are now ready to begin typing your paper.

PAGE NUMBERS

Step 1: Click on the “Insert” tab and then on “Page Number.” Under “Position,” select “Top of Page (Header)” from the drop down menu. Under “Alignment,” select “Right.”

Step 2: You will see “1” at the top-right of the page (in the Header). Double click on the 1. Type your last name, then click on “Right Alignment.”

Step 3: Highlight your last name and the page number with your mouse and then click on the “Home” tab. Select the same font that you are using for your paper and 12 points font size. Double-click on the text of your paper to close the Header.

DOCUMENTATION

The **works cited** list is placed at the end of the paper. Begin the list on a new page and continue with the document’s page numbering. The page should be headed with Works Cited, centred (and not in bold or underlined). Entries are listed in alphabetical order by the author’s last name. The entire works cited page is double-spaced, and there is no extra space between the heading and the first entry or between entries.