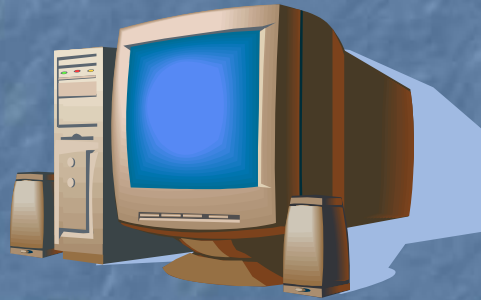


Formatting a Document in Word using MLA style



1. Using MS Word - various versions
2. Using MLA Handbook for Writers of Research Papers 7th ed. (2009)
3. The 7th ed. is also in Term Paper Assistance section of the library

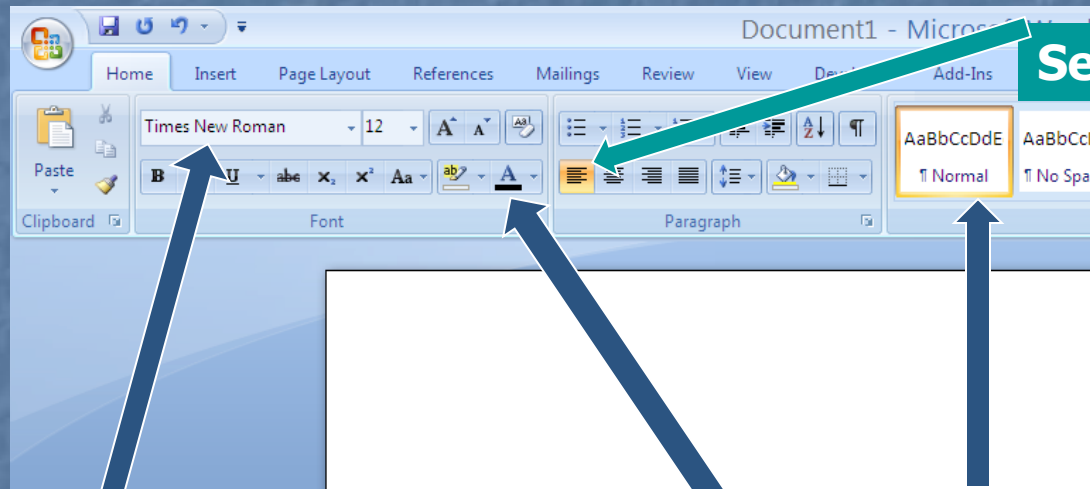


Be Prepared – Must Have

- All note cards and rough draft
- Rough draft includes full citation information for each source used
- Pen or pencil for corrections
- Storage device to save your work
- Style manual or setup requirements
- Money for print charges



Formatting the paper – Word 2007 & 2010



Set left alignment

Select a standard Font such as Times New Roman and size 12.

Do NOT choose larger type or bold or italic type.

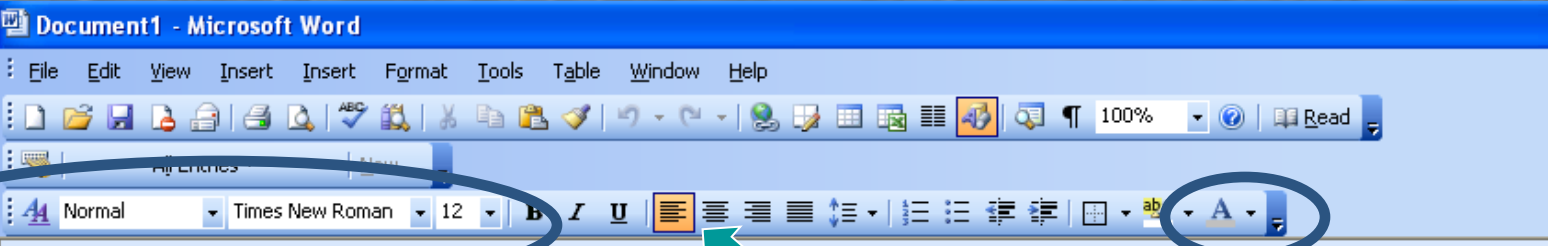
Keep heading as normal.

Use black type.

MLA Handbook section 4



Formatting the paper – other Word versions



The screenshot shows the Microsoft Word 2003 interface. The title bar reads 'Document1 - Microsoft Word'. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, and Help. The toolbar contains various icons for file operations, editing, and formatting. The formatting toolbar is highlighted with a blue oval. Within this toolbar, the font face is set to 'Times New Roman' and the font size is '12'. The 'Normal' style is selected. The alignment buttons are also visible. A green arrow points from the 'Set left alignment' text box to the left alignment button. A blue oval highlights the 'Use black ink' button. A blue text box at the bottom left contains instructions about font selection.

Select a standard Font such as Times New Roman and size 12.
Do NOT choose larger type or bold or italic type.

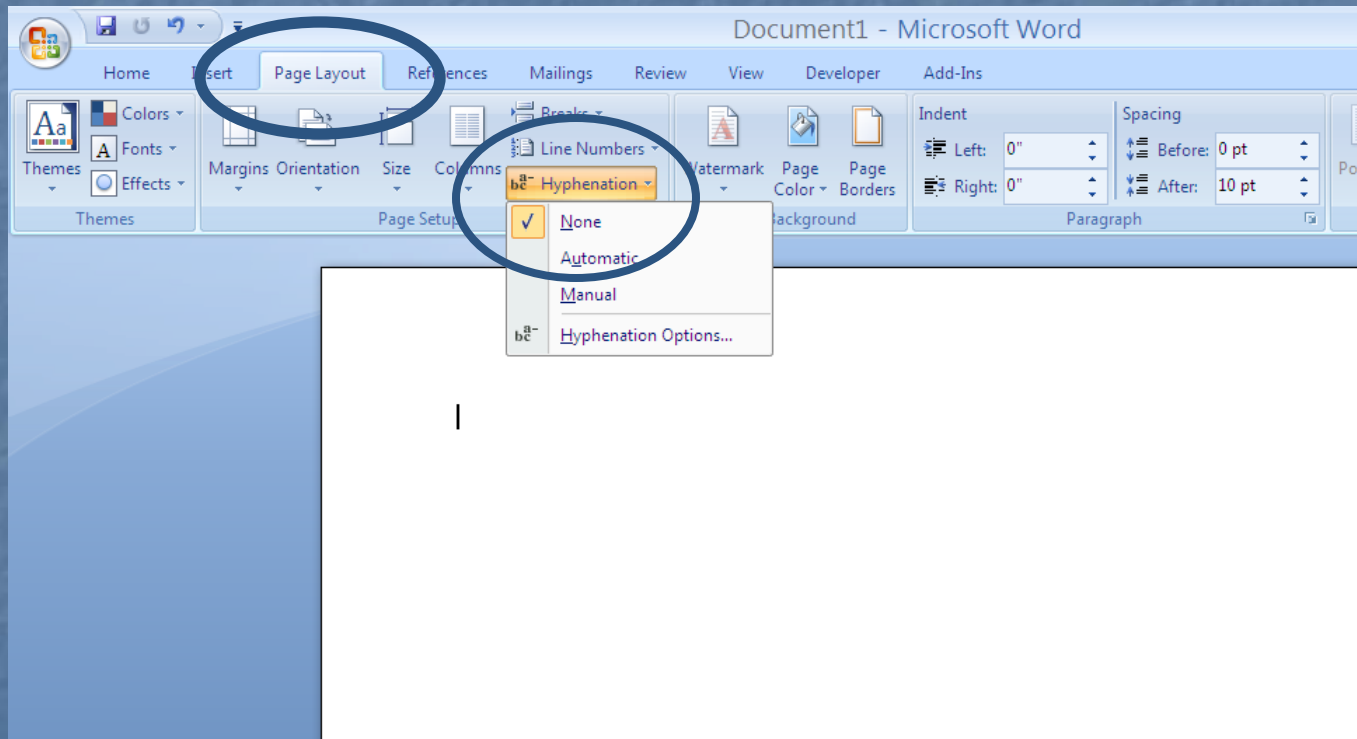
Use black ink.

Set left alignment

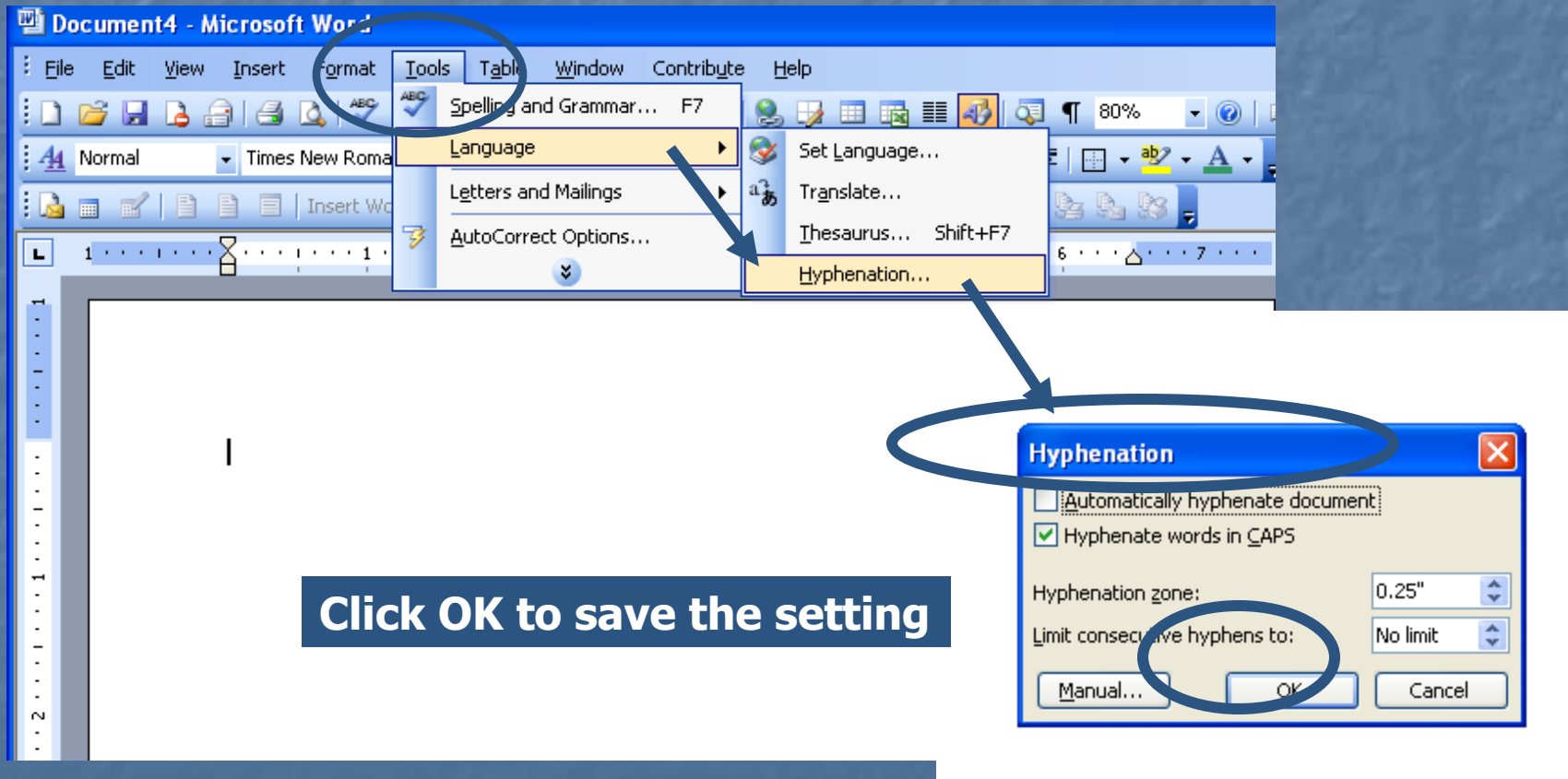
MLA Handbook section 4



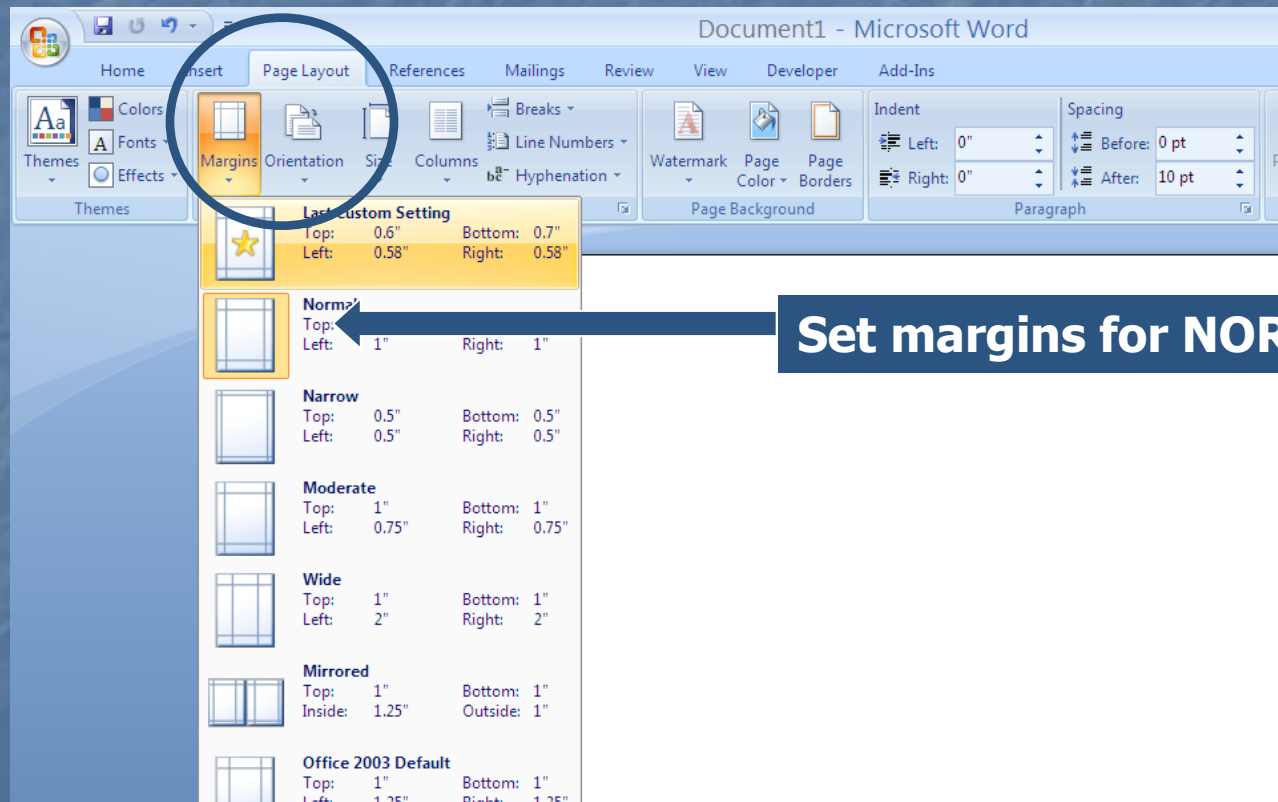
Turn off automatic hyphenation Word 2007 & 2010



Turn off automatic hyphenation- Other Word versions



Word 2007 & 2010 – Set margins 1" top, bottom, both sides



Set margins 1" at top, bottom, & both sides – Other Word versions

The image shows a screenshot of Microsoft Word with the 'File' menu open. The 'Page Setup...' option is highlighted. A blue arrow points from the title text to this option. Another blue arrow points from the 'Page Setup...' option to the 'Page Setup' dialog box. In the dialog box, the 'Margins' tab is active, and the 'Top', 'Bottom', 'Left', and 'Right' margin settings are all set to 1 inch. These four settings are circled in blue. A blue arrow points from a text box at the bottom left to the 'Default...' button in the dialog box. A dark blue box with white text at the bottom right says 'Click OK to save the setting', with a blue circle around the 'OK' button. The 'OK' button is also circled in blue. At the bottom right, there are two green navigation arrows.

File Edit View Insert Format Tools Table Window

New...
Open... Ctrl+O
Close
Save Ctrl+S
Save As...
Page Setup...
Print Preview
Print... Ctrl+P

Page Setup

Margins Paper Layout

Margins

Top: 1" Bottom: 1"
Left: 1" Right: 1"
Gutter: 0" Gutter position: Left

Orientation

Portrait Landscape

Pages

Multiple pages: Normal

Preview

Apply to: Whole document

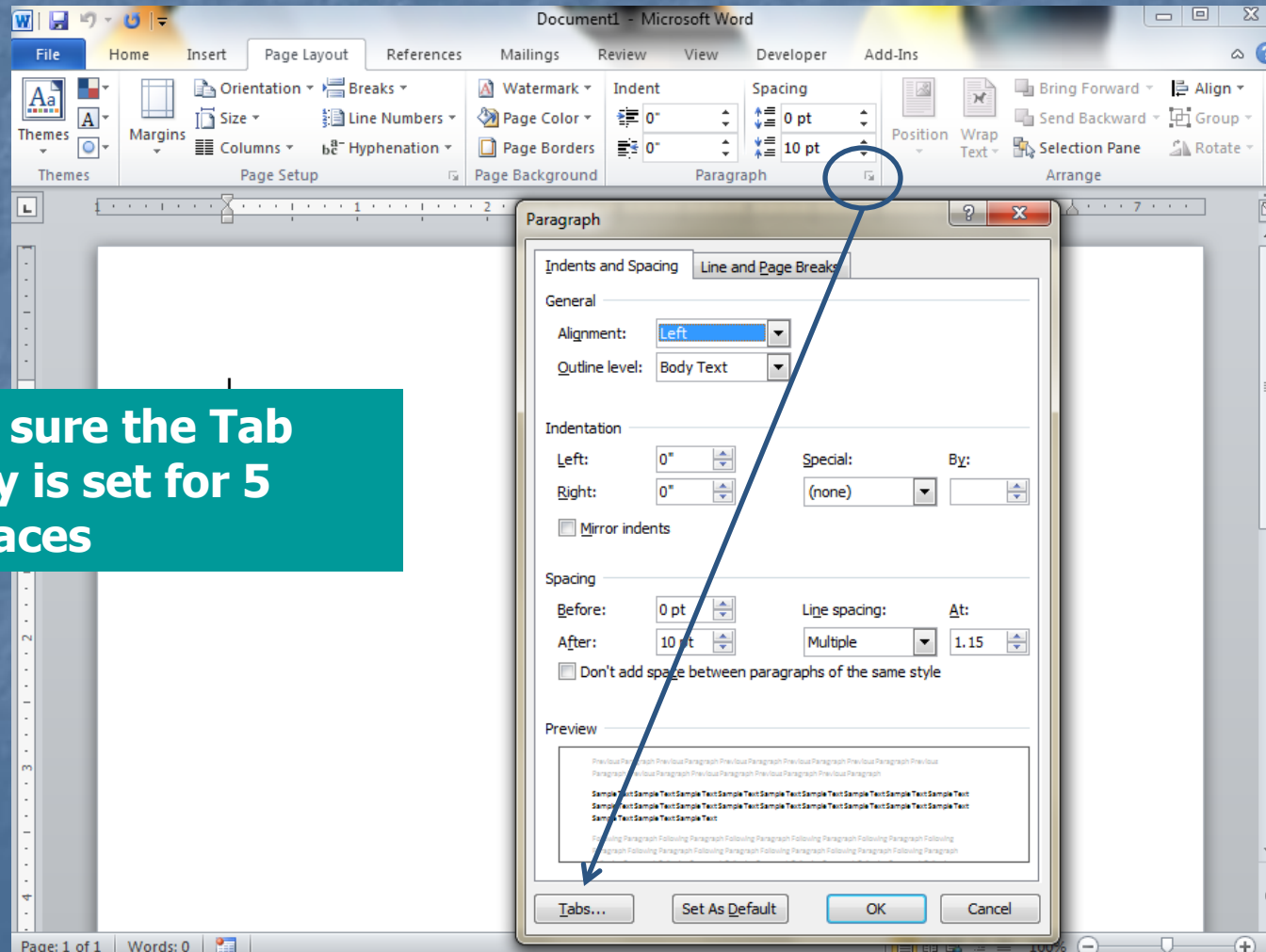
Default... OK Cancel

Click OK to save the setting

If you want the margins to stay for all future documents, adjust Default here

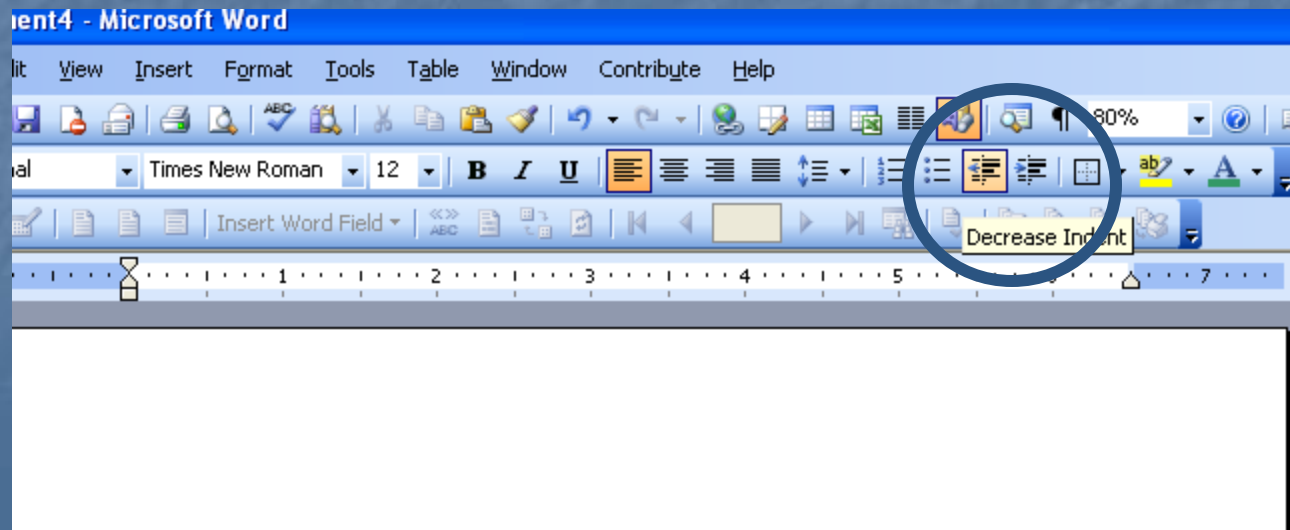
Indent the first word of each paragraph 1/2" or 5 spaces from left margin

Word 2007 & 2010

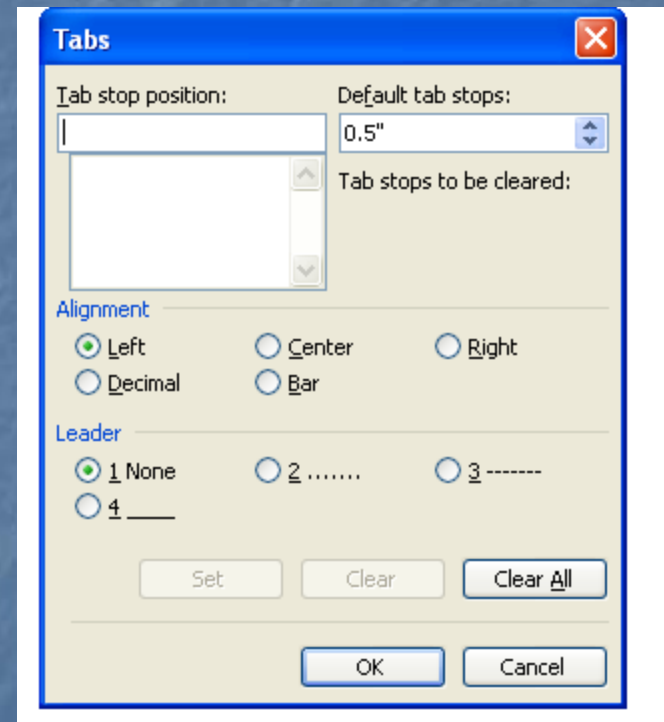
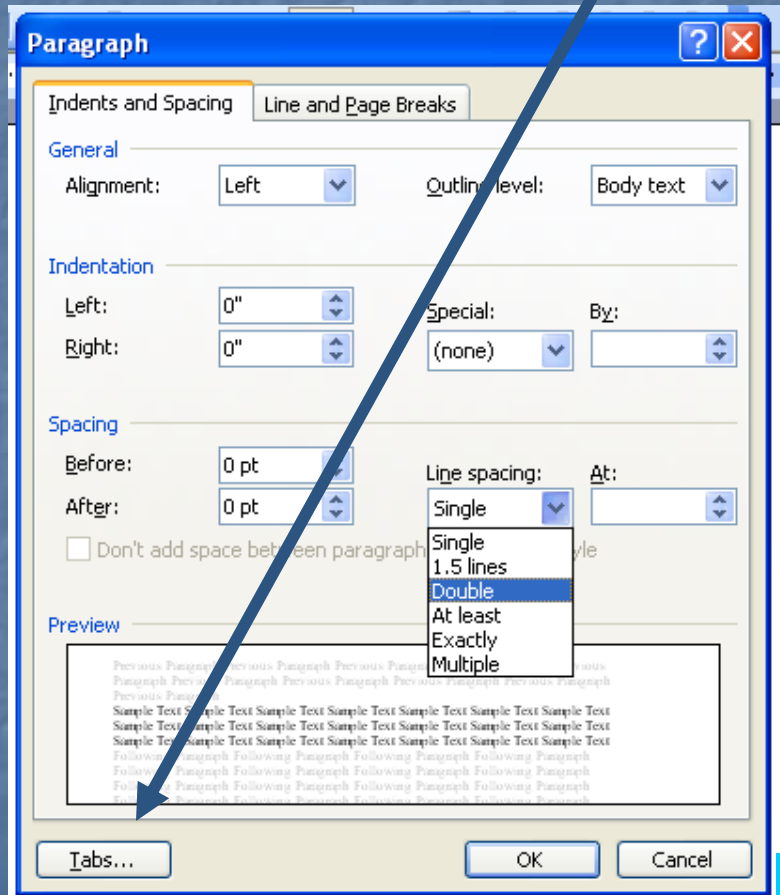


Indent the first word of each paragraph 1/2 " or 5 spaces from the left margin – Other Word versions

- Use the Tab key – it is pre-set for 5 spaces
- If you need to change indentations, use



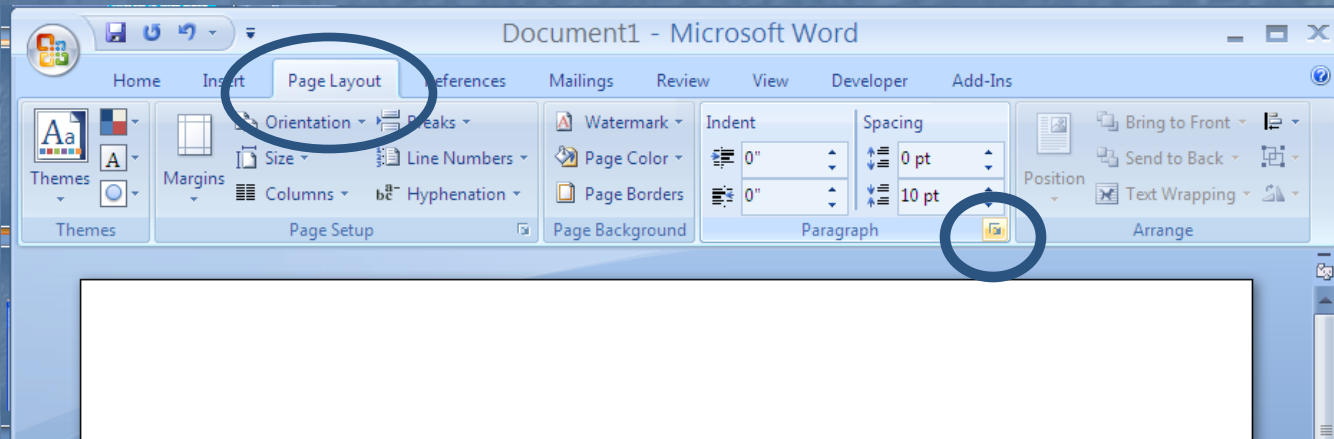
If Tab spacing is not set at 1/2" or 5 spaces, it can be corrected



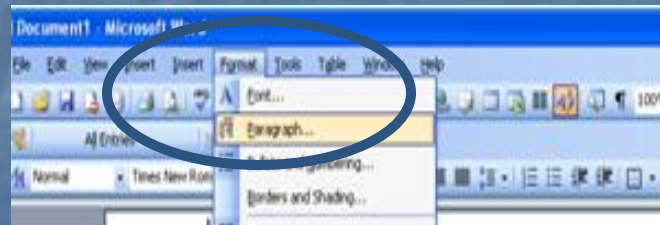
Always click OK to save changes



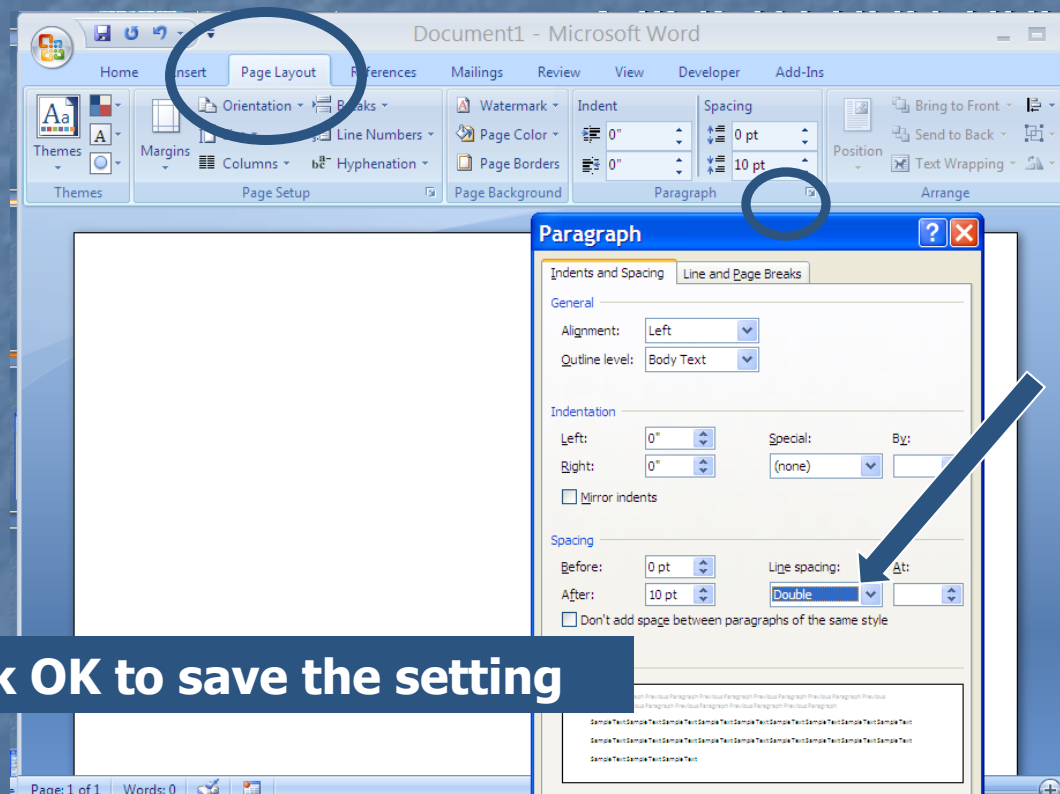
Paragraph Dialog Box – Word 2007



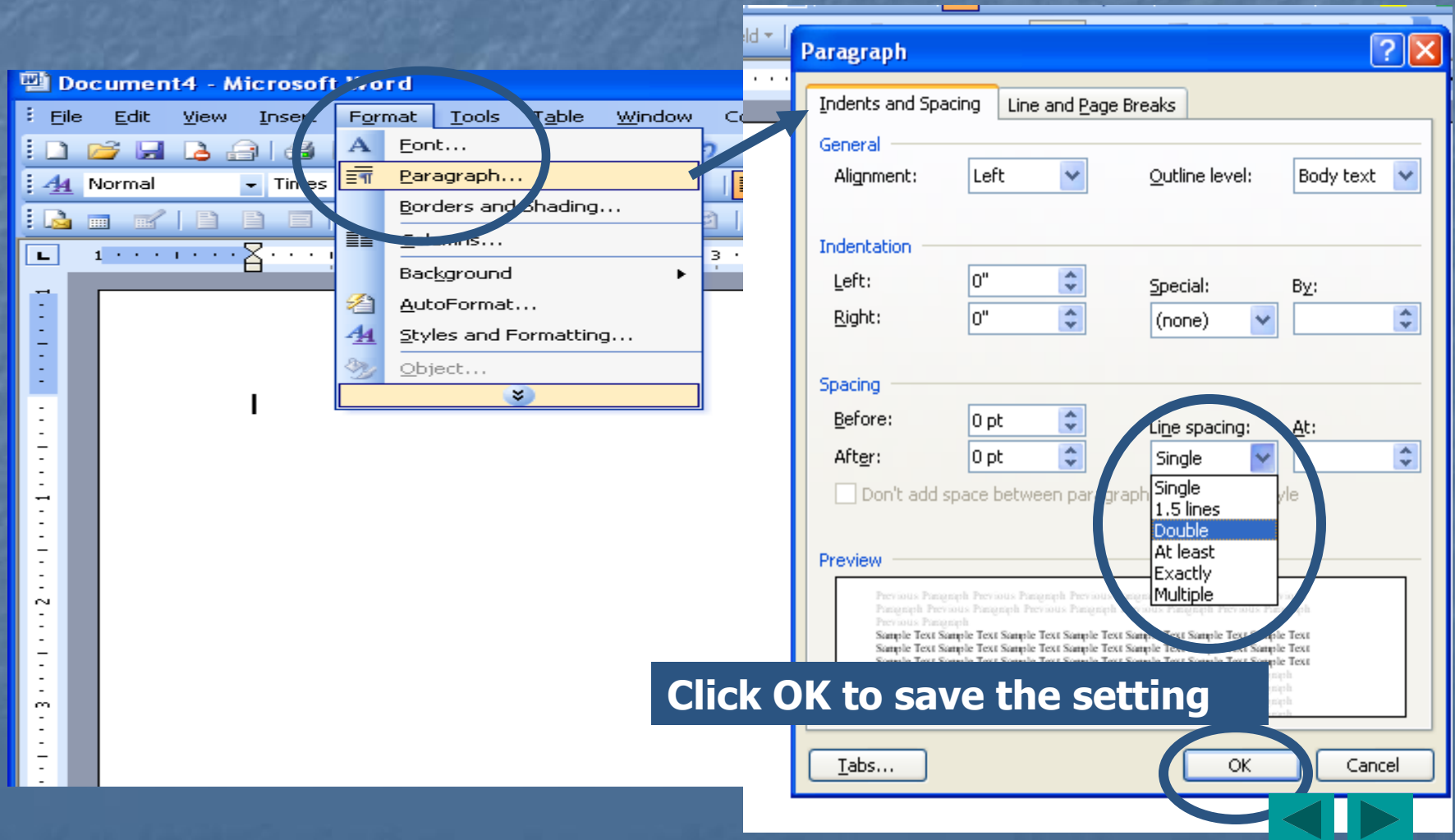
Paragraph Dialog Box – Other Word versions



Spacing – double-spaced for all pages – Word 2007 & 2010

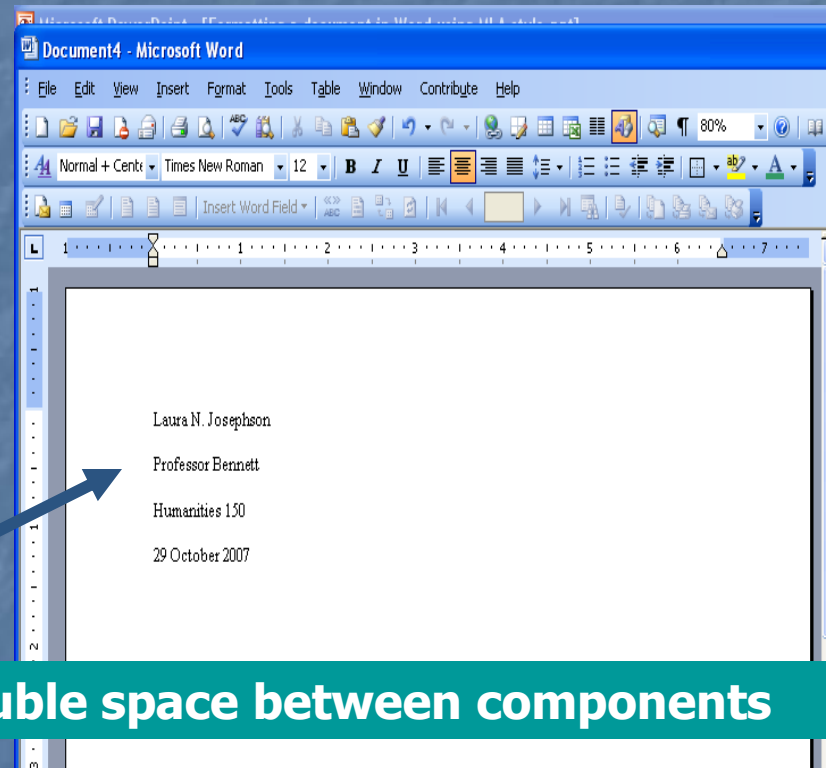


Spacing – double-spaced lines for
all pages – other Word versions

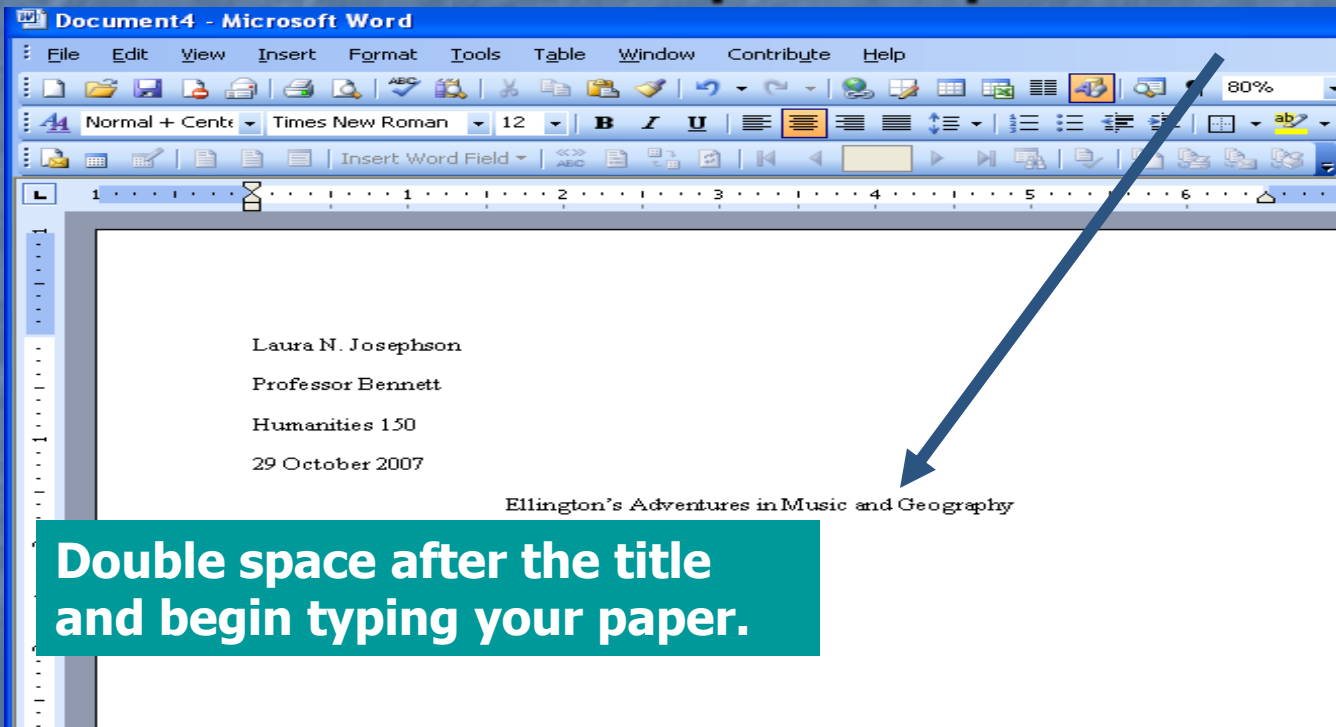


Heading & Title

- MLA does not require a title page
- If instructor wants a title page, follow his direction
- **Heading is required on the first page** – your name, instructor's name, course #, date



Double space and enter the title.
Capitalize the 1st word, last word
and all principal words.



Double space after the title
and begin typing your paper.

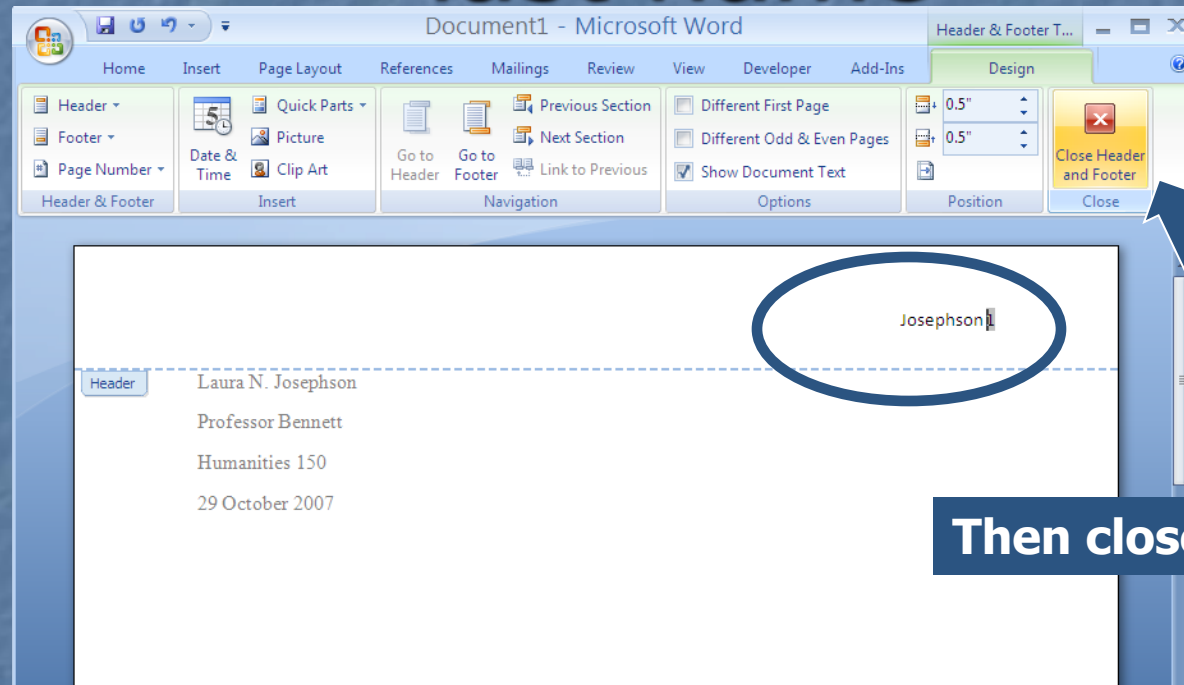
Follow all punctuation rules in
Chapter 3 of the MLA Handbook.



e title.



Place cursor to the left of the number, space, then type your last name



Then close Header

Your last name will appear on each sheet and the pages will be numbered 1, 2, 3, etc.



Use automatic page numbering – other Word versions

The image consists of two screenshots of Microsoft Word. The left screenshot shows the 'View' menu with 'Header and Footer' selected. The right screenshot shows the 'Header' box with the 'Align Right' button circled in the formatting toolbar. A blue callout box with white text says 'When Header box appears, click on align right'. An arrow points from the callout box to the 'Header' box. The right screenshot also shows a page number '1' in the header area.

Document4 - Microsoft Word

File Edit View Insert Format Tools Table Window Contribute Help

Header and Footer

Normal Times New Roman 12 B I U

1 2 3 4 5 6 7

Laura N. Josephson
Professor Bennett
Humanities 150
29 October 2007

Document4 - Microsoft Word

File Edit View Insert Format Tools Table Window Contribute Help

Header Times New Roman 12 B I U

Align Right

1 2 3 4 5 6 7

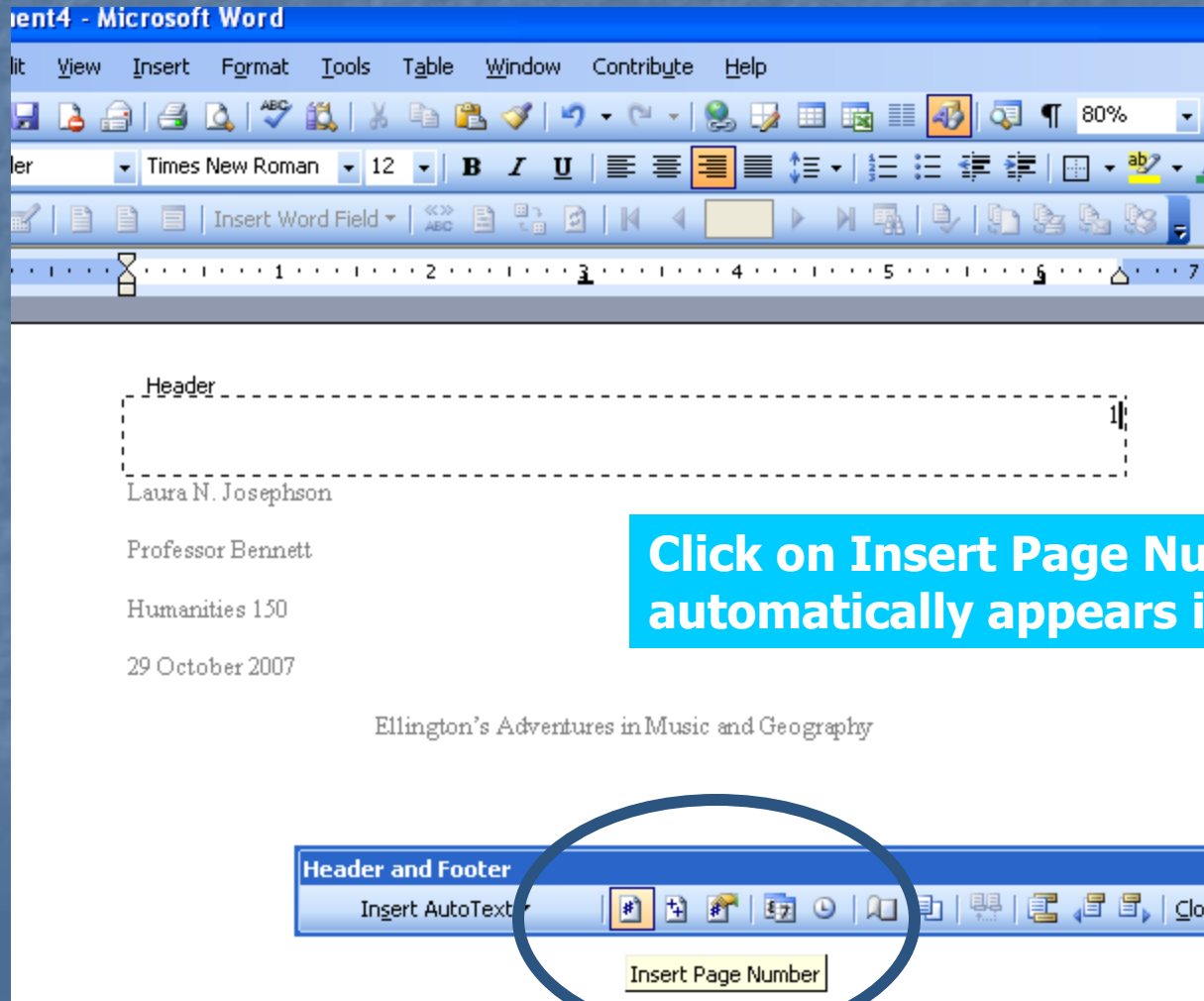
Header

Laura N. Josephson

Ellington's Adventures in Music and Geography

When Header box appears,
click on align right

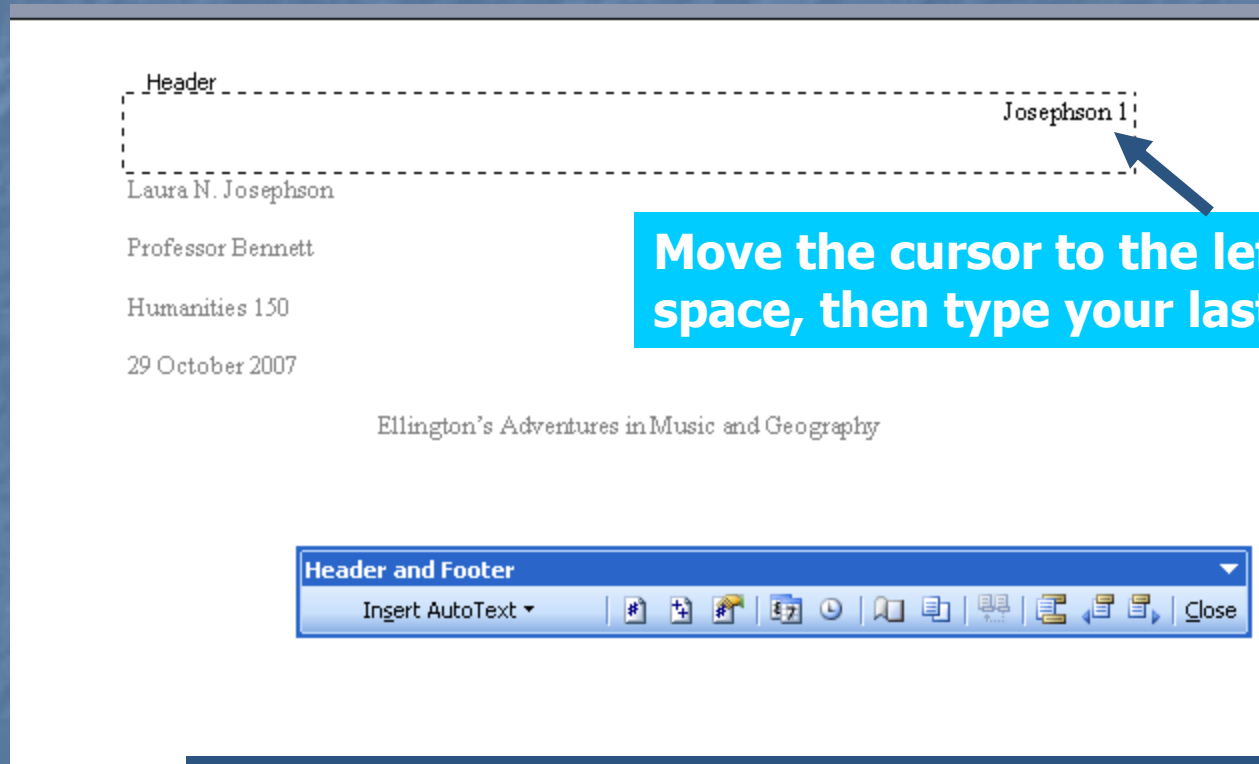
Automatic page numbers – other Word versions



Click on Insert Page Number and 1 automatically appears in the Header box



Automatic page numbering – other Word versions



Move the cursor to the left side of the number, space, then type your last name.

Your last name will appear on each sheet and the pages will be numbered 1, 2, 3, etc.



If instructor does not want page # on the 1st page

Word 2007 & 2010

The screenshot shows the Microsoft Word interface. The 'Page Number' button in the 'Page Layout' tab is circled in blue. A blue arrow points from this button to the 'Page Number' dropdown menu, which is also circled in blue. Within this menu, the 'Format Page Numbers...' option is highlighted with a blue arrow pointing to the 'Page Number Format' dialog box. The dialog box has a blue title bar and contains the following settings: 'Number format' is set to '1, 2, 3, ...'; 'Include chapter number' is unchecked; 'Chapter starts with style' is set to 'Heading 1'; 'Use separator' is set to '- (hyphen)'; 'Examples' shows '1-1, 1-A'; under 'Page numbering', 'Continue from previous section' is unchecked and 'Start at:' is checked with the value '2' entered in the adjacent box. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A blue arrow points from the text 'Change to Start at 2 and click OK' to the 'Start at: 2' input field. The background document shows a header with the text: 'Laura N. Josephson', 'Professor Bennett', 'Humanities 150', '29 October 2007', and 'Ellington's Adventures in Music and Geography'.

Change to Start at 2 and click OK

If instructor does not want page # on the 1st page – other Word versions

The screenshot shows the Microsoft Word interface. The 'Insert' menu is open, and 'Page Numbers...' is selected. A blue callout box points to this menu item with the text: "Go to Insert, Page Numbers, and remove the green checkmark for number on first page". Below the menu, the 'Header and Footer' task pane is visible. The document content includes a header area with a dashed line, followed by the text: "Laura N. Josephson", "Professor Bennett", "Humanities 150", and "29 October 2007". The footer area contains the text "Ellington". A 'Page Numbers' dialog box is open in the foreground. It has 'Position' set to 'Top of page (Header)' and 'Alignment' set to 'Right'. The 'Show number on first page' checkbox is unchecked. A blue arrow points from the callout box to this checkbox. The dialog box also has a 'Preview' section showing a document with page numbers. At the bottom of the dialog are 'Format...', 'OK', and 'Cancel' buttons. A blue callout box at the bottom of the image says: "Be sure to click OK to save the setting".

Go to Insert, Page Numbers, and remove the green checkmark for number on first page

Be sure to click OK to save the setting

Charts, Graphics, Illustrations

- Must be labeled
- Must give the source of the information
- Double spaced
- Appear close to the related text
- See Chapter 4 of MLA Handbook for Writers of Research Papers 7th ed.

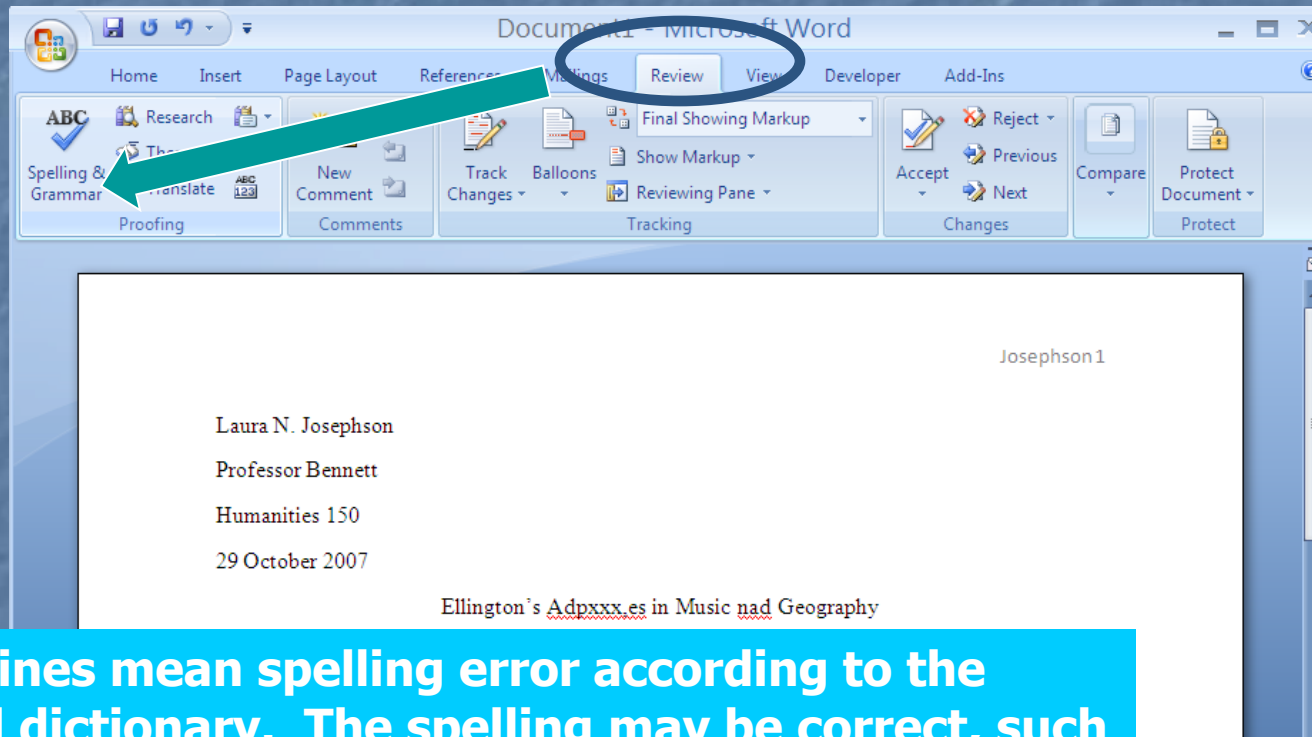


Spelling, Punctuation, Grammar

- Essential that your completed paper be “read” as you intend
- Use Chapter 3 in MLA Handbook or use Writing Guide link in library web page
- Or use writing text for ENL class
- MLA has specific rules about using numbers, capitalizing, spacing after periods, abbreviations, outlining, etc.



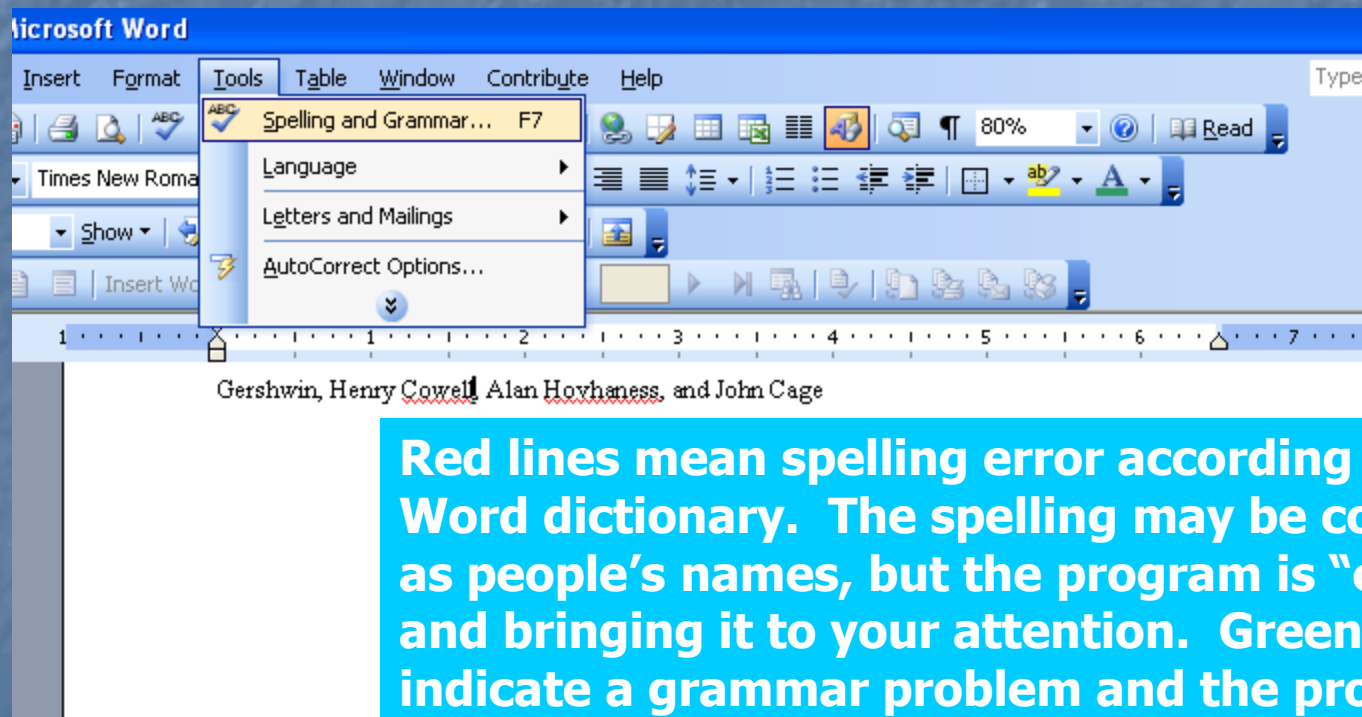
Use Spell/Grammar Check – Word 2007 & 2010



Red lines mean spelling error according to the Word dictionary. The spelling may be correct, such as people's names, but the program is "checking" and bringing it to your attention. Green lines indicate a grammar problem and the program will give you ideas to correct the sentence.



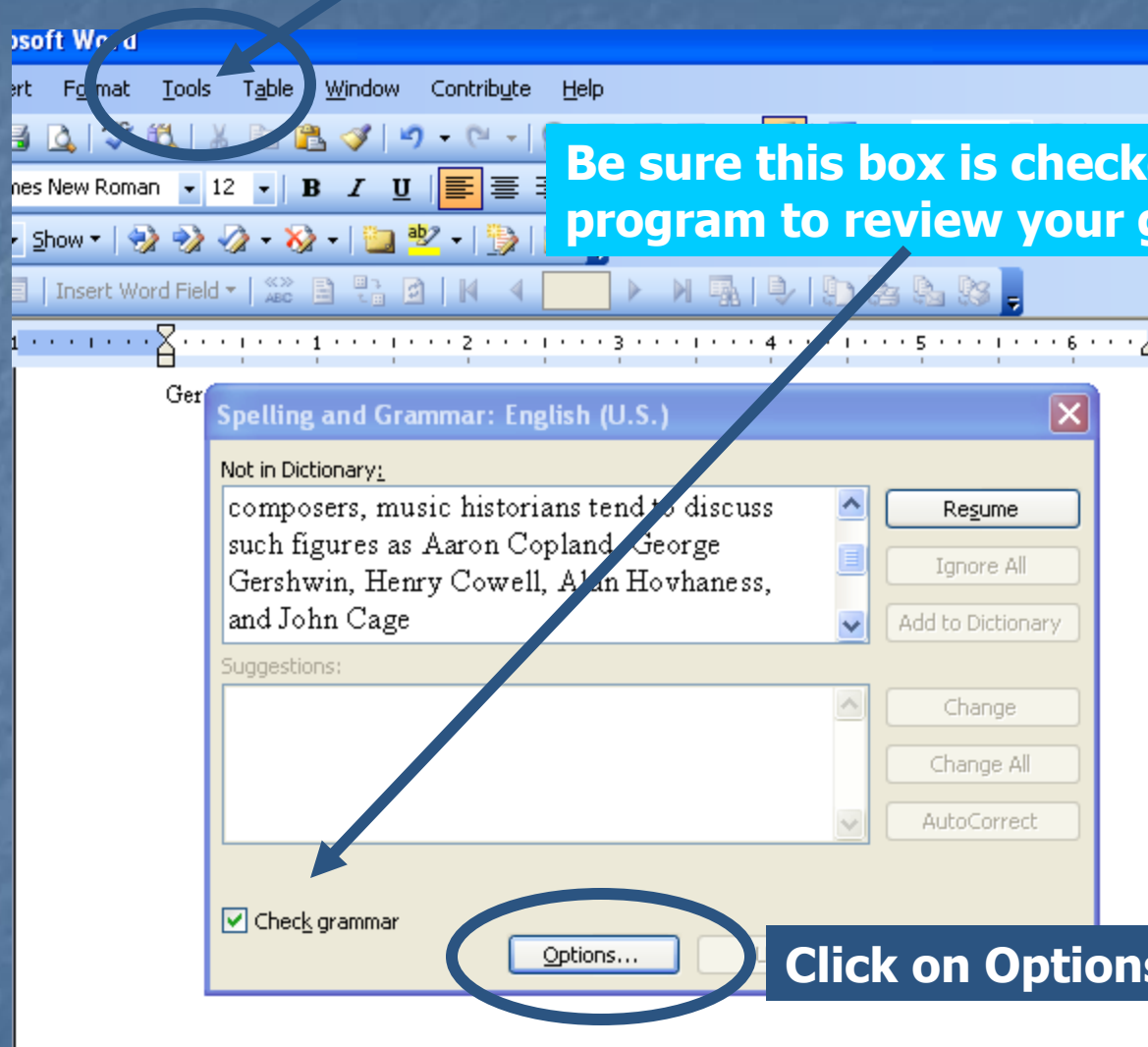
Use Spell/Grammar Check – other Word versions



Red lines mean spelling error according to the Word dictionary. The spelling may be correct, such as people's names, but the program is "checking" and bringing it to your attention. Green lines indicate a grammar problem and the program will give you ideas to correct the sentence.



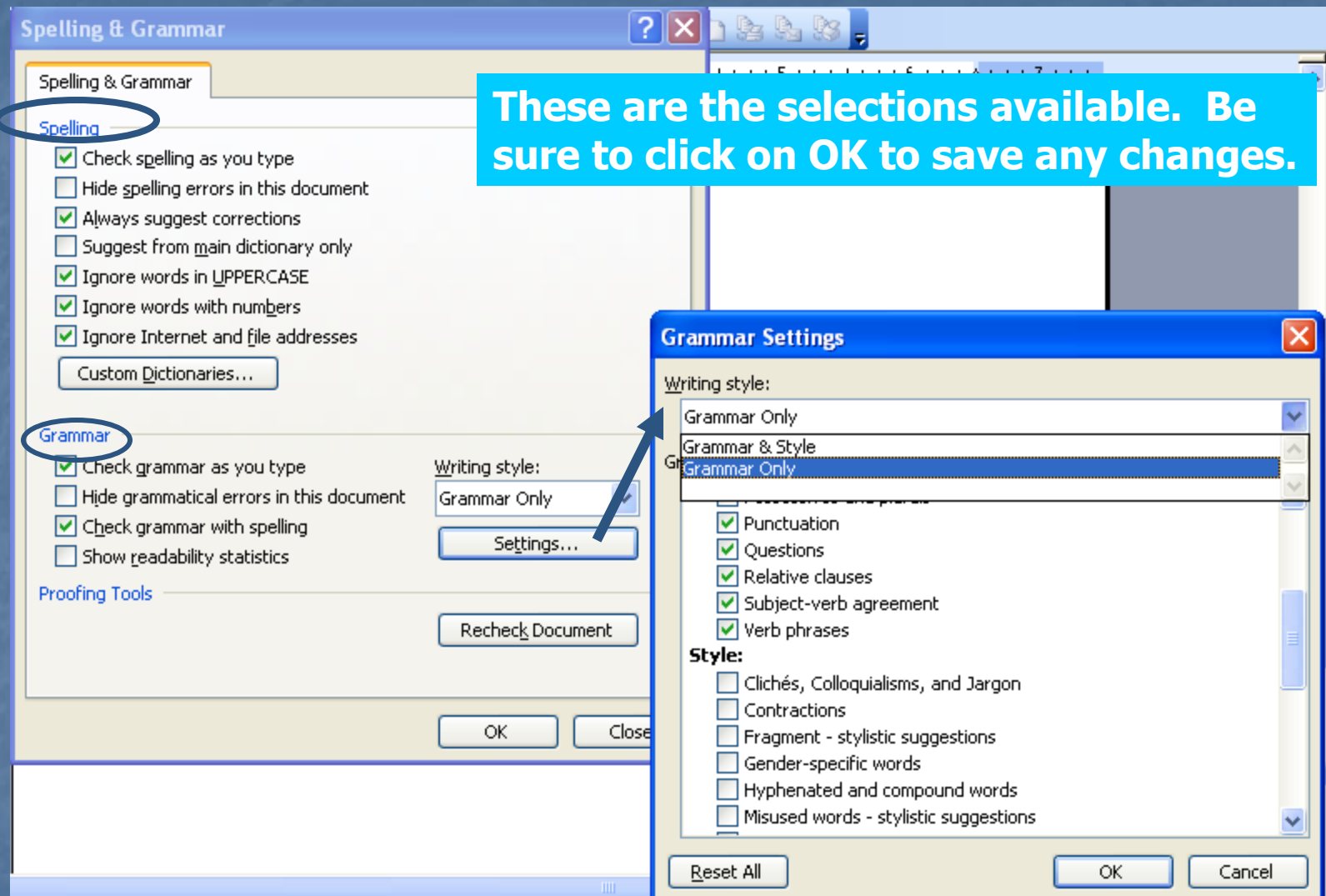
Select Spelling/Grammar check here.



Be sure this box is checked if you want the program to review your grammar also.

Click on Options – see next page

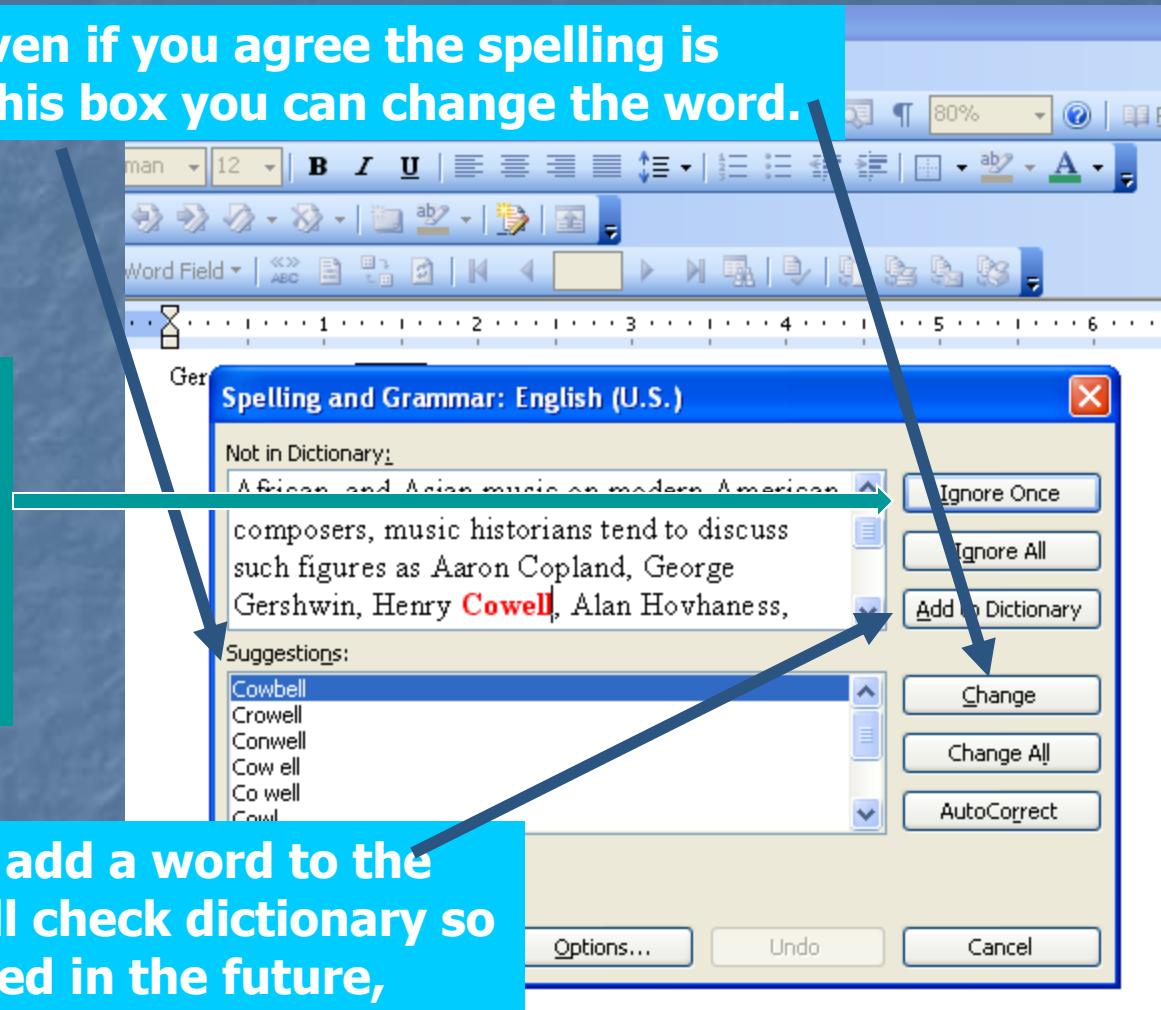




Choices are given if you agree the spelling is incorrect. In this box you can change the word.

You can also click on Ignore if you are satisfied with the word or grammar.

If you want to add a word to the program's spell check dictionary so word is accepted in the future, click on Add to Dictionary.



Acknowledging sources used

- All sources must be documented
- Works Cited page is last page in your paper - Chapter 5 MLA Handbook
- Specific ways to cite materials from databases, web sites, print journal articles, books, etc.
- Parenthetical documentation within the paper itself – Chapter 6 of MLA Handbook



Works Cited

- Complete this page before typing your paper since all parenthetical references relate to the Works Cited page
- List of all resources used
- Alphabetize by author's last name
- See library webpage Citing Sources, Examples of Citations, OR
- Use Chapter 5 of the MLA Handbook



Hanging Indent used in Works Cited


Works Cited

Atwood, Margaret. "Silencing the Scream." Boundaries of the Imagination Forum. MLA

Convention. Royal York Hotel, Toronto. 29 Dec. 1993.

Fukuyama, Francis. Our Posthuman Future: Consequences of the Biotechnology Revolution.

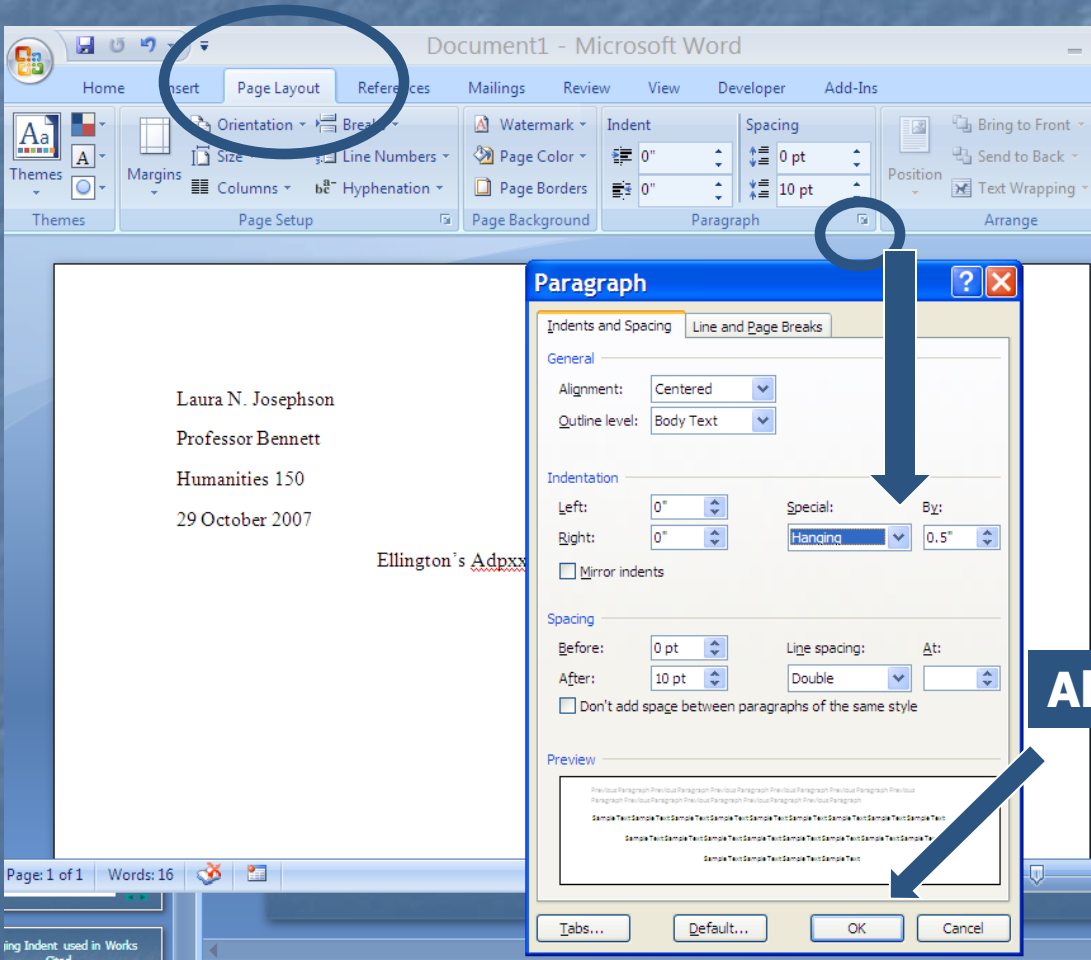
New York: Farrar, 2002.



Hanging Indent



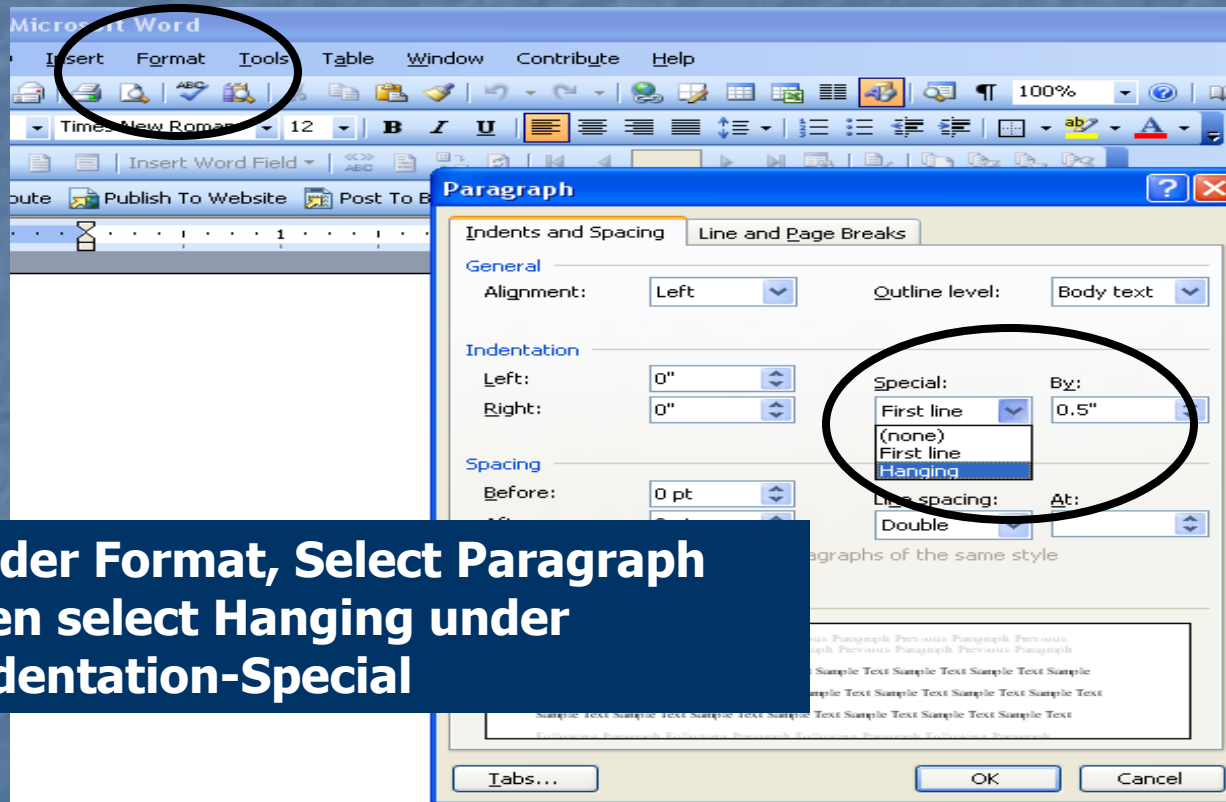
Hanging indent for Works Cited page – Word 2007 & 2010



Always click on OK



Hanging Indent for Works Cited page - other Word versions



**Under Format, Select Paragraph
then select Hanging under
Indentation-Special**



Parenthetical References

- Acknowledgment wherever you incorporate another's words, facts, ideas
- Must be able to trace research
- Follows sentence where information used
- Clearly point to specific sources in the list of Works Cited
- Chapter 6 of MLA Handbook



If you used a quote from the book Black Rage by William H. Grief

- Using author's name in the sentence : Grief states that even though slavery ended, its influence is still present (26).
- Quoting the statement: "The practice of slavery stopped over a hundred years ago, but the minds of freed" (Grief 26).

This quote came from page 26 in the book written by William H. Grief.

Examples of Parenthetical References – these refer to resources listed in your Works Cited



Style Varies for Parenthetical References

- The author's name and page number are used or sometimes just the page number depending on how the information from the source is used
- These refer back to a source listed in the Works Cited page
- Punctuation is important
- Review Chapter 6 of MLA Handbook



Data needed for Works Cited & Parenthetical References

ARTICLE (in print)

- Author & title of article
- Title of journal
- Volume, issue, date of journal
- Volume & Page numbers
- MLA Handbook section 5.7.1-15

BOOK (in print)

- Author & title of book
- Name of editor & edition used
- Name of series
- Place of publication, publisher, date
- Page numbers
- MLA Handbook section 5.6.1-27



Data needed for Works Cited & Parenthetical References

Internet & electronic book

- Name of author, editor, compiler
- Title of the work & date of publication (posting)
- Title of web site & date viewed
- Publisher or sponsor of the site
- MLA Handbook section 5.6.2-3

Subscription Database

- Name of database & date viewed
- Author & title of article
- Title of journal, volume, issue, date of publication
- MLA Handbook section 5.6.4



Writing without plagiarizing

What is plagiarism???

- Using someone else's ideas, information without acknowledging (citing) that person's work.
- Passing off another person's ideas or expressions as your own.

MLA Handbook section 2.1-2.8



Help is here!



Tips to prevent plagiarism

from MLA Handbook section 2.8

- Make a list of writers and viewpoints to double-check in your paper
- Keep 3 categories of notes – your ideas, your summaries of others' material, exact wording you copy
- Identify the sources of all materials you use
- Check with your instructor when you are not sure
- Relates to NPC Student Code of Conduct



Other Research Sources

- Television or radio broadcast
- Sound recording
- Film or video recording
- Performance
- Musical score
- Visual art
- Interview
- Letter
- E-mail
- Digital file

USE MLA Handbook 5.7 section for help citing these specialized resources.



Assistance

- Your English text
- Term Paper Assistance book section in libraries
- Online links to Writing Assistance from the library web page
- Library staff
- Writing Lab staff



Writing Assistance on NPC Library web pages

Home ▶ Academics ▶ Library ▶ Research Assistance ▶ Examples of Citations

Examples of Citations

See actual style manual in your library Term Paper Assistance section for complete information. The actual style manual is also available online. There are numerous rules for very specific situations. [Bibliographies or Works Cited only - these are NOT how to credit in the body of a paper.](#)

Based on APA 5th ed.
MLA 6th ed.
Chicago (Turabian) 15th ed.

ELECTRONIC Sources:

(Library Subscription Databases & Internet)

- Journal article in a subscription database
- Journal article in an aggregate database
- Newspaper article in a subscription database
- Newspaper article from an INTERNET site
- Document on the INTERNET

Print Sources:

- Book with one author

Home ▶ Citing Sources with Style Manuals

Citing Sources with Style Manuals

Check with your instructor about which to use. Collect the needed information.

[Citation examples URL address for NPC databases](#)

[APA Style Manual](#) explanation from Purdue University

[Basic Legal Citation](#) explanation from Cornell University

[CBE \(for science\)](#) explanation from Monroe Community College

[Chicago Style](#) (also known as Turabian) explanation from University of Wisconsin

