

# MLA 8 Page Format

## Create a Header with Page Numbers

- Open a Word Document
- Set Font to “Times New Roman” and Size to “12”
- Click Insert Tab at top
- Look to right on top icons to find “Page Number” > click drop down menu > Select Top of Page > 3<sup>rd</sup> One Down “Plain Number 3”
- Type your Last Name with space before the number 1
- Click Home Tab > Highlight name/number > Change Font to “Times New Roman” and Size to “12”
- Double click anywhere in white space belong to close header

## Page Set Up

The diagram illustrates the MLA 8 page format with the following elements:

- Margins:** A 1" margin on the left and a 1/2" margin on the right.
- Header:** The name "Jordan Conrad" and page number "1" are positioned in the top right corner.
- Text:** The text "Mrs. Smith", "English 10", and "7 April 2017" is left-aligned.
- Title:** The title "How to Properly Use MLA Style for a Research Paper" is centered.
- Body Text:** The first line of the body text, "MLA Style is a set of conventions and standards for writing put forth by the Modern Language Association. These standards allow for ease of communication between readers, similar to the way physicists or mathematicians use symbols to communicate information.", is indented 1/2" from the left margin.
- Font and Spacing:** The text is in Times New Roman 12 font, double-spaced, with no bold or underline.

## Works Cited Page Set Up

- On separate page



Conrad 5

Works Cited



**Title Centered – no  
bold or underline**

"Atomic Bomb." *Gale Student Resources in Context*, Gale, 2017. Student Resources in Context, link.galegroup.com/apps/doc/IRHYFK980861499/SUIC?u=west80541&xid=898708c1. Accessed 7 Oct. 2018.

"Harry S Truman's Decision to Use the Atomic Bomb (U.S. National Park Service)." *National Parks Service*, U.S. Department of the Interior, 25 Oct. 2017, ww.nps.gov/articles/trumanatomicbomb.htm.

Sheinkin, Steve. *Bomb: The Race to Build and Steal the World's Most Dangerous Weapon*. Roaring Brook Press' Scholastic, 2013.

## Double Space Everything

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**Alphabetize Entries –  
ignore The, A, An**

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## Use a hanging indent for entries of more than a single line

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Highlight entry or entries

Click paragraph settings' corner arrow

Below "Special" use drop down to select 'hanging'

Under "Spacing" check box marked "don't add space between paragraphs of the same style"

Click OK