**MLA Format Instructions for Microsoft Word**

1. Begin by clearing all your formatting (Under the "Home" tab), click on "No Spacing" instead of the default "Normal"
2. Change it to double space or spacing=2.0 (under "Paragraph")
3. Change your font to Times New Roman and Size 12.
4. Click the “Insert” tab at the top of the screen. Then, click “Page Number” choose the option that makes the page number on the top right corner of the page.
5. Now, type your last name in front of the page number with a space
6. Change the font of your last name and page number to Times New Roman size 12. Double click outside of the header to exit it.
7. Type your MLA header in the top left corner of your paper (NOT in the header) above your title. It should look like this:

First Name Last Name

Ms. Nafso

9 Literature & Composition

9 October 2016

1. Type and center your creative title using the center button at the top of the screen. Don’t bold, italicize, or underline it (Note: each first letter should be capitalized)

Taylor Swift

Ms. Nafso

9 Literature & Composition

9 October 2016

Creative Title of Essay

Each paragraph begins with an indented first line (click on the "tab" button on your keyboard for this 0.5-inch indentation. This is a sample of what your essay should look like. Notice the spacing, the font, the size, and the format. Please follow this exactly. It is important to make sure your formatting is correct because it is a direct correlation to your ethos (credibility as a writer). If you can't follow something as simple as format, you can't blame a reader for assuming the rest of the essay is not carefully thought out as well.

A new paragraph marks a new tab (but NO extra spacing between paragraphs). Notice how the spacing between every line is the same (double-spaced). Also, "Be sure your in-text citations are correctly formatted" (Turner 4).

**MLA Format Instructions for Google Drive**

1. Begin by clearing all your formatting (the little Tx button at the top right of the page)
2. Change the font to 12 pt. Times New Roman
3. Double space (under line spacing at the top of the page)
4. Click “Insert” at the top of the page and then click “Page Number” and choose the first option.
5. The result should be the page number at the top right corner. Type your last name IN FRONT of the page number with a space. Change the font of the last name and page number to Times New Roman Size 12. Click outside of the header to exit it.
6. Type your MLA header in the upper left-hand corner of the paper (NOT in the header) above your title. It should look like this:

First Name Last Name

Ms. Nafso

9 Literature & Composition

9 October 2016

1. Type and center your creative title using the center button at the top of the screen. Don’t bold or underline it.

Taylor Swift

Ms. Nafso

9 Literature & Composition

9 October 2015

Creative Title of Essay

Each paragraph begins with an indented first line (click on the "tab" button on your keyboard for this 0.5-inch indentation. This is a sample of what your essay should look like. Notice the spacing, the font, the size, and the format. Please follow this exactly. It is important to make sure your formatting is correct because it is a direct correlation to your ethos (credibility as a writer). If you can't follow something as simple as format, you can't blame a reader for assuming the rest of the essay is not carefully thought out as well.

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