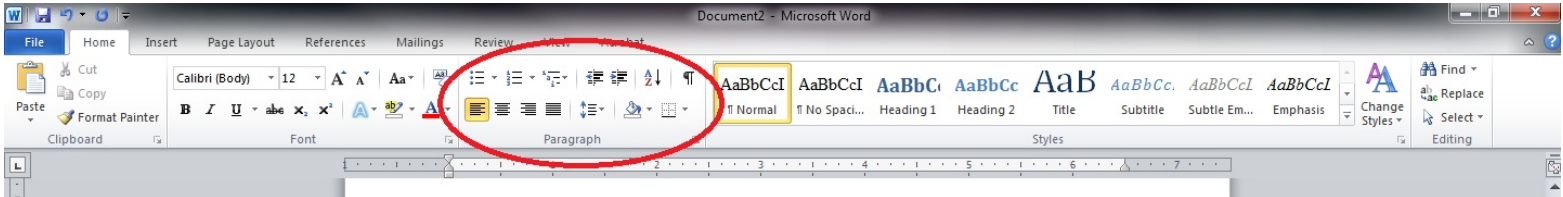


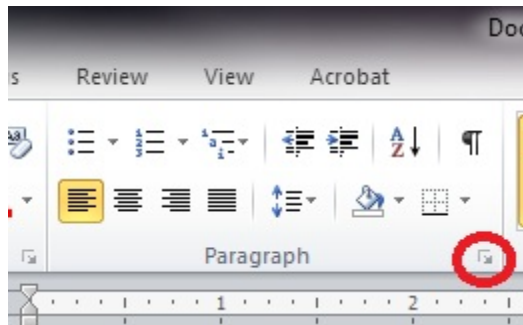
Formatting for MLA Style Papers

MLA style requires specific formatting for scholarly papers. Formatting your paper properly helps you build credibility and shows that you are aware of the conventions that dictate your studies. Properly formatting your paper can also help you avoid accusations of plagiarism.

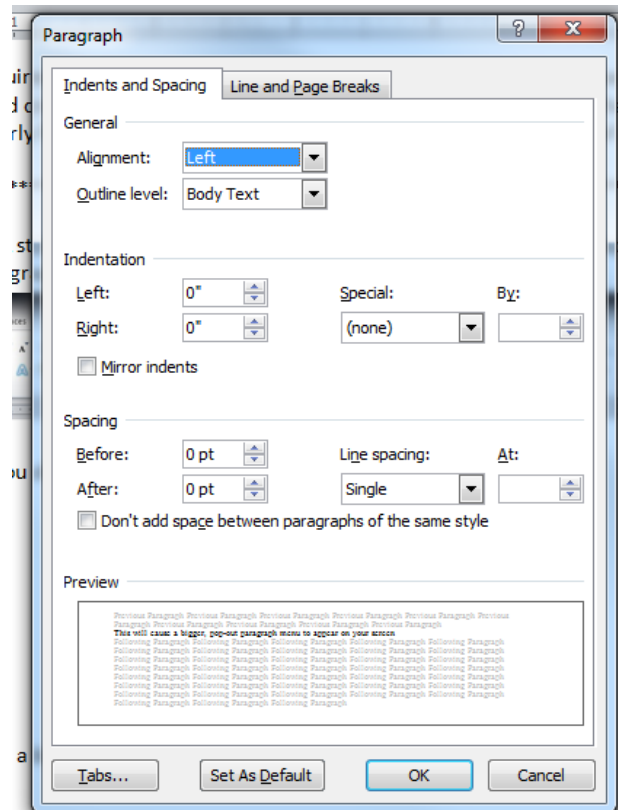
Typically, MLA style papers should be double spaced. To double space your paper, you should go to the paragraph menu:



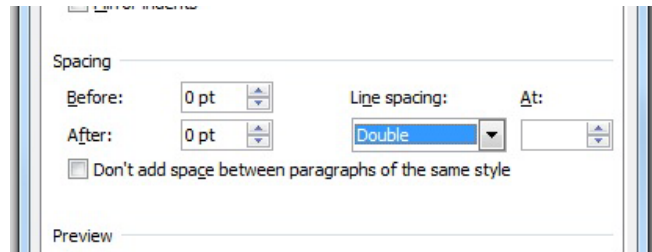
From there, you should click on the small arrow in the bottom right corner:



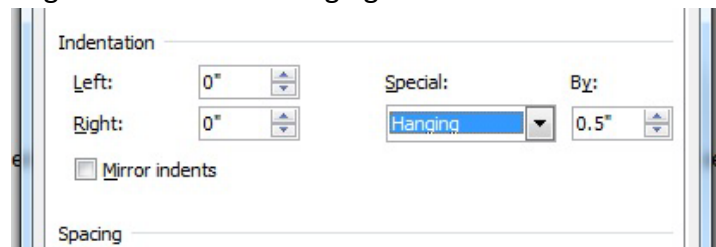
This will cause a bigger, pop-out paragraph menu to appear on your screen. In this menu, you can change the line spacing and the indentation:



Indicated in blue is where you will change the spacing to double. Be sure that the before/after spacing are both at 0pts so there will not be extra spacing between your paragraphs. The drop down menu, labeled “Line Spacing” should be at double:



For the hanging indent needed for your works cited page, you would work in the section labeled “Indentation.” After highlighting all your sources, you should click on the same tiny arrow in the bottom right corner of the paragraphs menu. The same pop-out menu should appear. Indicated in blue is where you need to change the indent to “Hanging:”



Ta-da! Your paper is now following MLA guidelines! Remember, if you are having trouble with any of these steps, you can always make an appointment at the Write Site, and we would be glad to walk you through this process.

