

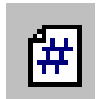
THE MLA STYLE REPORT

The MLA Style is used predominantly for literary papers and narrative reports. Set up this report according to the directions below when using *Microsoft Word*.

CREATING THE HEADER (to include a page number on ALL pages, including page 1)

Follow these directions to add the page number:

1. Click on View, Header and Footer.
2. In the Header, right justify your last name.
3. Press the space bar once, then insert the page number by clicking on this icon:
4. Click close to get back to the report screen.



KEYING PAGE 1

1. Set margins in the File menu, Page Setup:
Top Margin: Set at 1 inch **Bottom Margin:** Set at 1 inch
Side Margins: Set left and right at 1 inch
2. Turn double space on in the Format menu, Paragraph, Line Spacing: Double.
3. The font for the entire document should be set at Times New Roman, size 12.
4. Begin keying the following information at the top of the page at the left margin:

Your name
Lisa Jones ←

DS (already turned on) Your teacher's name
Mrs. Martin ←

DS The class name
Honors English ←

DS The due date for the assignment
9 December 2008 ←

DS

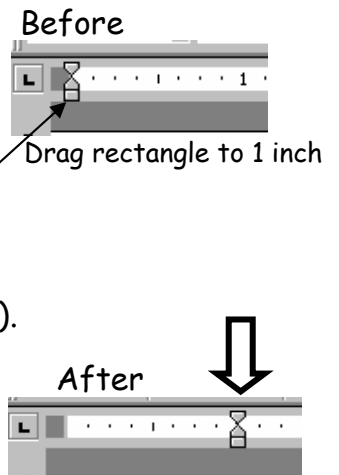
5. Center the title in initial caps, followed by a double space (one return).
6. Click left align and begin keying the body of the report in double space format.

QUOTATIONS

Long quotes (four or more typed lines) are included in the body, keyed in double space.

Follow these directions:

1. Drag the left indent, found on the ruler, to one inch (see diagram).
2. Key the long quote in double space.
3. Drag the left indent back to zero and continue the report.



KEYING THE WORKS CITED PAGE

The Works Cited page should be keyed following the body because this page includes a page number. The margins are the same as the body of the report. Follow these directions to complete this page:

1. Press Ctrl-Enter to set a manual page break after the last keyed line of the report.
2. Continue double spacing.
3. Key the title **Works Cited** at the top of the page (one inch top margin) at center.
4. Return once (DS set) and click the left align icon.
5. Set a hanging indent so that the first line is at the left margin and all continuing lines of each entry are indented $\frac{1}{2}$ inch. (See directions below)

Drag the margin markers on the ruler to look like this:



★★ Drag hanging indent to $\frac{1}{2}$ inch mark ★★

6. Key the entries double-spaced in **alphabetical order**.