Steps to an MLA Formatting and Heading

**1** **Set your document margins and settings before starting to type your paper or create a header.**

* + Choose 1-inch (2.54 cm) margins. This may be found in your Page Setup menu in your File options.
	+ Select a commonly used font, like Times New Roman in 12-point size. This can usually be changed in the Formatting toolbar above the page or on the top horizontal menu.
	+ Choose double spacing on the Line Spacing options.

**2 Next you need a header.** The header is not automatically seen on a blank document. This is the space that appears just above your top margin, indicating a page number, graphic or other text. In Microsoft Word, go to the INSERT tab at the top menu and choose “Page Number”. Select “Top of Page” and then the option where the page number appears in the top right hand corner. Type your last name next to the number.

**3 On the first true line of your paper, begin your heading**. It should look like this:

Student Name

Teacher Name

Class

Date

Title

 Begin your paper here….