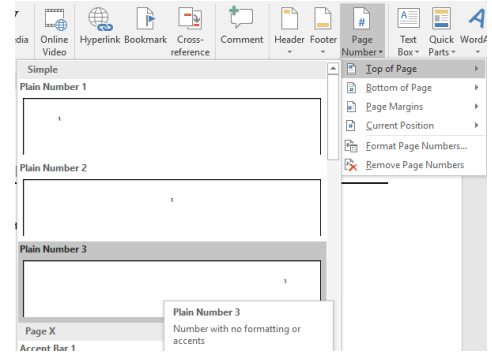


# Formatting an MLA Research Paper

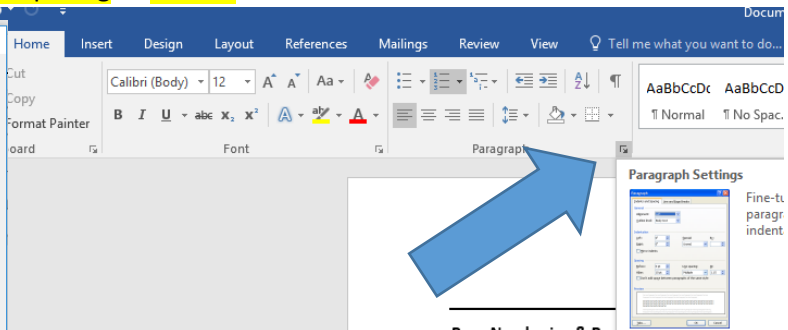
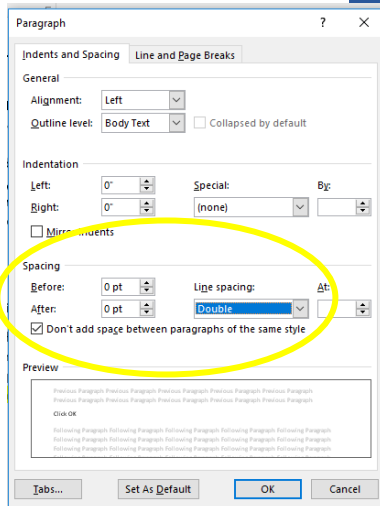
## Page Numbering & Running Header Format

1. From the **Insert** tab, select **Page Number/Top of Page/Plain Number 3**
2. Type your **last name** to the left of the page number, **followed by a space**
3. Highlight your last name and the page number and set the font to **Times New Roman** size **12**
4. Double click the below the dotted line to resume working on your paper



## Setting Line Spacing and Font for MLA Formatted Papers

1. Ctrl-A (to highlight the whole document)
2. Set the font to **Times New Roman** size **12**
3. Open the paragraph dialog box
4. Set **Spacing** for **Before** and **After** to **0**, and set **Line Spacing** to **Double**
5. Click OK



## First Page Heading

Last Name 1

Your Name

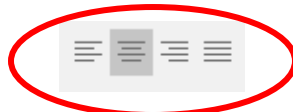
Teacher Name

Class Name

28 February 2018 (*note the proper format for the date*)

Title

Use the center icon to ensure your title is perfectly centered



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