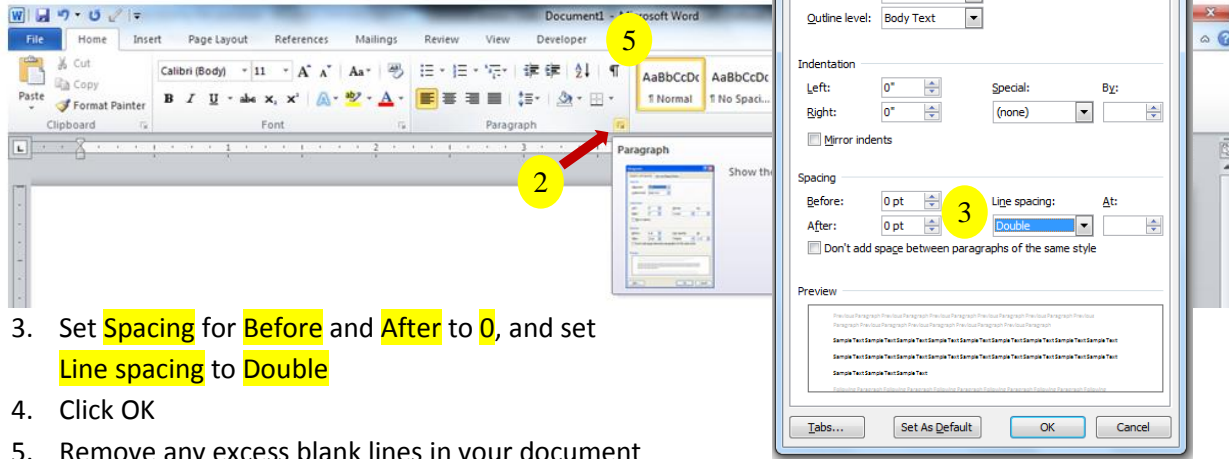


Formatting an MLA Research Paper


Setting Line Spacing in *Word 2013* for MLA Formatted Papers

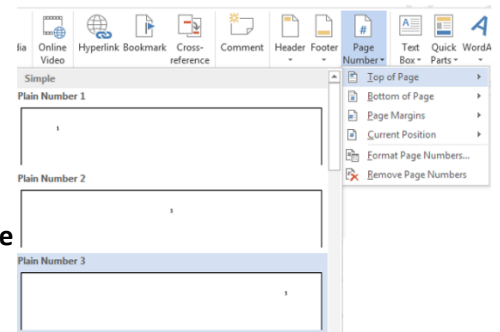
1. Ctrl-A (to highlight the whole document)
2. Open the paragraph dialog box



3. Set **Spacing** for **Before** and **After** to **0**, and set **Line spacing** to **Double**
4. Click OK
5. Remove any excess blank lines in your document
 - Click ¶ on the ribbon
 - Delete any lines containing only ¶
 - Click ¶ again to hide formatting symbols

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. Click  to close the header, or double click below the dotted line



Close Header
and Footer

First Page Heading (Do not place the lines below in the header!)

Last name 1

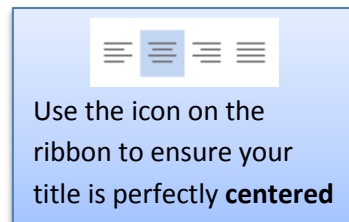
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4 August 2017 ← note the proper format for the date

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