

Comp Notes

MLA Document Formatting

1. Create a _____ ½ inch from the top margin with your _____ and the page number.
2. Set the font to _____, size _____ point.
3. Set the _____ to 1-inch on all sides.
4. Set the _____ to 2.0 (double spaced).
5. On the first line type: _____, press enter 1 time.
6. On the second line type: _____, press enter 1 time.
7. On the third line type: _____, press enter 1 time.
8. On the fourth line type: _____, press enter 1 time.

(Note: Dates must be formatted in dd Month yyyy = 12 September 2021)
9. On the fifth line _____ and press enter 1 time.
10. Indent the sixth line by _____ inch and begin typing your first paragraph.

Common Errors:

- Do not add extra space (hit an extra enter) between lines. The automatic double spacing is all you need.
- Some programs (such as MS Word) have a default setting where it will add extra spacing between paragraphs. To correct this, find your paragraph settings, go to spacing, and make sure the spacing “before” and “after” paragraphs is set to 0.
- Some programs (such as MS Word) do not automatically update the header font when you reset the font for the main text. When creating your header, you may need to separately reset its font to 12-point Times New Roman.