

MLA Page Format



The Writing Center
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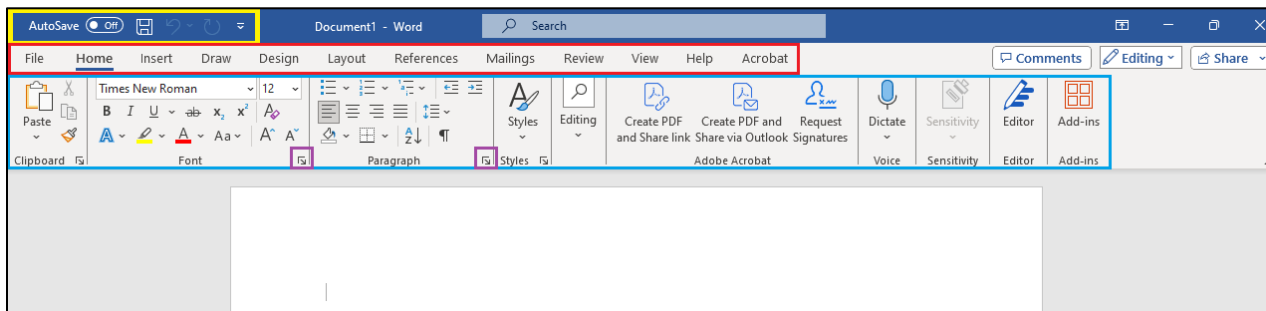
Computer Requirements

The entire Microsoft Office365 suite (Word, Excel, PowerPoint, Outlook, etc.) is free with your tuition. For writing essays, you will use either Word Online or Microsoft Word downloaded to your computer or tablet. Mac, Windows, and Android-based devices can download the application while Chromebooks must use Word Online.

The link to download Office365 from the college is located here: <https://it.okstate.edu/services/software-distribution/>.

The link to Word Online is [Word.office.com](https://www.office.com).

Getting to Know Word – Key Terms and Ideas



Word has four basic parts in the Ribbon:

- Quick access toolbar (yellow)
- Tabs (red)
- Groups (blue bar).
- Dialogue box (purple boxes).

The quick access toolbar holds several critical functions for Word such as Autosave, Save, and Undo. Undo can be used to quickly correct a mistake by reversing your last action. To toggle Autosave on, you must:

- Log in to your OneDrive account.
 - If you are using a Windows computer, you will have two OneDrives to choose from: your personal and your college provided one. It is highly recommended that you save it to your okstate.edu OneDrive, so you never lose access to your document, even when using campus computers.
- Save your document.

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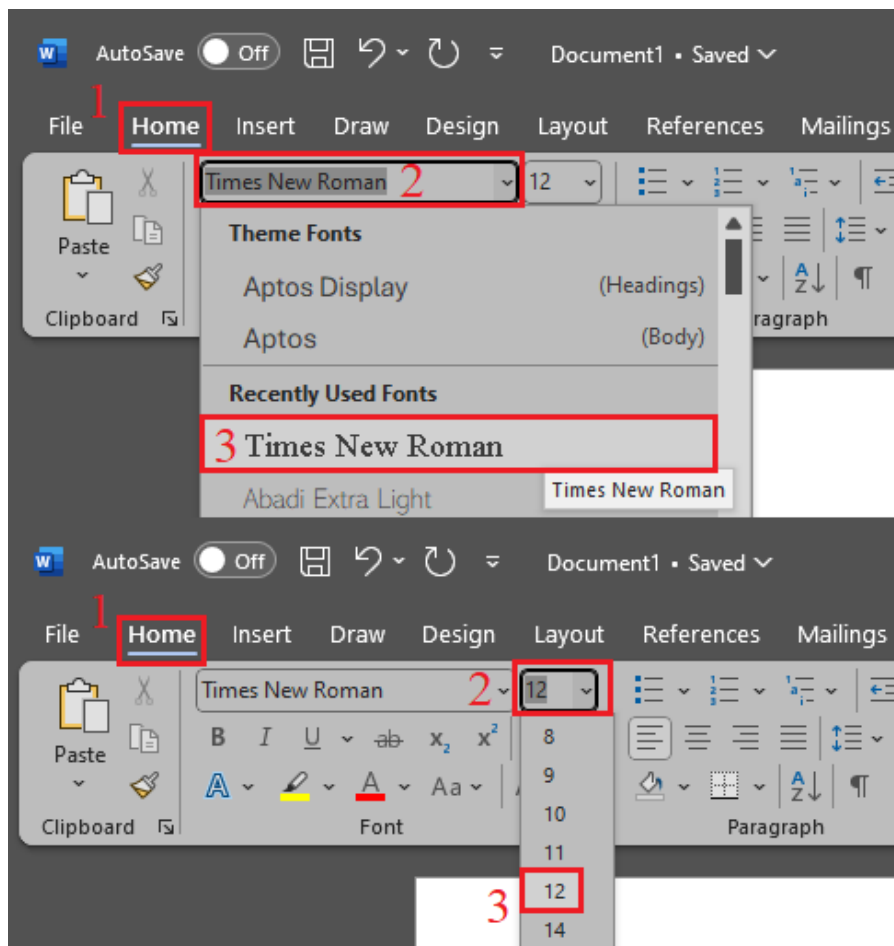
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Font and Sizing.

The standard essay font is Times New Roman in size 12 (12-point). According to the MLA handbook, any **legible** font is acceptable. A legible font is between 11-point and 13-point with a clear distinction between *italic* and standard text. Your professor may have specifications beyond this and should be followed above the MLA guide.

To set your font:

- Go to the Home tab.
- In the Font group, use the left drop-down menu to change the name of the font.
 - e.g., Times New Roman
- Use the right drop down menu to change the size of the front.
 - (e.g., 12)



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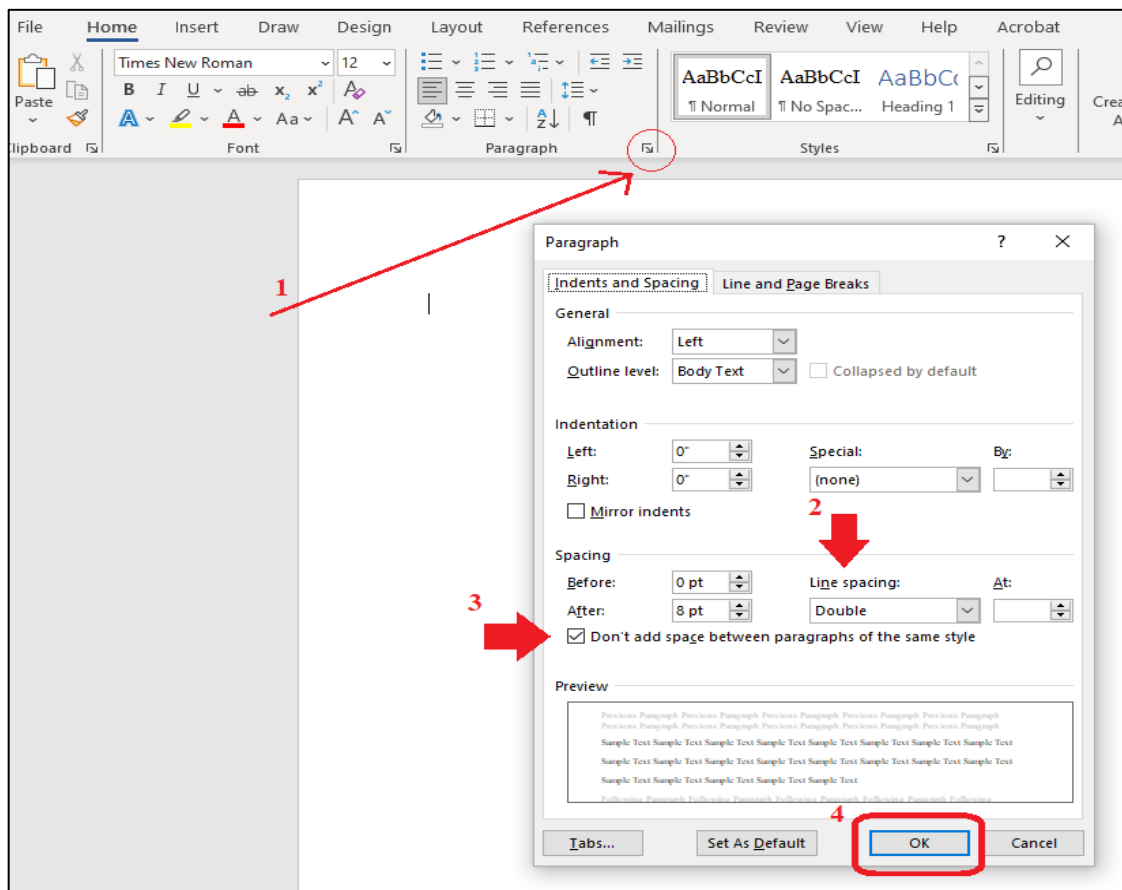
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Spacing

MLA requires text to be double-spaced without extra space between paragraphs.

- Go to the Home tab.
- In the Paragraph group, click on the dialogue box (step 1).
- Select “Double” from the Line Spacing drop-down menu in the Spacing section (step 2).
- Check the “Don’t add space...” box (step 3).
- Click “OK” (step 4).



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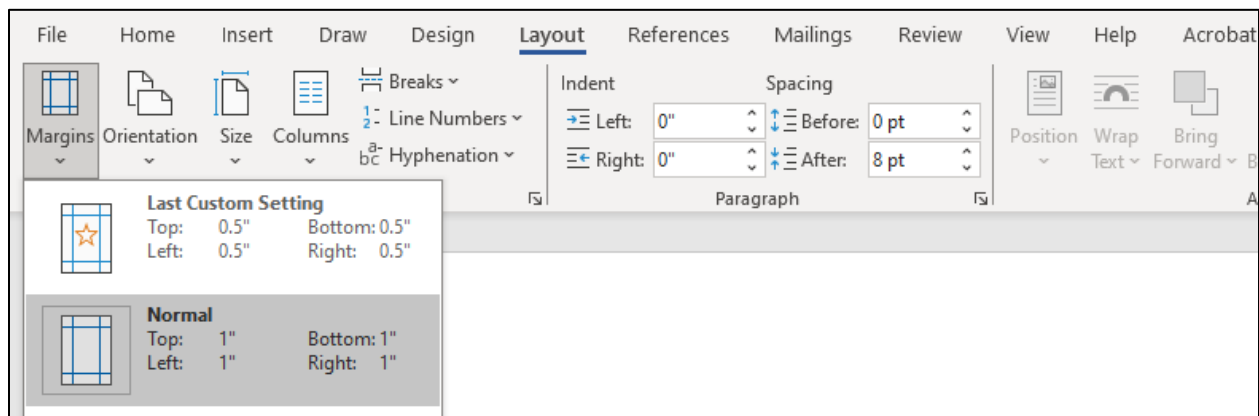
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Margins

MLA requires 1-inch margins around the page. This is known as “Normal” margins in Word.

- Go to Layout tab.
- In the Page Setup group, click on the Margins drop-down menu.
- Select “Normal.”
 - Note: Normal is the default option, but double check that it’s selected.



Page numbers

MLA requires page numbers in the top right of the page.

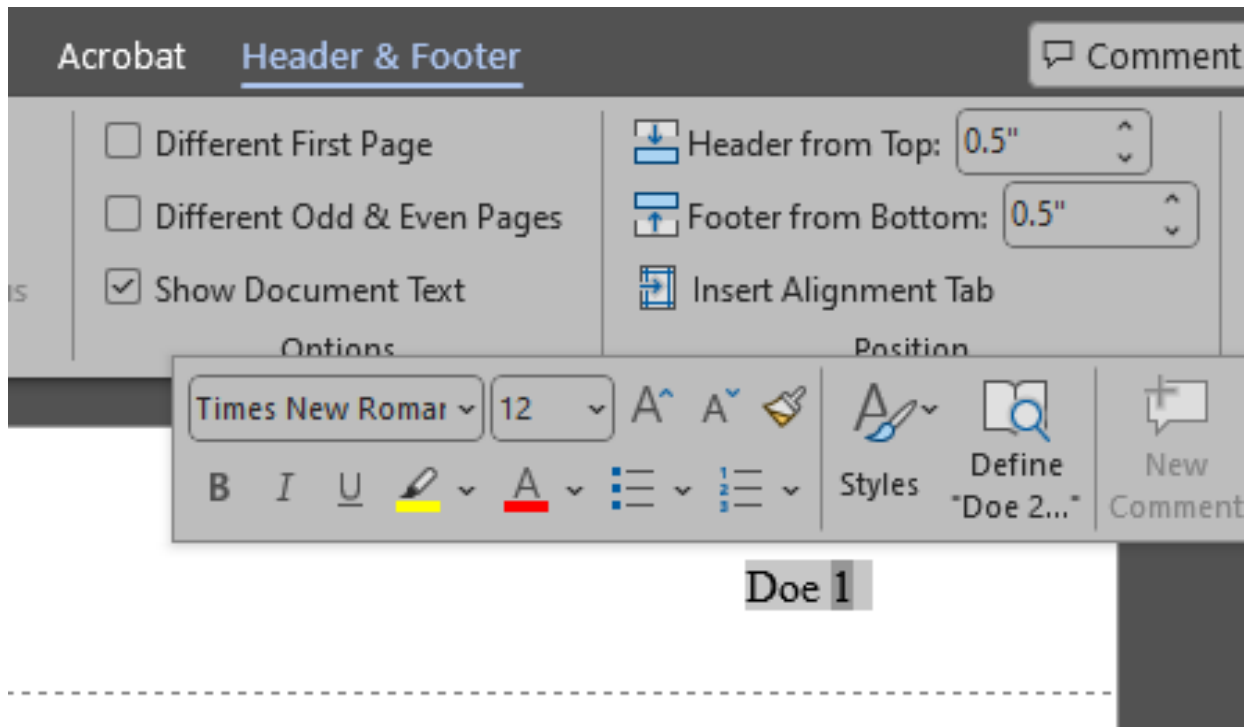
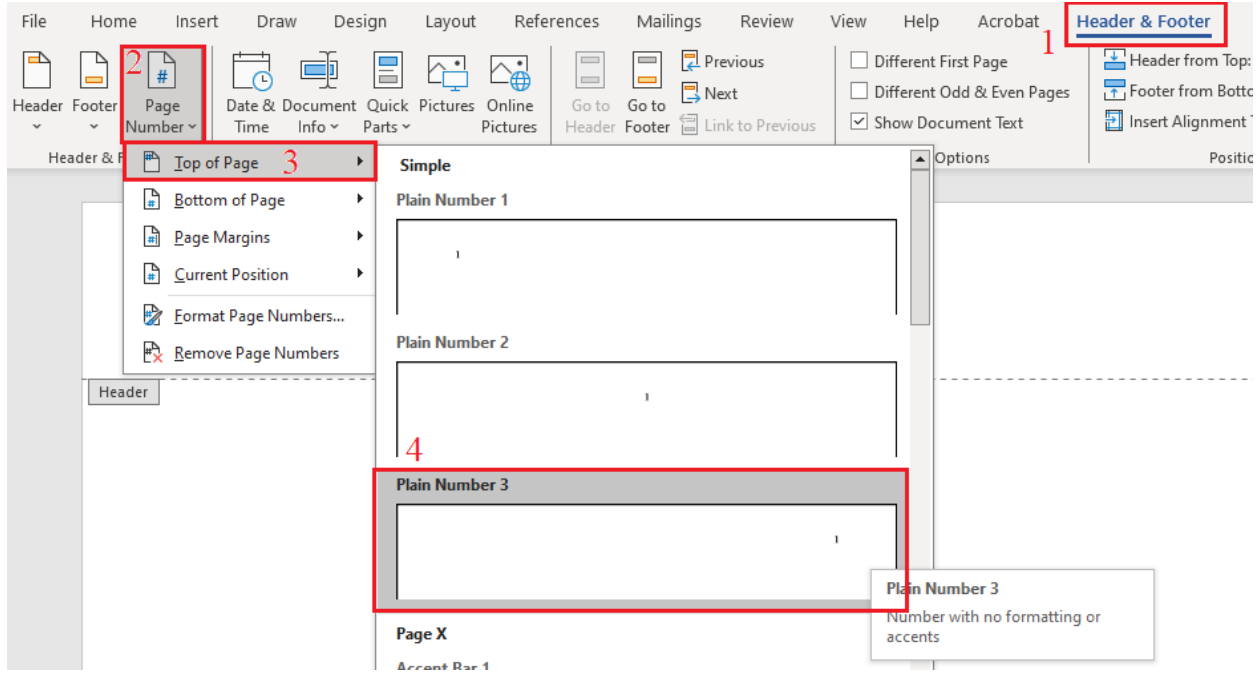
- Double click the top of the page to open the Header & Footer group (step 1).
 - This group will only appear when you double click the top of the page.
- In the Header & Footer group, click on the Page Number drop-down menu (step 2).
- Hover your cursor over the “Top of Page” option (step 3).
- Move your cursor to “Page Number 3” and click on it (step 4).
- Include your last name before the page number. Make sure your last name and page number are in the same font as the rest of your essay.
 - Highlight your name and the page number and choose the font and size.

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Headings

MLA requires a heading before your title in the upper left corner of the paper outside of the Header. Include, in order:

- Your first and last name.
- Professor's name with title (e.g. Dr. or Professor).
 - Refrain from titles like Ms./Mrs. or Mr. unless this is your professor's preference.
- Class number/title (e.g. ENGL 1113).
- The due date of the paper in **day, month, year** format (e.g. 15 February 2024).

The diagram shows a rectangular box representing a page. In the top right corner, the name "Caitlin I" is written. In the top left corner, a smaller red-bordered box contains the following text:
Beth Caitlin
Professor Elaine Bassett
English 106
3 August 2009
Below this red box, the text "Andrew Carnegie: The Father of Middle-Class America" is centered.

Title

Your title should either be specific to the topic of the paper or something catchy and enticing to give you a general idea of the topic. An example title (with subtitle) for a Composition II, Argument of Fact essay would be “Breastmilk versus Formula: What is Fact versus Fiction”.



The subtitle follows the title and a **colon** and includes extra information. Capitalize all nouns in the title and subtitle. Do not capitalize prepositions (in, at, of, on, to...), coordinating conjunctions (for, and, but, or...), or articles (the, a, an) unless an article is the **first word** in the title or subtitle (e.g. “Pokémon Go: A Helpful Health App or Ill-Intentioned Game?”)

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Caitlin 1
Beth Caitlin Professor Elaine Bassett English 106 3 August 2009
Andrew Carnegie: The Father of Middle-Class America

Body Paragraph Indentations

Indent the start of each paragraph using the [Tab] key. Do **NOT** use the spacebar to create an indentation.

Work(s) Cited Page

The Work(s) Cited is the final page of your paper. Citations follow in alphabetical order of author's last name, complete with *hanging indentions*. The title of the section is center aligned on the page. You will use the phrasing Work Cited for a single citation and Works Cited for multiple citations.

To create a hanging indent:

- Highlight your citations (step 1).
 - Use your mouse or trackpad to click and hold, then drag your cursor over the text.
- In the Paragraph group, click on the dialogue box (step 2).
- Select "Hanging" from the Special drop-down menu in the Indentation section (step 3)
- Click "OK" (step 4).

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3

4

Step 1: Click and drag over text to select it

Page number → Doe 5

Title → Works Cited

Hanging indent → Bolens, Guillemette. "Marcel Proust: Kinesic Styles and Consciousness as Interaction." *Modern Fiction Studies*, vol. 68, no. 4, Winter 2022, pp. 619–38. EBSCOhost, <https://doi.org/10.1353/mfs.2022.0044>.

Lucey, Michael. "Introduction: Proust's Modernist Sociology." *Paragraph*, vol. 45, no. 1, Mar. 2022, pp. 1–21. EBSCOhost, <https://doi.org/10.3366/para.2022.0382>.

Pascale Gisquet-Verrier, and David C. Riccio. "Proust and Involuntary Retrieval." *Frontiers in Psychology*, vol. 15, Feb. 2024. EBSCOhost, <https://doi.org/10.3389/fpsyg.2024.1235098>.