MLA Report Formatting with Word 2010

The Modern Language Association (MLA) style for formatting reports is widely accepted. The steps below will assist students in formatting their reports.

Format all margins at 1 inch. The header margin is one-half inch. **Double space** the entire report. Remember to change the “spacing after” in the Page Layout tab to zero.

Create a header that will appear on every page. Insert a page number from the Insert tab—Top of Page, Plain Number 3. Click in front of the page number and type your last name and a space.

Key the **student information** section: student name, teacher name, class, and date (notice the date is day, month, and year with no punctuation).

Center the **title.** Capitalize the first letter of each word—Initial Caps. Prepositions, conjunctions, and articles remain lower case unless they are the first word. **Bolding is optional and must be consistent with Works Cited page.**

Indent a **numbered list** one inch from the left margin.

Create your **Citations** as you key your report or at any time. When citing a source is necessary, go to the References Tab and choose Insert Citation, Add New Source. For a ProQuest citation, choose “Article in a Periodical” and “Show all Bibliography Fields.” All your citations will be kept within the document and can be reused by selecting the Insert Citation button. You can choose which sources to include or exclude in the Works Cited with the Manage Sources button. Textual citations can be edited within the document to include page numbers using the drop-down list arrow and choosing Edit Citation.
Set off a **long quote** (four or more lines) by indenting it one inch. Delete any indentation (tab) and the quotation marks.

The sources are on a separate page—Ctrl+Enter. Go to the References Tab under Citations & Bibliography. Make sure the Style is MLA Seventh Edition. Choose Bibliography, Works Cited.

Center the words “Works Cited”, change font to black, change type size and style to be consistent with the document, check for double spacing, and change the “spacing after” in the Page Layout tab to zero. This feature will automatically sort, create a hanging indent, and format the Works Cited correctly.