

How to Set Up Standard MLA Format in Microsoft Word and WordPerfect

Font Type and Size

- ✓ Choose an easily readable font (e.g. Times New Roman) and size (12 pt.)

In Microsoft Word and WordPerfect

Go to the **Format** menu > **Font**

- Font should be set to **Times New Roman**.
- Font Size should be set to **12 point**.

Margins

- ✓ Do not justify the right margin of your paper. It may look “neat and clean” but it is not MLA Format

In Microsoft Word

Go to the **File** menu > **Page Setup**

- Margins should be set to **1”** on the top, bottom, left, and right.

In Word Perfect

Go to **File** > **Page Set-Up** > Click on **Margins and Layout** Tab>

- **Make sure all margins read one inch.** It should already be done for you.

Spacing

- ✓ Your paper should be double spaced throughout, including block quotes. Leave one space after a period unless your professor prefers two spaces.

In Microsoft Word

Go to the **Format** menu > **Paragraph**

- Line spacing should be set to **“double.”**

In Word Perfect

Go to **Format** > **Line** > **Spacing** >

- In the spacing box delete “1.0” and replace with “2.0”

Headings, Page Numbers, and Titles

- ✓ **Research papers in MLA do not include a title page, unless otherwise specified by your instructor. One inch from the top, include the following information:**

1. Your name
2. Your instructor's name
3. The course you are writing for
4. The date
5. Double space once and then include your title

NOTE: Use only regular, 12 point font in titles and center them. Do not use bold-faced type or other special settings.

- ✓ **Header should be set to 0.5" from the top. The header is where you will place your page numbers. Do not put your page numbers inside the 1" margin.**

In Microsoft Word	
Header and Footer	Page Numbers
Go to the View menu > Header and Footer <ul style="list-style-type: none"> • Type your last name and make sure it is set to "align right." 	Go to the Insert menu > Page Numbers <ul style="list-style-type: none"> • The numbering should be set to "Top of page" and "Alignment right."

In Word Perfect	
Header and Footer	Page Numbers
Go to Insert > Header and Footer > Click Create > <ul style="list-style-type: none"> • Select "right alignment". • Type your last name. Close header box. 	Go to Format > Page > Numbering > Click the position box <ul style="list-style-type: none"> • Click on Top Right • Click on the "1" in the Page numbering format.

Where Can I Get Help with MLA?

- [The MLA Handbook for Writers of Research Papers, 6th ed.](#)
- [The Penguin Handbook](#)
- [Troyka Quick Access](#)
- [Basics: A Handbook](#)
- [Winter Park Campus Library Website](#)
 - By selecting the "Online Databases and Articles" link from "Research Tools", you gain access to detailed, color coded examples for each of the databases you use for this paper (these examples are found under "documentation")

- www.citationmachine.net

- Don't feel like building your own citations? Visit citationmachine.net, plug in information about your source and then copy and paste the program's example.

Benjamin 1

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English 200

8 December 1999

Perceptual Manipulation in Shakespeare's *Taming of the Shrew*

Teun A. Van Dijk, in his essay "Pragmatics and Poetics," explains the reason for speech is "to change the internal state of the hearer" (Dijk 30). Ferdinand de Saussure describes in his essay, "Nature of the Linguistic Sign," how a word is more connected to the minds of the speaker and the hearer than to anything else. He describes that the "linguistic sign" as a unit formed equally by the association of a "concept" and a "sound-image." The "sound-image" is what one would call a spoken word, something that "signifies." Saussure describes it as "the psychological imprint of the sound, the impression that it makes on our senses" (Saussure 832). He goes on to describe its materiality: "the sound-image is sensory" (Saussure 832). The term "concept" is summed-up as being "generally more abstract" (Saussure 833) than the "sound-image." The "concept," it appears, is what one would call objective perceptions, for example, the table, or an ox. A "concept" is anything that can be "signified." In *The Taming of the Shrew* Petruchio intends to break Katharina by disassociating her from her sense of reality by prying apart the linguistic unit she has intuitively taken for granted.

The first scene demonstrates Katharina's personality through the interaction she has with her sister, Bianca, and her father, Baptista. She is shown to have "a devilish spirit" (Shakespeare 2.1, 25). Petruchio, shortly afterwards, meets Baptista and speaks to him about Katharina. Instead of calling her a shrew, Petruchio compliments her on her "beauty and her wit, / Her affability and bashful modesty, / Her wonderous qualities and mild behavior" (Shakespeare 2.1,

MLA Works Cited Page Format

- ✓ The Works Cited page follows the last page of your paper and is numbered sequentially.
- ✓ The title of your Works Cited page goes 1" from the top margin and is not bold, italicized, underlined or in quotes
- ✓ Your first entry, alphabetized by author's last name or first major word of the title, begins at the left margin, two lines below the title.
- ✓ The first line of each citation is at the left margin. Each additional line takes a ½ inch hanging indentation from the left margin.
- ✓ The ENTIRE Works Cited page is double-spaced with 1" margins

Hanging Indent

In Microsoft Word

Go to the **Format** menu > **Paragraph**

- Line spacing should be set to "double,"
- Indentation should be set to "hanging" under the "Special" drop-down menu.

In Word Perfect

Select **Format** > **Paragraph** > **Hanging Indent**

The diagram illustrates the formatting of an MLA Works Cited page. It shows a page with a top margin of 1 inch, indicated by a vertical double-headed arrow. The title "Works Cited" is centered at the top. Below the title, a list of citations is shown. The first line of each citation is aligned with the left margin. Subsequent lines are indented by ½ inch, as shown by a horizontal double-headed arrow labeled "Ojeda 1" and "½". A vertical double-headed arrow on the right side of the page indicates a right margin of 1 inch. A large vertical watermark "DOUBLE SPACED" is overlaid on the page. At the bottom left, a legend explains the hanging indent: "Hanging indent. Microsoft Word Path: Format: Paragraph: Indentation: Special: Hanging Indent".

Works Cited

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Hanging indent.
Microsoft Word Path:
Format: Paragraph:
Indentation: Special:
Hanging Indent

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