

Instructions for Formatting MLA Style Papers in Microsoft Word for Apple Products

Over time, different citation styles have been created to establish a standardized way of citing and documenting sources in accordance with various disciplines. MLA style refers to one of these citation formats that designates the rules and guidelines for referencing sources in research papers. This citation style was created by the Modern Language Association (MLA) and is mainly used for disciplines concerning literature and the humanities.

Although the Microsoft Word programs on Windows computers and Apple computers serve the same function and utilize the same tools, the locations of various tools in Word are different in the Apple version when compared with the Windows version. This handout covers the procedures for formatting an MLA Citation Style paper in Microsoft Word for Apple Products.

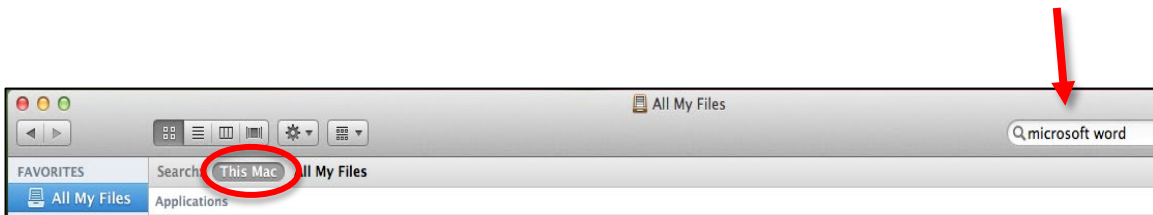
If Microsoft Word appears on the desktop:

The program may already appear on the dock (the bottom bar of the desktop where frequently used programs appear). Double-click the blue letter “W” icon to open Word.



If Microsoft Word is not on the desktop:

1. Open up the Finder program, which shows all the files and applications an Apple computer has.
2. In the Finder window, make sure the “Search” criteria is set for “This Mac”, and type “Microsoft Word” in the search bar to look for the application.



3. Double-click the application icon for “Microsoft Word” to open it.



The following steps detail how to correctly format the document.

MLA Formatting Guide:

Navigate to specific sections of this handout by clicking the links below.

[Step 1: Times New Roman font:](#) pg. 3

[Step 2: 12-point font:](#) pg. 3

[Step 3: One-inch margins:](#) pg. 3

[Step 4: Double spaced:](#) pg. 4

[Step 5: Remove extra space after paragraph:](#) pg. 4

[Step 6: Page number:](#) pg. 4

[Step 7: Headings:](#) pg. 5

[Step 8: Title:](#) pg. 5

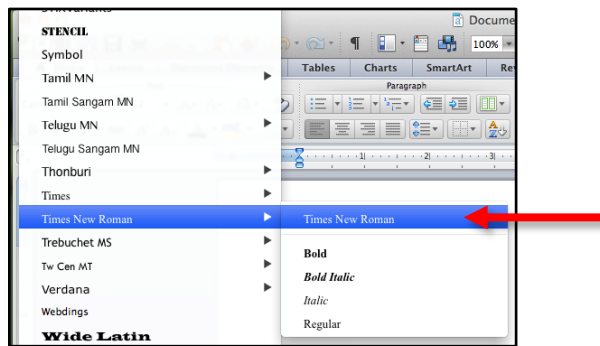
[Step 9: Indent Paragraphs:](#) pg. 6

[Step 10: Insert a Page Break:](#) pg. 6

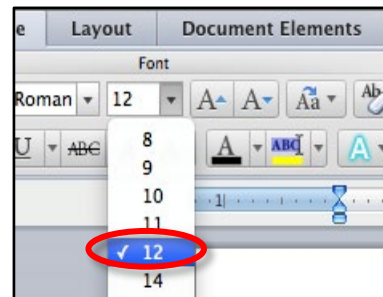
[Step 11: Create a Hanging Indent:](#) pg. 7

- 1) On the “Home” ribbon, in the “Font” group, click on the font drop-down menu (the small arrow next to the word “Cambria (Body)”) to show available fonts. Use the drop-down menu to scroll down, and select the “Times New Roman” font. When the side menu appears, select “Times New Roman” again to select the default, unformatted font.

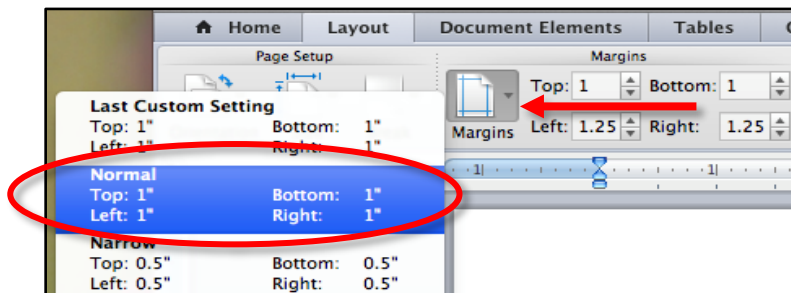
**Note: There are options listed under Times New Roman, such as bold and italic, but selecting the first option of “Times New Roman” will change the font without bolding or italicizing it.*



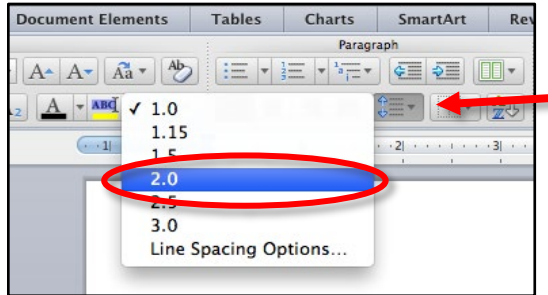
- 2) The default font size should already be set to “12.” If it is not, on the “Home” ribbon, in the “Font” group, click on the small arrow next to the box displaying a number. Using the drop-down menu, scroll down, and select font size “12” for the document.



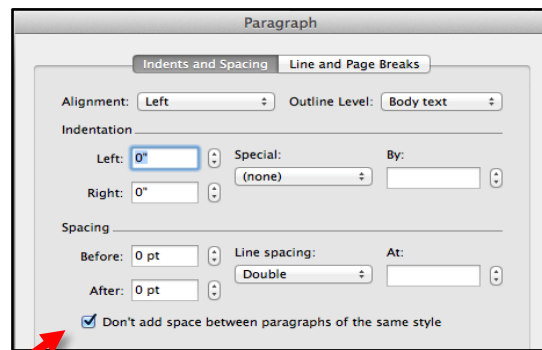
- 3) To set the one-inch margins, click on the tab that is labeled “Layout.” In the “Margins” group, click on the icon labeled “Margins.” Next, select the “Normal” setting.



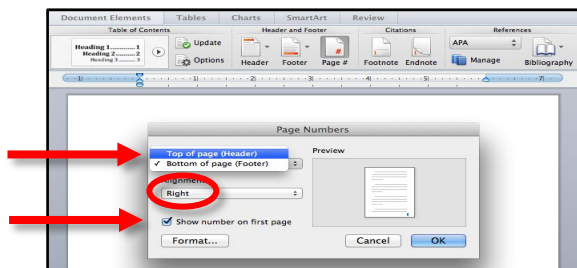
- 4) On the “Home” ribbon in the “Paragraph” group, select the “Line Spacing” icon with the blue arrow pointing up and down next to four horizontal lines. On the drop-down menu, select “2.0” for double-spacing.



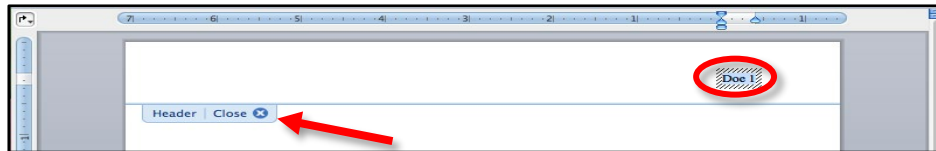
- 5) On the “Home” ribbon under the “Paragraph” group, select the “Line Spacing” icon again. At the bottom of the drop-down menu, select “Line Spacing Options...” When the Paragraph dialog box appears, check the box for “Don’t add space between paragraphs of the same style” in the “Spacing” area, if it is not already checked. Then, click the “OK” button.



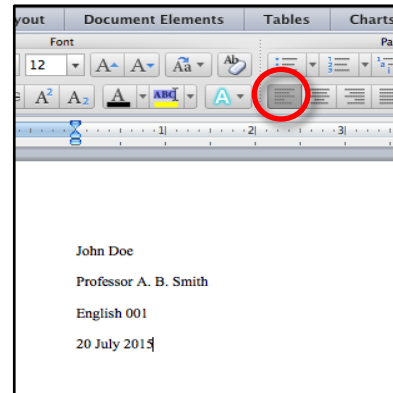
- 6) To insert a page number, click on the tab labeled “Document Elements.” In the group entitled “Header and Footer,” click on the option “Page #.” In the “Position” drop-down menu, select “Top of Page (Header).” Make sure that in the “Alignment” area, the option “Right” is selected and that the checkbox for “Show number on first page” is also checked. Once all of the settings have been adjusted, click the “OK” button.



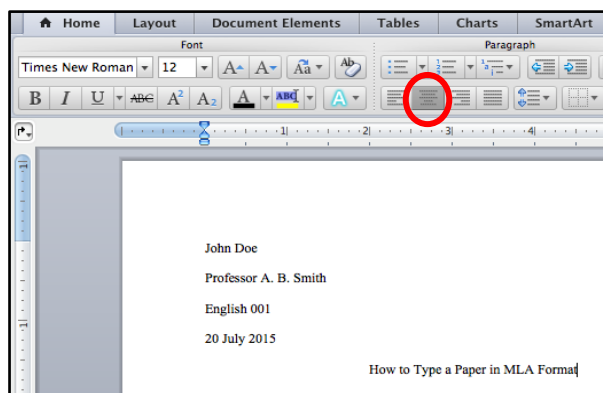
By selecting this option, a grey “1” will appear in the top right hand corner of the header. Double click the top of the page, so the Header section appears. Place the cursor directly on the left hand side of the “1,” type your last name, and then press the spacebar one time. Highlight the entire line by pressing and holding the left button on the mouse while dragging over the text. Next, change the font to “Times New Roman” and the font size to “12” on the “Home” ribbon (see steps 1 & 2). Then, select “Close,” located on the blue tag under the margin line.



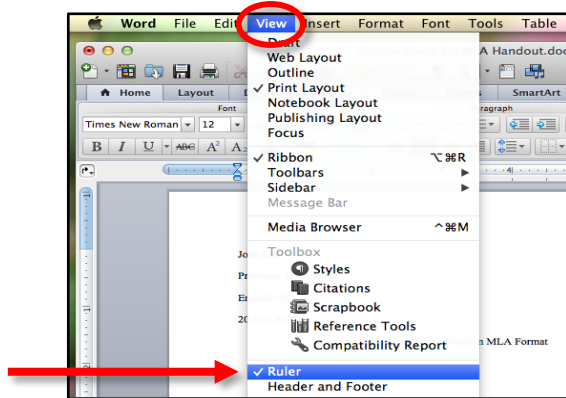
- 7) After all the page specifications are established, the next step is to type the paper’s heading and title. Make sure the text alignment is to the left side of the paper, using the “Align Text Left” icon. Type your name, the name of your professor, the name of the class, and the date, pressing the return key after each entry.



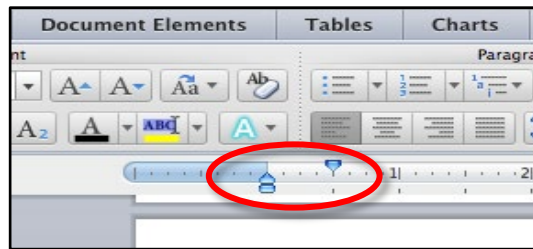
- 8) After typing the date, press the return key one time. Select the “Center Text” icon, located next to the “Align Text Left” button, to move the cursor to the center of the page. Type the title of the paper, capitalizing every important word, such as nouns and verbs.



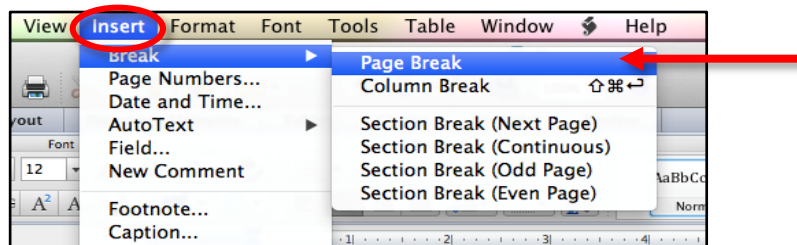
- 9) After typing the title, press the “Enter” key to start the body of the essay. Select the “Align Text Left” icon to move the cursor to the left side of the page. The beginning of each new paragraph should be indented. If the ruler is not already showing on the document, click the “View” tab at the top of the screen, located outside of the Microsoft program. Then, select the “Ruler” option to have the ruler show on the document.



Once the ruler is open, click on the uppermost portion of the hourglass figure (the top triangle), called the “First Line Indent” marker, and drag it half way between 0 and one-inch. This allows the first line indent of each paragraph to occur automatically.

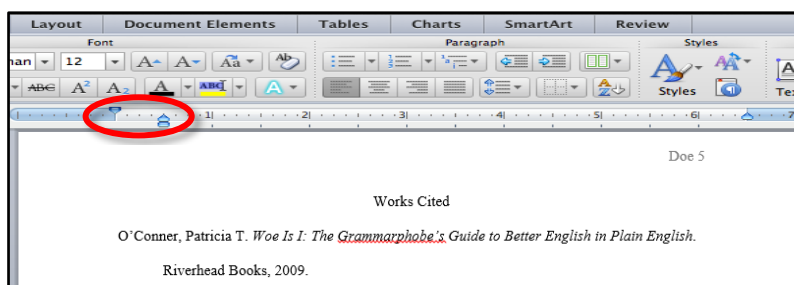


- 10) To create a Works Cited page, a page break needs to be inserted. First, hit the return key to move the cursor to a new line. Next, click the “Insert” tab located at the top of the screen, and select the “Break” option to show the side menu. Then, select “Page Break.”



- 11) Once the page break from the previous step has been inserted, click on the “Home” tab, go to the “Paragraph” group, and click the “Center Text” icon. Type “Works Cited,” and hit the return key.

If the ruler is not visible, see Step 9 part 1 for instructions on making the ruler visible. Then, adjust the ruler so that the “First Line Indent” marker is back to its original starting position at the 0 inch mark. Next, use the mouse pointer to drag the bottom triangle on the ruler slider, called the “Hanging Indent” marker, to the half-inch mark on the ruler.



Finally, enter the Works Cited page citations for the paper, and the hanging indent will automatically be applied.

For further information about MLA citation style, please see the following handouts by Germanna’s Academic Center for Excellence: [MLA Format](#), [MLA Sample Paper](#), and [MLA Paper Checklist for College Writers](#).

Information is also available online about the MLA Style on the Academic Center for Excellence’s website in the [Citation Styles](#) section.

Additionally, the Academic Center for Excellence offers MLA style information in on-campus workshops. Contact the Academic Center for Excellence’s Locust Grove center at **(540) 423-9148**, the Fredericksburg center at **(540) 891-3017**, or the Barbara J. Fried Center in Stafford at **(540) 834-1993** for further information about scheduling an on-campus workshop, or check out the [on-campus workshop schedule](#) on the Academic Center for Excellence’s website to view the dates and times for scheduled on-campus workshops.