

## Formatting Directions for the Research Paper



Spika P.I. says, "You will be using the MLA format."

### Title Page:

Turn centering on. Push Enter to create 10 blank lines

Type the title of the paper.

Push Enter to create 12 blank lines

Type your name.

Push Enter to create 14 blank lines

Double space: Type the name of the class: Values Symposium. Push Enter.

Type teachers' names. Push Enter.

Type date. Push Enter.

Save this document and Print it.

General setup: Set all margins to 1". Set font to Times, size 12. Turn on Double Spacing.

Pages of Report: Make this a separate, new document.

Font is Times, Size is 12, Turn on Double Spacing. Set all margins to 1".

Create a header:

Click **View**, Click **Header and Footer**. Click **Align Right** button.

Type your last name, type one space,

Click **#** button for automatic numbering.

Type the text of the report.

At the end of the text put in a page break (Click **Insert**. Click **Break**. Click **Page**. Click **OK**.)

Works Cited: This is the last paper of the paper. Not a new document.

Font is Times, Size is 12, turn on Double Spacing with 1" margins

Type "Works Cited", centered at the top of the page.

For each entry:

First type the entire entry following the form and punctuation in the examples on pages 109 - 116 in the Pocket Style Manual. Type the entire entry without pushing Enter until the end of the entry.

Type all of the entries with all lines set to Left Align.

Highlight all of the entries.

Drag the lower tab marker on the ruler over to the right to the 1/2 " marker to create a hanging indent. (First line is at the left edge and the second line is indented.)

