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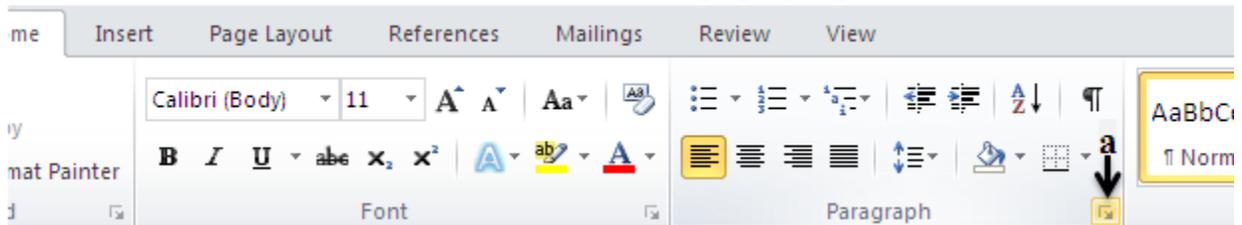
Introduction

This guide covers academic papers submitted to the College of Southern Nevada using the Modern Language Association's (MLA) Seventh Edition format, commonly known as "MLA Style."

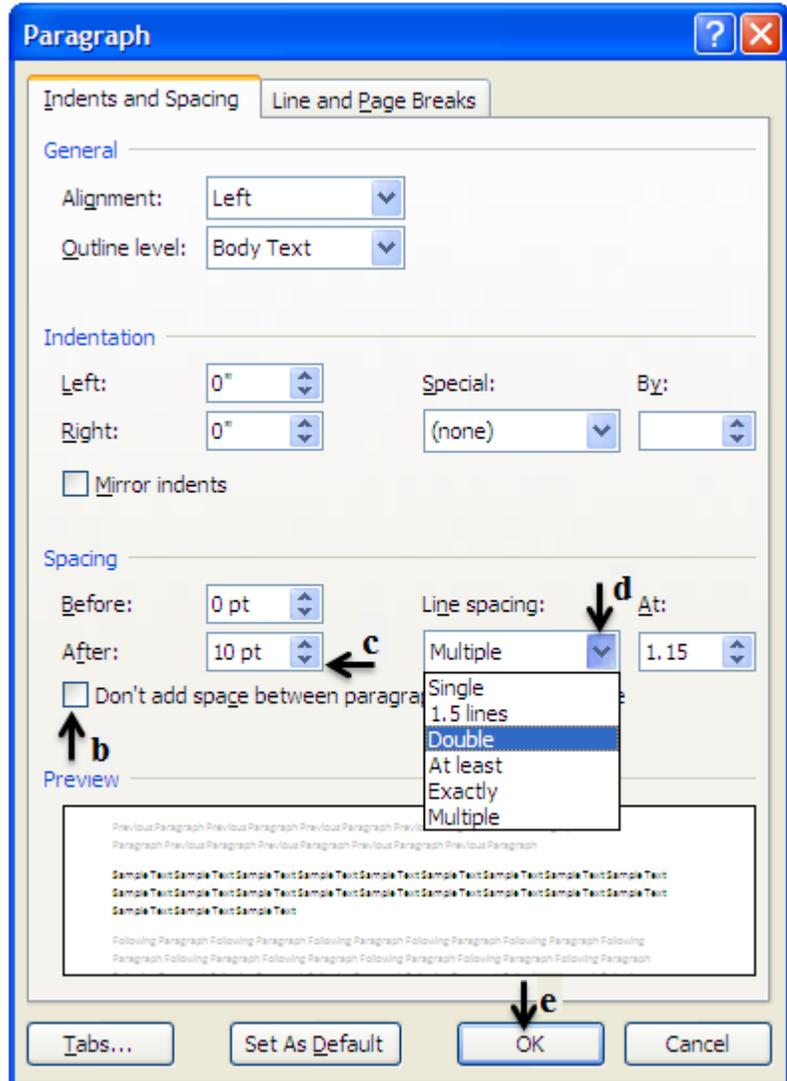
Text Formatting

For standard academic spacing the following procedure should be completed before typing an essay; however, if the paper already has text, first press CTRL + A, then follow the steps below.

- a. Left-click the launcher down-arrow in the Paragraph group, as shown.

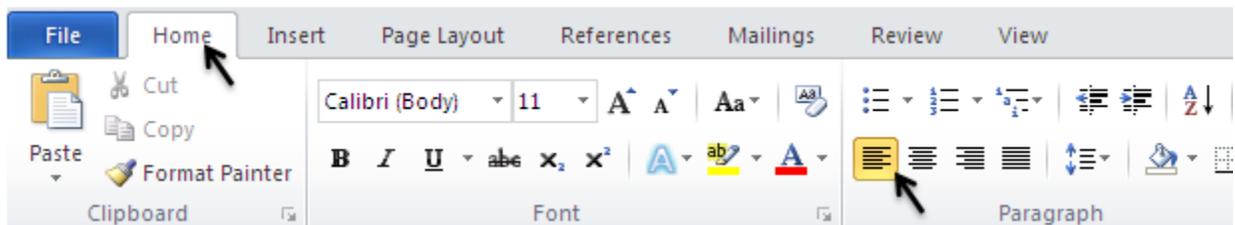


- b. In the Paragraph dialog box, select “Don’t add space between paragraphs.”
- c. Set spacing “Before:” and “After:” at 0 pt.
- d. Underneath “Line spacing:” Left-click the list arrow, and select the “Double” option by a Left-click in the drop-down menu.
- e. Finally, select “OK” to save the changes made.

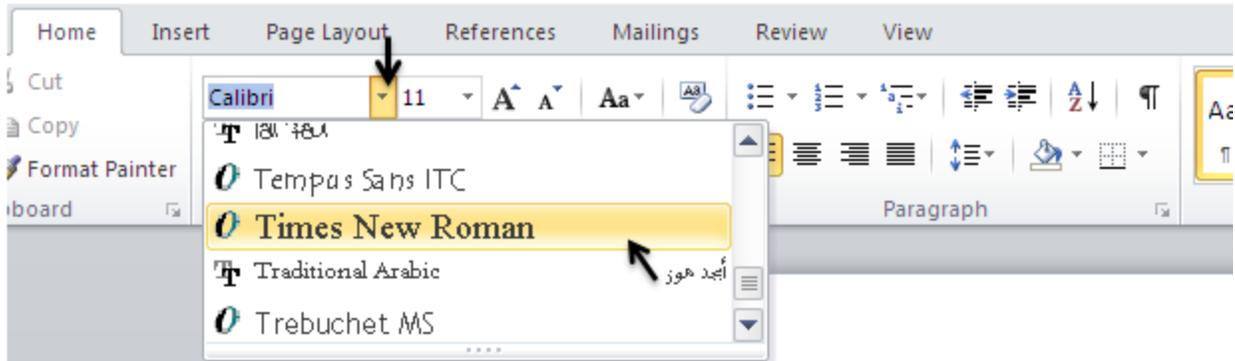


Generally, the font for MLA papers is Times New Roman sized at 12 points. To achieve this do the following:

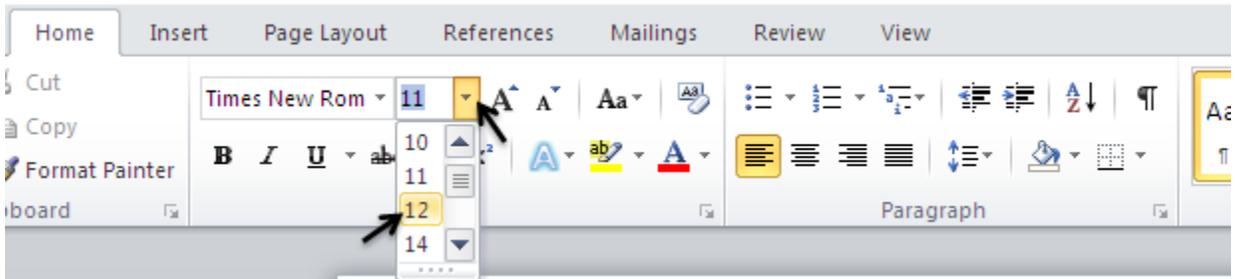
- a. Left-click on Home tab, and Left-click, if not highlighted, on the Align Text Left box in the Paragraph group.



- b. In the Font group, Left-click the Font list down-arrow, as indicated in the image below, then locate and Left-click “Times New Roman” in the list.



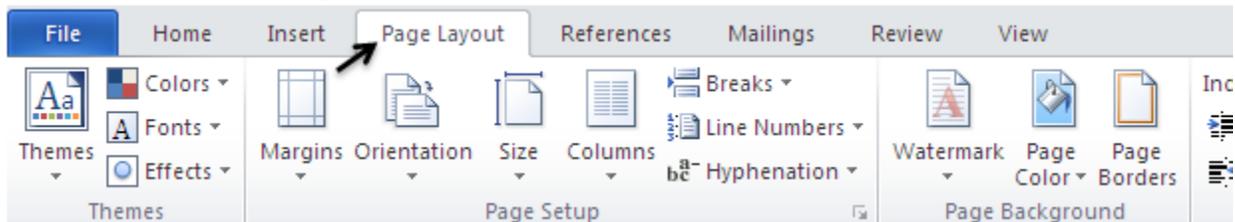
c. In the Font Size box, Left-click the Font Size down-arrow, and then Left-click “12.”



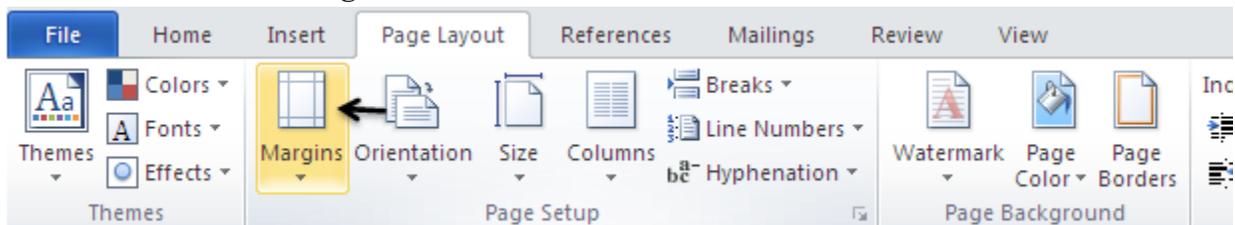
Setting the Margins

In *Microsoft Office Word 2010*, default margins are set at 1" top and bottom and on both sides. If needed, the following will adjust the margins to the MLA 1" academic standard:

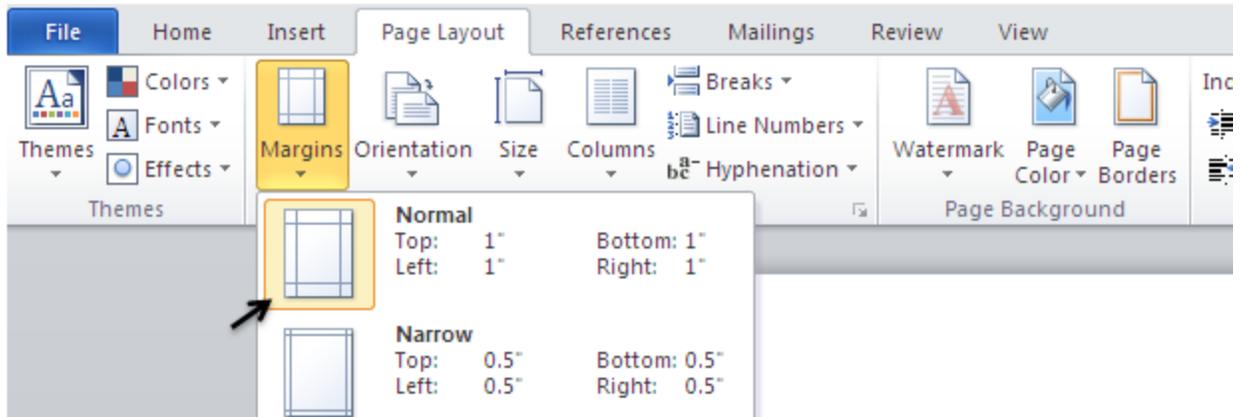
a. Left-click on Page Layout tab.



b. Left-click on Margins button.



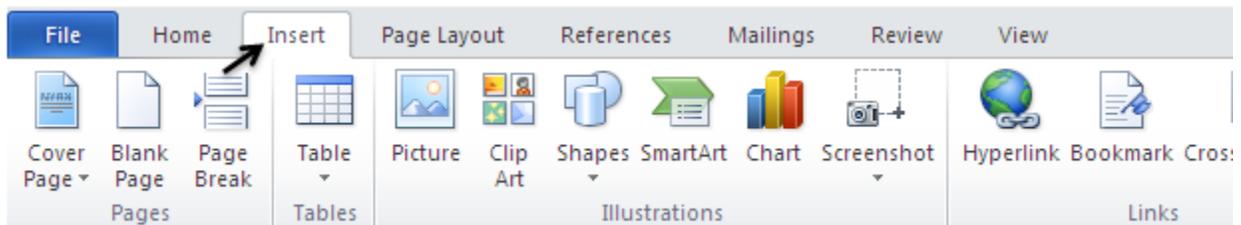
c. Left-click on “Normal.”



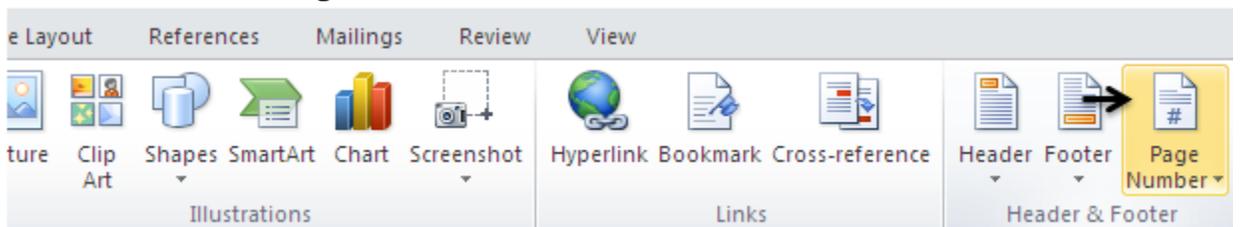
Page Numbers and Headers

Create a Header that simply numbers all pages consecutively in the upper right-hand corner. Unless the instructor requests otherwise, commence numbering on page 1. To create this, use the following steps:

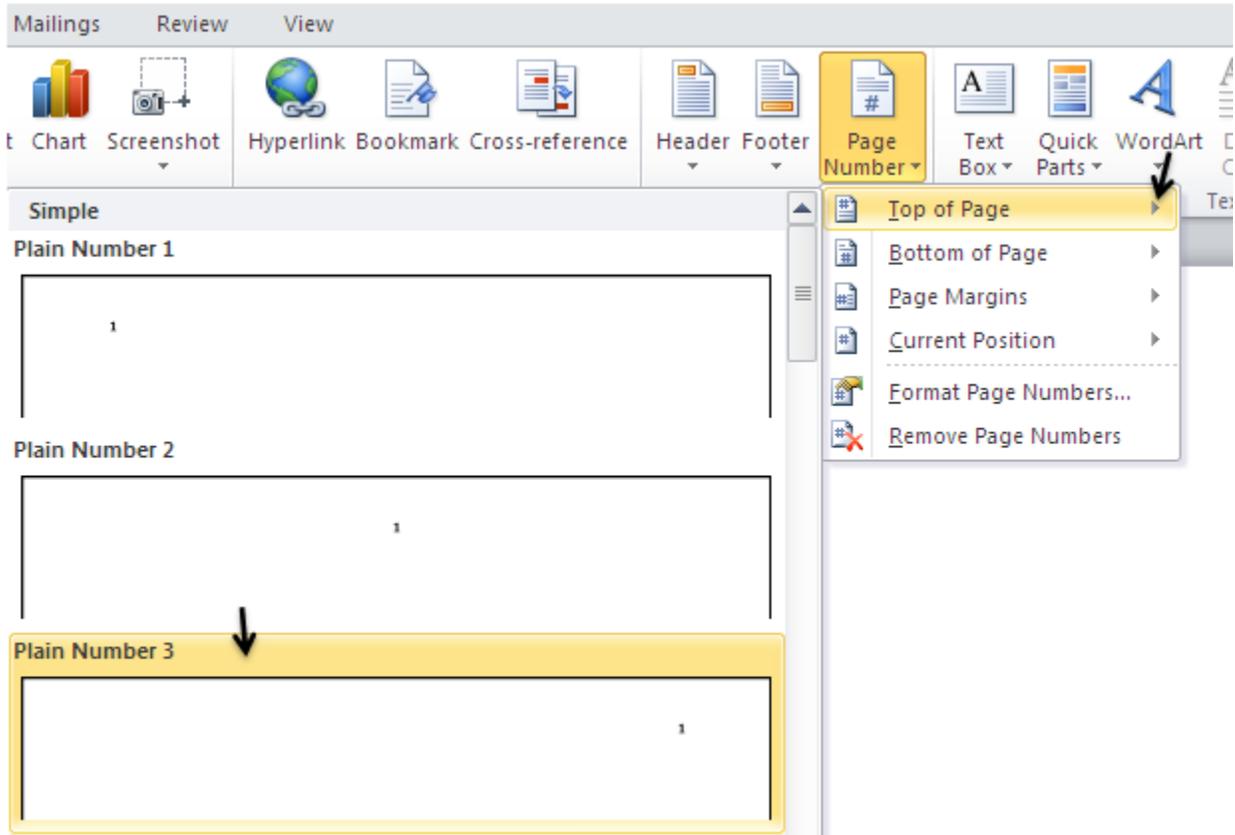
- a. **Left-click on Insert tab.**



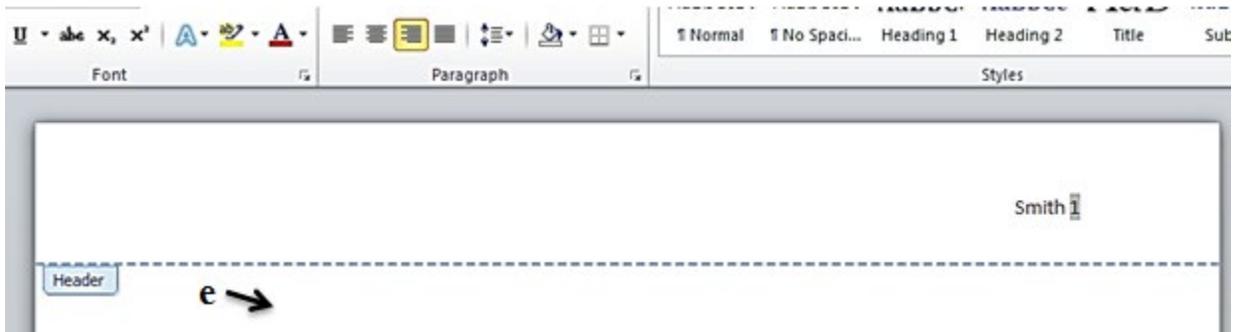
- b. **Left-click on Page Number button.**



c. Left-click on “Top of Page” and select “Plain Number 3.”



d. Place the cursor just in front of this number and type the last name of the writer, followed by one space between the name and the page number. Make sure the Font name and size is “Times New Roman” “12.”



e. Double-click in the “body” of the document to begin typing the essay.

Heading and Title

After creating a Header with consecutive numbering, type a heading and title in the document, as indicated by the following image.

Student Name (Enter)

Faculty Name (Enter)

Course Name and Number (Enter)

Date (Enter / Ctrl+E)

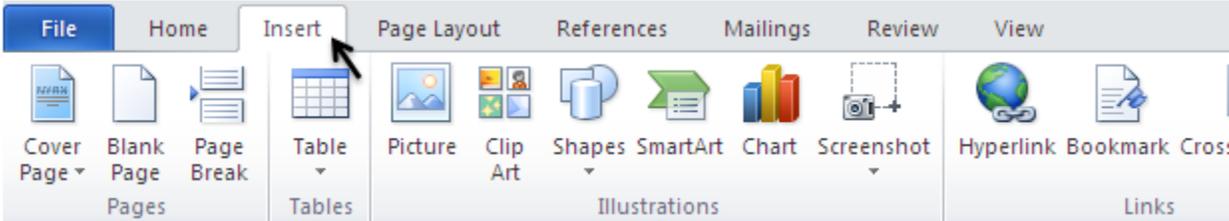
Visual MLA Guide for Students (Enter / Ctrl+L)

(Press Tab)

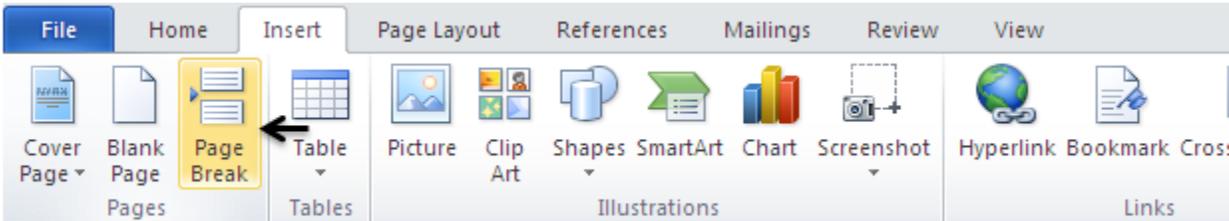
Page Break

A Page Break can be inserted at any point in a document to start a new page. In particular, it can be used at the end of an essay to introduce a “Works Cited” page. The following steps are used to create a new page:

- a. Left-click on Insert tab.



- b. Left-click on Page Break button.



Block Quotes

Block Quotes are required when a quotation **exceeds** four lines of text within the essay.



- a. Use the  key to separate the quotation from the paragraph.

b. Highlight the block quotation by Left-clicking in front of the first letter of the quote. Then hold the shift key down and use the keyboard arrows to move the highlight to the end of the quotation.

c. Press the “Tab” key twice.



The difference, Lane argues, between these old methods of data gathering and electronic surveillance involves quantity:

b

Technology makes it possible for employers to gather enormous amounts of data about employees, often far beyond what is necessary to satisfy safety or productivity concerns. And the trends that drive technology—faster, smaller, cheaper—make it possible for larger and larger numbers of employers to gather ever-greater amounts of personal data. (3-4)

Lane points out that employers can collect data whenever employees use their computers—for example, when they send e-mail, surf the Web, or even arrive at or depart from their workstations.

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- d. Very special rules apply to verse, drama and two or more quoted paragraphs, but the Writing Center will be happy to work with students in these areas.

The Works Cited page and Using Hanging Indents

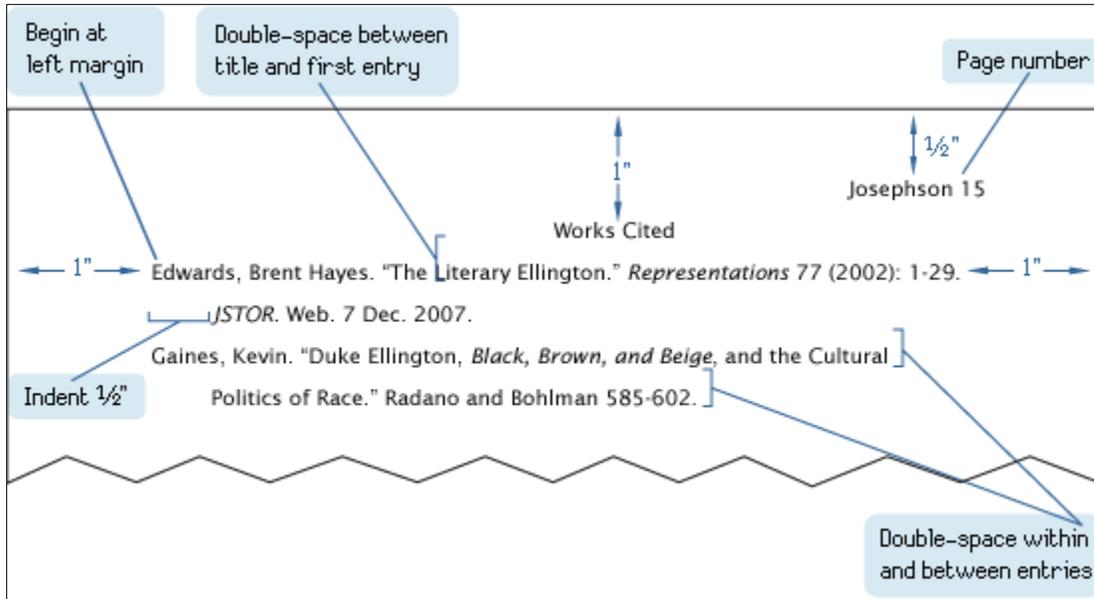
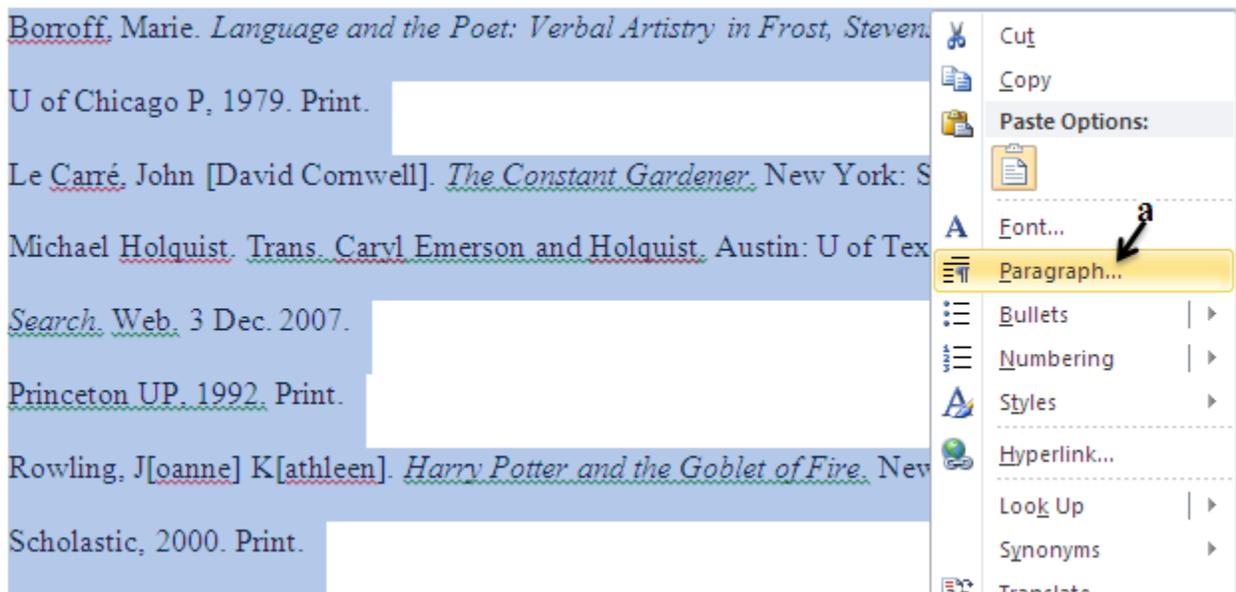


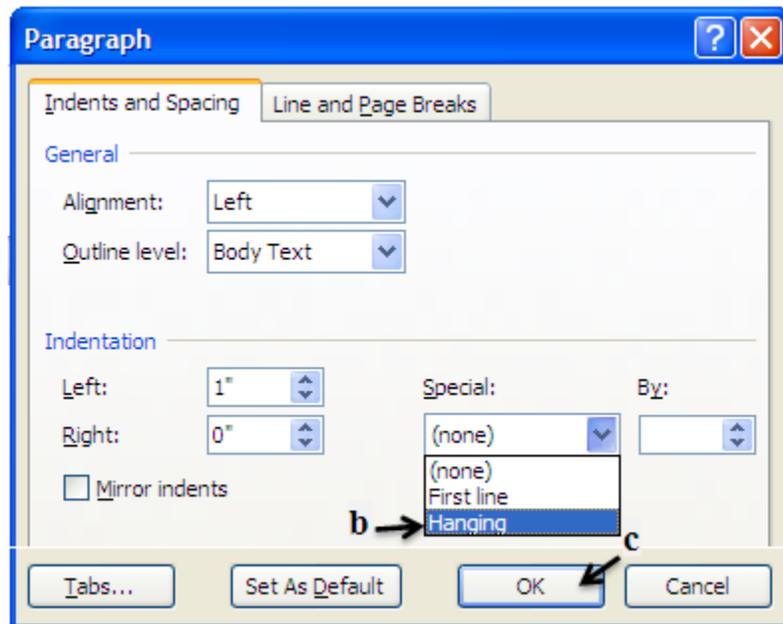
Fig. The top of the first page of a Works Cited list.

Begin Works Cited on a new page by using a Page Break (refer to page 7).

- a. Type sources in alphabetical order, then highlight the entire list. Next, Right-click on the highlight and select "Paragraph..."



- b. In the Paragraph dialog box, Left-click the down arrow under “Special:” and select “Hanging.” If not automatically displayed, Left-click the down arrow under “By:” and select 0.5” from the list presented.
- c. Finally, select “OK” to save the changes made.



The following image is the result of a citation formatted with a hanging indent of ½ inch and alphabetized as required by MLA:

Boseley, Sarah. “Childhood Obesity Strategy Delayed Further, Government Admits.” *The Guardian*, 27 Feb. 2016, pp. 6. *ProQuest Central*,
 ezproxy.library.csn.edu/login?url=
<http://search.proquest.com/docview/1768382079?accountid=27953>.

“Diabetes Superfood.” *American Diabetes Association*, 2 Feb. 2015,
www.diabetes.org/food-and-fitness/food/what-can-i-eat/making-healthy-food-choices/diabetes-superfoods.html.

Gola, Moria and Scott Crow. “Targeting Parent Exclusively in the Treatment of Childhood Obesity: Long-Term Results.” *Obesity*, vol. 12, no. 2, Feb. 2004, pp. 357-361. *Academic Search Premier*, doi: [dx.doi.org/10.1038/oby.2004.45](https://doi.org/10.1038/oby.2004.45).

Harris, Kevin C., et al. "Effect of School-Based Physical Activity

Interventions on Body Mass Index in Children: A Meta-Analysis." Canadian Medical Association Journal, vol. 180, no. 7, 31 Mar. 2009, pp. 719-726. *ProQuest Central*,
ezproxy.library.csn.edu/
login?url=http://search.proquest.com/docview/204838715?accountid=27953

This guide itself is not necessarily formatted according to MLA rules, and it should be pointed out that your instructor has total discretion over the final format of papers presented to him or her. As in life, “style” is constantly changing. Make sure you always access the latest advice from the most reputable sources.