

## ***Formatting a Document in MS Word 2007 for MLA or APA style.***

(If you are using an earlier version of Microsoft Word, where you find the Font, Page Layout and Paragraph options will be different.)

### ***Format the document BEFORE you start typing!!!!***

Note that the following is the standard formatting used for student papers, unless your instructor has specified something different.

Home tab

- Change font to Times New Roman 12 point

Page Layout tab

- Click on Margins – make sure it is set to 1” all the way around (left, right, top, bottom)

Paragraph menu (this is in the bar menu below the actual formatting choices and appears on both the Home tab and the Page Layout tab.

- Click on the little arrow box – this brings up a box of choices for indentation & spacing (one tab) and another tab for line & page breaks. Make sure you are in the Indents & Spacing tab
- General
  - Alignment – select left
  - Outline level – body text (unless you are doing an outline)
- Indentation
  - Start with the left and right at 0 and special at none (you will change the special to hanging later)
- Spacing (this is the section that usually needs to be changed, otherwise your spacing will be messed up.
  - Before and after should both be at 0
  - Spacing – change to double space
- Click OK

You are now ready to start typing your document and Works Cited (MLA) or References (APA) page.

For your Works Cited or References page, center the title Works Cited or References and hit enter.

Change your alignment from center to left.

Now bring up the Paragraph menu again

- Indentation-change the special box from none to hanging. This will automatically set up your references so that the first line is at the margin and any subsequent lines will automatically be indented .5”

If you do this at the very beginning all your subsequent references will automatically be set up with hanging indents.