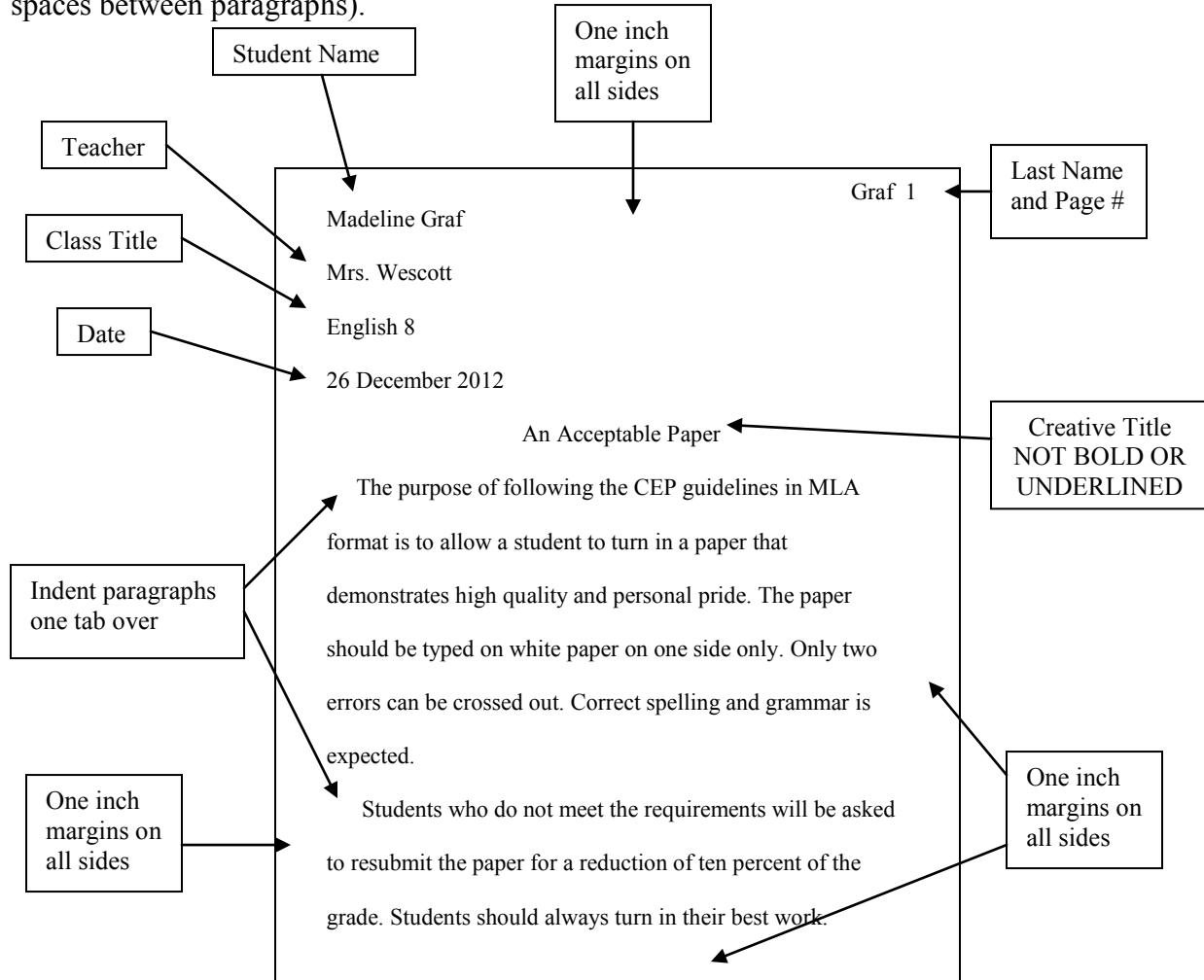


## GENERAL MLA FORMAT

The entire paper should be typed in **size 12, Times New Roman font**. All text, including the header and title should be double spaced with **no additional spacing** between paragraphs (in other words, the paper is already double spaced, don't push the enter key again and make 4 spaces between paragraphs).



### HOW TO PROCEED:

To insert your last name and the page number in your Microsoft Word document:

1. Select "View" from the menu at the top of the screen.
2. Select "Header and Footer."
3. Align the text to the right margin either using the "Align Right" symbol button on the top of your screen or by selecting "Format" then "Paragraph" and then changing the "Alignment" dropdown menu to "Right."
4. Type your last name and then a single space.
5. Click the "Insert Page Number" symbol button (looks like a page with a #).

To change correct your margins:

1. Select "File" from the menu at the top of the screen.
2. Select "Page Setup."
3. Chose the "Margins" tab.
4. Set top, bottom, left, and right margins to 1 inch. Set gutter to 0.
5. Set header and footer to 0.5.
6. Click "ok."