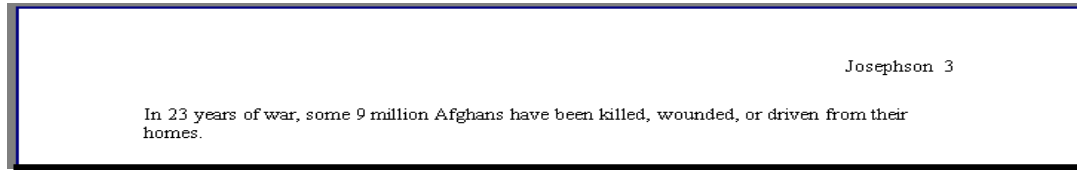


MS Word 2008 (Mac) Tips for Research Papers in MLA Style

Name & Page Numbering in the Header

In MLA style, each page of your paper should have **your last name** and the **page number** (using automatic page numbering) in the upper-right corner, in the area along the top of your document called the **Header**. It should look like this:

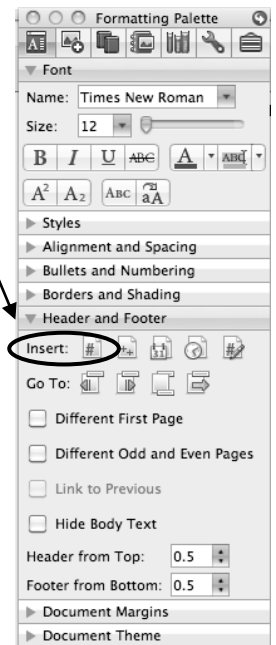


Get into the Header by just double-clicking near the top edge of your document. Get the cursor to the right side of the Header by using the **Align Text Right** button on the **Formatting Toolbar** (if the Formatting Toolbar is not already open, go to the **View** menu and select **Toolbars > Formatting Toolbar**)...OR, as a shortcut, just hit **Command-R** (R for “Right”).

Type your last name and hit the spacebar once. Add page numbering by clicking on the **Insert Page Number** icon (**Insert #**) in the **Header and Footer** section of the floating **Formatting Palette**. (If the Formatting Palette isn’t visible, you can open it from the **View** menu.)

Before you close the Header, be sure the Header text—both your name and the page numbering—is in Times New Roman, 12-pt. font, like the rest of your paper.

Then, get out of the **Header and Footer** by clicking on **Close** under the left side of the Header, or else just by double-clicking anywhere in your main document.



Formatting the Header on the Works Cited page:

When you have finished your Works Cited page, copy the whole thing and paste it at the end of your paper. When you do this, the Header information, including the page numbering, will continue from the rest of your paper.

Make your Works Cited page start on a separate page by inserting a **Page Break** between the end of your paper and the start of your Works Cited page/s. To do this, put the cursor directly in front of the "Works Cited" title, and from the **Insert** menu, select **Break > Page Break**.

Creating hanging indents on the Works Cited page

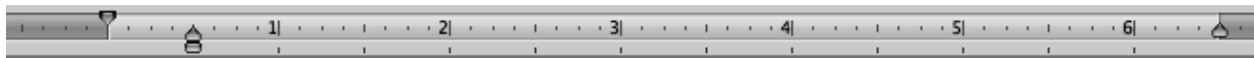
To create hanging indents, you must use the **Ruler** in Word.

The **Indent Marker** is on the left side of the ruler. It has three parts that can be moved along the ruler:

a **top triangle**, a **bottom triangle**, and a little **box** on the bottom. When you move the Indent Marker, it will affect just the paragraph/s you have selected. (For a single paragraph, you don’t even have to select the paragraph—you can just have the cursor blinking anywhere within the paragraph.)

A **hanging indent** means that the first line of a paragraph is not indented, but all the other lines are.

To create a hanging indent, slide the **lower triangle** on the Indent Marker over (the little box will move with it). For a Works Cited page, use a **half-inch** hanging indent. To do all the citations on your Works Cited page at once, first hit **Command-A** (to select All) and then drag the lower triangle over.



To create a hanging indent, slide the lower triangle of the Indent Marker over half an inch.

If you slide the **little box** at the bottom of the Indent Marker, it indents the whole paragraph. If you slide just the **top triangle**, it indents only the first line of the paragraph.

Line Spacing

Every part of your research papers should be double-spaced. (Be sure that there is no extra space anywhere – e.g., above or below the title.) Here are easy keyboard shortcuts for line spacing (first hit **Command-A** to select your whole document):

Double-spacing: **Command-2** Single-spacing: **Command-1**

Page margins

Research paper margins should be one inch on left, right, top, & bottom.

From the **Format** menu, select **Document** and then **Margins**.

Note: The Gutter should remain at 0". Also, just below the page margin settings are the settings for the indentation of the Header and Footer from the edge of the paper. These should be set to be .5".

Spell and grammar red/green underlining—how to turn it off

Your Works Cited page will probably be full of red and green underlining, since usually almost everything on the page will be wrongly marked as a spelling or grammar error. You can turn these marks off if you want to. On the **Word** menu, click **Preferences**, and then on **Spelling & Grammar**. Make sure the **Check spelling as you type** and **Check grammar as you type** checkboxes are selected. Then check off **Hide spelling errors in this document** and **Hide grammatical errors in this document** and click on **OK**.

Removing hyperlinks from URLs

By default, Word automatically hyperlinks URLs after you type them. But URLs in a printed Works Cited page should not be hyperlinked. To remove a hyperlink from a URL, hold the mouse cursor over the hyperlink and Control-click with the mouse. From the pop-up menu choose **Hyperlink > Edit Hyperlink**. Then in the **Edit Hyperlink** window, click on **Remove Link** in the lower-left corner and then click on **OK**. (Note: If at first you don't see **Hyperlink** as an option in the pop-up menu, choose **Ignore**. Then Control-click again and this time you should see the **Hyperlink** option.)