This document details MLA, 8th edition paper formatting using MS Office 365. While most MLA-formatted documents will follow these guidelines, always check with your professor, who may require course-specific formatting. **No title page** is necessary for an MLA-style document. For a free copy of MS Office 365, enter your e-mail on the webpage [products.office.com/student](http://products.office.com/student).

**PAGE SETUP**

- Set all margins to 1” (To format: *Layout ➔ Margin ➔ Select Normal*)
- Your name, instructor’s name, the course name/number, and the submission date (day month year).
- First line of each paragraph is indented ½ inch (Tab key). No extra space between paragraphs or sections.

**Other Notes**

- Leave only one space after a period or other ending punctuation marks.
- Document is double-spaced and in a legible font and standard font size (e.g., *Times New Roman*, 12-point font).
- No extra space between paragraphs; in **Line & Paragraph Spacing** click **Line Spacing Options**; set “Before” & “After” to 0.

Header on every page on right margin with your **surname** and the **page number**.

Title is centred, and upper and lower case (not underlined, bolded, or italicized).

Aligned left
WORKS CITED

The Works Cited list appears at the end of the paper on a new page (use page break) and includes all the sources used in your paper.

The title, Works Cited (or Work Cited if there is only one entry), is centered at the top of page.

Hanging indent (i.e., every line after the first is indented ½”). To format, press ctrl + T.

Other Notes

- The Works Cited page should keep the same formatting as the rest of the paper:
  1) Times New Roman font,
  2) 12-point, and
  3) double-spaced.
- For more information on formatting, visit the MLA Style Center at style.mla.org/formatting-papers/

The running head and page numbering continue uninterrupted.

See Sample Paper on following page
The ‘ornaments’ of rhetoric are many and vary from the commonly used ethos, pathos, and logos to the more obscure mythos and litotes. One ornament that can be used very effectively to draw in the reader, to shape her or his thoughts, and to drive home the writer’s viewpoint is often overlooked as too simplistic: punctuation. However, ……………………
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