MLA style requires a 12-point standard (easily readable) font, 1-inch margins all around, and double-spacing throughout with no extra spaces between paragraphs (unless your instructor requests something different).

There are several different “tabs” across the top of every Word screen—make sure you are in the correct tab to find the functions you need. (Word 2013 looks slightly different from what’s shown here, but works the same way.)

To Check or Change the Font Type and Size

From the Home tab:

If you see a font name in the box that you do not want to use, click the drop-down arrow beside the font name and click on the font you want (Times New Roman is a common standard font).

If you see any font size in the box other than 12, click the drop-down arrow beside the font size and click on 12.

To Check or Change the Margins

From the Page Layout tab:

Click on Margins. If not already highlighted, click on Normal (should read 1” for top, bottom, left, right).
To Avoid “Gaps” between Paragraphs and Other Unwanted Spacing Issues

From the **Page Layout** tab:

Under **Indent**, make sure the numbers after **Left:** and **Right:** read **0”** (zero inches). If anything other than zero is in a box, highlight it and type a zero or use the little up and down arrows to make a change (you do not have to add the inches).

Under **Spacing**, make sure the numbers after **Before:** and **After:** read **0 pt** (zero point). If anything other than zero is in a box, highlight it and type a zero or use the little up and down arrows to make a change (you do not have to add the point).

To Check or Change the Line Spacing

From the **Page Layout** (or **Home**) tab:

Click the little corner arrow beside where it says **Paragraph**.

See what is listed in the box under **Line Spacing:** and click on **Double** (or whatever your instructor has advised you to use) if you need to make a change.

Click **OK**.