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Literacy

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MLA Format

Have you ever heard of the Modern Language Association (MLA)? It is a format that is universally and has set guidelines that must be followed. The font that must be used in Times New Roman in size twelve. The entire document should also be double spaced and all numbers 1-100 should be written out, so I should say numbers one to one hundred.

How does one insert the last name and page number in the header? First, go to the “Insert” tab and find the “Page Number” option. Next, selected “Top of Page” and the third option down, which is labeled as “Plain Number 3”. Remember to add your last name and make sure your last name and the page number is in size twelve Times New Roman!