Setting Line Spacing in *Word 2013* for MLA Formatted Papers

1. Ctrl-A (to highlight the whole document)
2. Open the paragraph dialog box
3. Set *Spacing* for *Before* and *After* to 0, and set *Line spacing* to *Double*
4. Click OK
5. Remove any excess blank lines in your document
   - Click ¶ on the ribbon
   - Delete any lines containing only ¶
   - Click ¶ again to hide formatting symbols

Page Numbering & Running Header Format

1. From the *Insert* tab, select *Page Number*/Top of Page/Plain Number 3
2. Type your last name to the left of the page number, followed by a space
3. Highlight your last name and the page number and set the font to *Times New Roman* size 12
4. Click ✗ to close the header, or double click below the dotted line

First Page Heading  (Do not place the lines below in the header!)

Your Name
Teacher Name
Class Name
4 August 2020  \( \text{note the proper format for the date} \)

Title

*View a sample paper from Purdue OWL*