In English IV, you will be writing several formal papers for me and need to format your paper according to the proper MLA formatting. This will be graded on your rubrics!

All of your formal papers need to follow these rules:

* Be double-spaced.
* Use 11-12pt font
* Have a title
* Use a traditional font style, like Calibri or Times New Roman
* Include the two-part header as described below…

***You need to have a two part header as seen below.***

Smith 2

Smith 1

Thor Smith

Mrs. Rutan

English IV

12 October 2014

Word Count: \_\_\_

To create this two part header, follow these steps.

1. On your word document, click on the header (you can do this with a right-hand click on the top of your document). This will allow the header tool bar to show up at the top of your screen.
2. Look for the “page number” option and click it to insert page numbers at the TOP OF YOUR DOCUMENT, ON THE RIGHT HAND SIDE (option—Plain Number 3). This will allow the page numbers to reappear in the header and on every page.
3. Put your cursor in front of the page number and add in your last name before the page number. This will allow your last name to reappear in the header and on every page.
4. Click off the header to add in the second part of the MLA format. This 2nd header will ONLY APPEAR ON THE FIRST PAGE.
5. Click on your document to add in four lines of information:

* Line One is your first and last name.
* Line Two is your teacher’s name (Mrs. Rutan)
* Line Three is the name of the class (English IV)
* Line Four is the date IN THIS ORDER—day month year (24 September 2014).
* Line Five is word count if that is required.

1. *Ta-Da! You have created your two part MLA header!*