Push the **Save** button as your work through the assignment. Save this document as MLA Practice.

# Formatting A Research Paper Using A Template In Microsoft Word

Objective: Utilize word processing to format a research paper.

Formatting a document using MLA or APA style is now easier than ever using Microsoft Word. You can utilize a template to edit your document with the proper format. It's also very easy to manage sources in order to add in-text citations and a bibliography (works cited or references page)

1. Open Microsoft Word
2. On the new tab, type **MLA**, in the template search box. Push enter
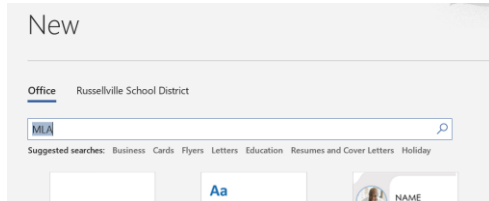
3. Select the **MLA style research paper** option, next, click **Create** *(once the document is created save the file as MLA Practice to your word processing folder)*
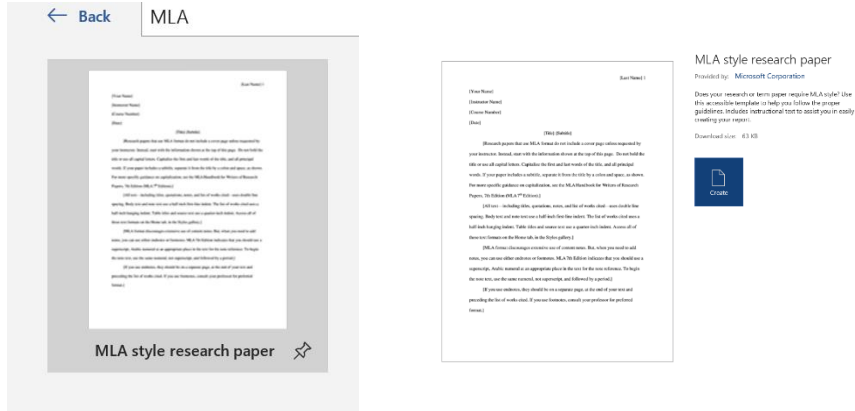

Scroll through the document and observe the formatting of the MLA research paper. Notice the following formatting:

a. Header (Last name and page number)
b. Heading
    i. Your Name
    ii. Instructor Name
    iii. Course Name
    iv. Date
c. Title is centered
d. Works Cited Page
e. 12 pt Times New Roman Font
f. Double spaced
g. 1" margins
4. Double click in the header, select **[Last Name]**, and replace it with **your last name.**

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5. Push the **Close Header & Footer button** on the ribbon, to exit the header (or push the ESC key)
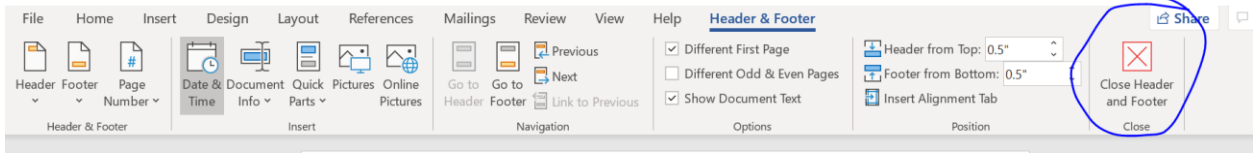
6. Next, completing the heading.
    a. Your Name
    b. Instructor Name
    c. Survey of Business
    d. 15 January 2021
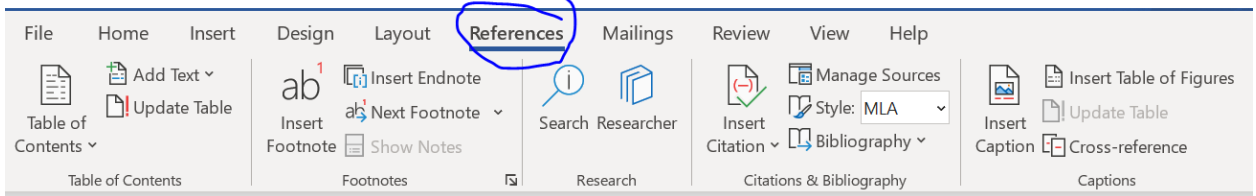
7. Select the title area and type in **Is Rap Poetry?**

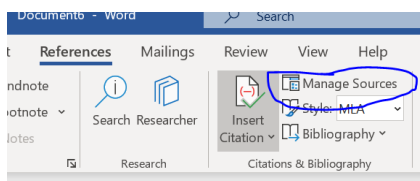8. Now Let's practice managing and adding sources. Go to the **references tab**

9. Change the style to **MLA**
    a. *(For future references you will if you are required to use a different style for your research paper this is where you will adjust your citation style)*
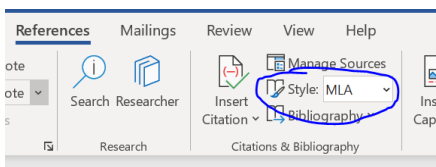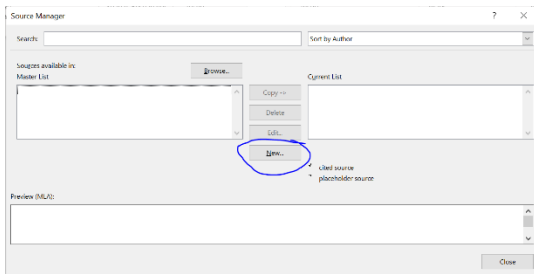

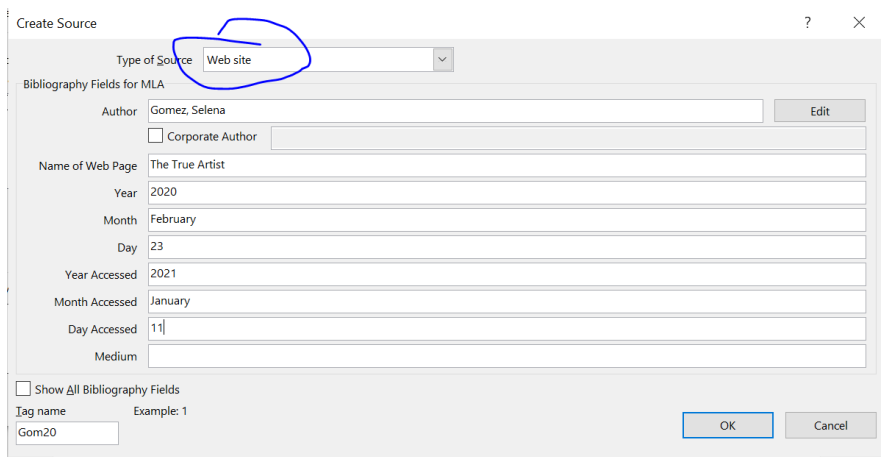10. Click the **Manage Sources** button, the source manager will pop up

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11. Click the **New** button

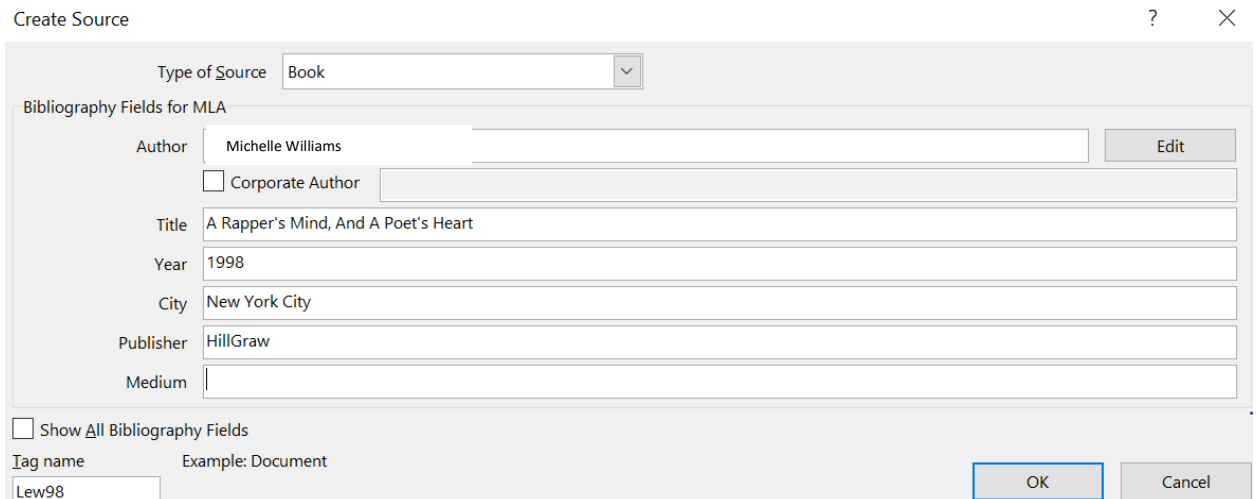**12.** Change the type of to **Website** and type in the following information:

Click **OK**

13. Let's add in another source, a book this time. Click **New** , and type in the following information:

Click **OK,** you should now be able to see the two sources you added in. Once you've entered your sources, they are now stored on your file. Later, will use the sources to add in-text citation

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and a works cited page. If you need to make changes to your sources you can simply return to the source manager, select the source, and then click edit.

14. *When typing a research paper include an in-text citation when you refer to, summarize, paraphrase, or quote from another source.* **Go to the third page of the document, and select (Author's Name) at then end of the first paragraph.**

icrences are extensive. So it's a

n.] (AuthorLastName Pages)

is template when creating the ou

Click on the **Reference** tab, then click on the **Insert Citation** button. Select the **Gomez, Selena** citation.

The citation **(Gomez)** will automatically be added in, and will inform the reader about there then information came from.
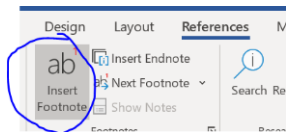
s and references are ex
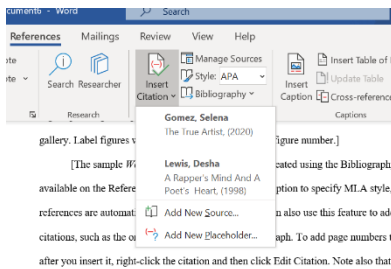
)rmation.] (Gomez)

15. *Footnotes are used to provide additional information about the bottom of a document that may not be directly related to the text, but might be beneficial for the reader to know.* Click after the **(Gomez)** in-text citation.

Go to the **References tab**, click on **Insert Footnote.**


Type the following text in the footnote:

_____
[1] In 2002 Jay-Z released The Blueprint2: The Gift & The Curse.

16. Last, let's update our Works Cited page. Earlier we stored our sources, using the manage sources button. Once you enter in all of your sources for a research paper, you can create/update your Works Cited/References page.

(*Works Cited should be on it's own page at the end of the document. If your Works Cited is not on it's on page. Place your insertion point before the Words Work Cited, go to the **Insert tab**, click the **Page Break** button. Works Cited should then be moved to it's own page*)
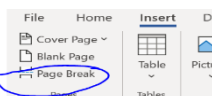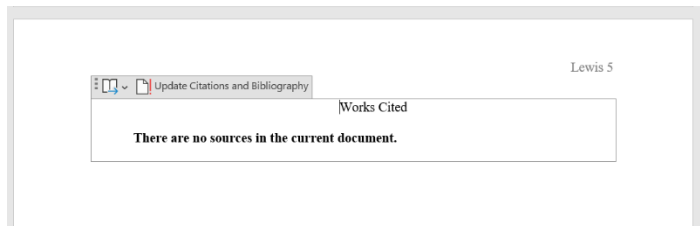

Works Cited

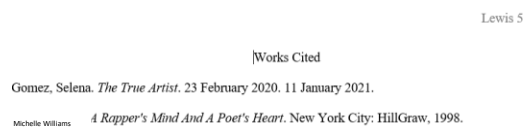There are no sources in the current document.
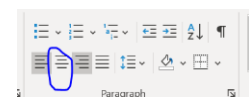
Lewis 5

Push the **Save** button as your work through the assignment. Save this document as MLA Practice.

Select the words **Works Cited** and push the **Center** button in the paragraph group

Click the <u>**Update Citations and Bibliography**</u> **button**

Lewis 5

Update Citations and Bibliography

Works Cited

There are no sources in the current document.

Sources will automatically be added to your Works Cited page

Lewis 5

Works Cited

Gomez, Selena. *The True Artist*. 23 February 2020. 11 January 2021.

Michelle Williams   *A Rapper's Mind And A Poet's Heart*. New York City: HillGraw, 1998.

Push the **Save** button.

After saving the document evaluate the changes you made to the document. Did you format properly? Will you be able to format a research paper on your own?

- ✔ Header
- ✔ Heading
- ✔ Managing sources
- ✔ In-text citation
- ✔ Works Cited page

Of course, when you type your own research paper, you will edit the body of the paper as well. Use information from reliable source, spell check & grammar check, and be sure to proofread!

Click the links below for more information about credible sources:

https://www.rasmussen.edu/student-experience/college-life/15-educational-search-engines/

https://www.scribbr.com/citing-sources/list-of-credible-sources-for-research/

https://guides.libs.uga.edu/reliability