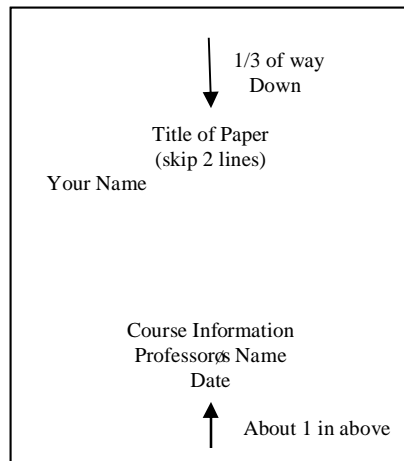
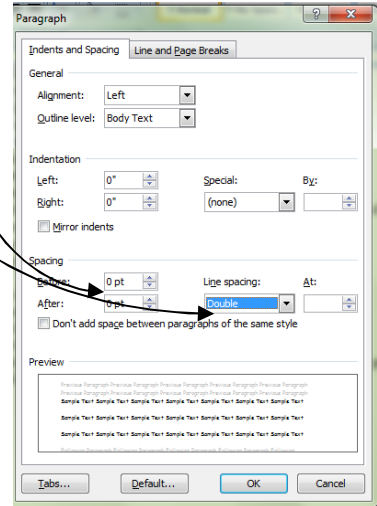


A Quick Guide to Formatting a Science Paper to Meet MLA Guidelines

How to Set It Up in Word 2010

- Step 1: Open a New Word Document
- Step 2: Click ¶Page Layout → Margins → Normal
- Step 3: Click ¶Home
- Step 4: Select Font (Times New Roman or Courier New) and Size (12 pt)
- Step 5: Click the Paragraph corner arrow. Change Spacing After to 0 and Line Spacing to Double
- Step 6: Click ¶Insert → ¶Page Number → ¶Top of Page → ¶Plain Number 3 → Type Last Name and add space before 1
Example: Smith 1
Highlight **Last Name 1**; change font and size → See Step 4
Double Click on main part of page
- Step 7: Create Science Department Approved Title Page



- Step 8: Create Second Page: Type Heading
Student Name
Teacher Name
Course Name
Date written out!
- Step 9: Hit ¶Enter → select ¶center alignment in paragraph section → type ¶Title: Your descriptive title
- Step 10: Hit ¶Enter → select ¶left alignment in the paragraph section → Hit ¶Tab key **once** → Begin typing (Introduction:)

<p>John Smith Mrs. Lamoreaux Earth Science 31 January 2015</p> <p style="text-align: center;"><u>Title</u>: Finding the Density of a Liquid Using Plastic Beads</p> <p><u>Introduction</u>: The purpose of my lab is to find the density of different liquids using plastic beads. If I place plastic beads in different fluids then I can compare the densities of the liquids. Plastic beads have different densities depending on the color additive (Wagner). The blue pigment is the densest (Hill 23). The whiteí ..</p>	Smith 1
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How to Set It Up in Google Drive

- Step 1: Click "Create" → select "Document"
- Step 2: Click "File" → select "Page Setup" → set all margins to "1" → click "Set as default" → click "Done"
- Step 3: Select Font (Times New Roman or Courier New) and Size (12 pt)
- Step 4: Click the "Line Spacing" icon → "Double"
- Step 5: Click "Insert" → "Page Number" → "Top of Page" → move cursor over with the left arrow key → write your Last Name
- Step 6: Highlight the header (Last Name 1) → correct font
- Step 7: Click back on main part of the page
- Step 8: Go UP to Step 7 in Word 2010 directions and follow Steps 7-10!

What an MLA First Page Looks Like (A Paper) Labs have Headings.

