How to Create a
Header and Heading
in MLA Style using Microsoft Word 2016

The Header:

The “header” on an MLA paper appears in the top margin on every page of the paper. It is aligned flush to the right margin, and should include your last name and the page number, separated by a space.

How to Create the Header

1) First, make sure your margins are set to one inch on all sides.

2) Double click near the top edge of the document. Your cursor will now be inside the top margin, and the “Header and Footer Tools” tab will appear.

3) If your professor requires the header to start on the second page, check the box: Different First Page.

4) In the upper left-hand corner of the computer screen, click on the “Page Number” icon.

5) Choose “Top of Page,” then click on “Plain Number 3.”

6) Type your last name and a space before the page number. Also, change the font to match the font you use for your paper, usually Times New Roman, 12 pt. font.

7) Close the header by double-clicking on the main part of the document.

The Heading:

MLA-style papers have a heading which consists of your name, your instructor’s name, the course code, and the due date. You will type your “heading” in the upper left-hand corner of the first page of your paper. Do NOT type your heading in the header.
Paragraph settings: Before you type your heading, you will need to change the paragraph settings. On the “Home” tab of the formatting ribbon, click on the arrow in the “Paragraph” section.

A dialog box will appear. Change the “Spacing” to 0 pt. for both “Before” and “After.” Change the “Line Spacing” to “Double.” Check the box next to “Don’t add space between paragraphs of the same style”.

Now type your heading, using left alignment and Times New Roman 12 point font (unless instructed otherwise by your instructor).

1) On the first line, type your first and last name.
2) On the second line, type your instructor’s name.
3) On the third line, type the subject and course code, e.g. English 1301.
4) On the fourth line, type the due date in the following format: DD Month YYYY. Example: 1 August 2017

Center your title on the next line.