

# PAGE FORMAT CHEAT SHEET

## FORMATTING FUNCTIONS OF A WORD PROCESSOR

Whether you're using MLA, APA, or other style guidelines, there are some basic functions of word processing software that you'll need to use for most papers: double-spacing, inserting a header for page numbers, and using hanging indents with full citations. Although this cheat sheet will only show you how to use these tools in Microsoft Word, the same tools exist in Google Docs and other word processors. Check out the page example on the back to see all three of these elements in action.

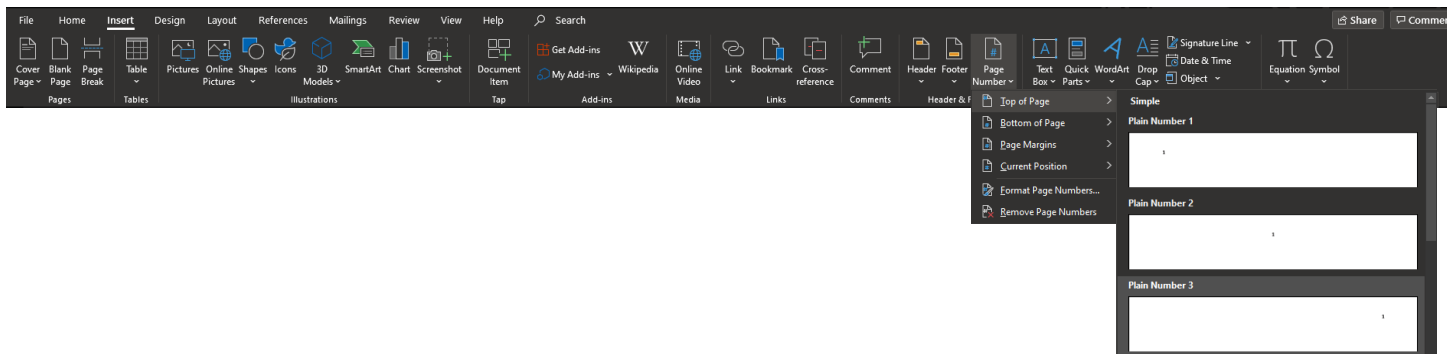
## DOUBLE-SPACING

Almost all academic papers should be fully double-spaced. To double-space your paper, select all your text and click on the Line and Paragraph Spacing button from the Home tab. Then, select the 2.0 spacing option. Also, remember to remove unnecessary extra spacing by clicking the Remove Space After Paragraph button.



## HEADERS

Headers are used to put page numbers at the top of the page as well as your last name. To insert page numbers in the header, go to the Insert tab and click on the Page Number option. From there, go to Top of Page and select Plain Number 3. This will automatically insert a page number in the top right corner of every page. Finally, type in your last name to the left of the page number. Your name will now automatically appear on every page as well.

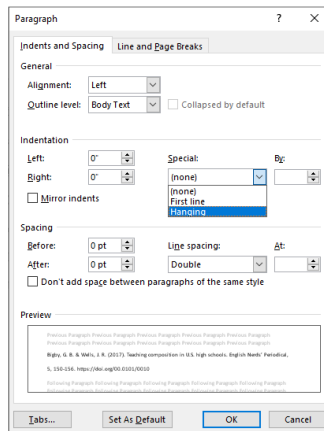


# HANGING INDENTS

Whether you're making a References list, Works Cited page, or Bibliography, all the major citation styles require using hanging indents. A hanging indent means indenting all lines of the citation after the first line. (The first line of a citation is not indented, but if the citation bleeds onto subsequent lines, all lines after the first are.) To add a hanging indent to your citation list, select all the text you want to have a hanging indent (this should be your complete list of citations) and then click on the Paragraph Settings button on the Home tab.



This will open up a separate dialogue box. From there, in the Indentation section, click on the drop down menu under Special. Finally, select the Hanging option from this list and click OK. This will automatically add a hanging indent to your citations.



# FORMATTED PAGE EXAMPLE

Doe 1

**References**

Bigby, G. B. & Wells, J. R. (2017). Teaching composition in U.S. high schools. *English Nerds' Periodical*, 5, 150-156. <https://doi.org/00.0101/0010>

College-level essays: The bane of non-native speakers. (n.d.). <https://www.writingtutorsresource.com/full/url>

Johnson, D. K. (2008). Plagiarism in college. In P. Olivier and N. M. Lucas (Eds.), *The contemporary college classroom* (pp. 67-84). Chicago, IL: Printing Press.

Roberts, L. A., Donaldson, Y., & Weston, C. S. (2011). *The big book of statistics*. San Diego, CA: Cabaret Publishing.

Hanging indents

Header with page number and last name

Double-spacing

For specific questions not addressed in this handout, please visit the LETU Writing Center or email [WritingCenter@letu.edu](mailto:WritingCenter@letu.edu).