

Audrey Combs-Long

Mrs. Co-Lo

English 12AP 1st Hour

11 April 2016

How to Format a Picture in MLA Word 2013

To insert a picture, go to INSERT. Click CHOOSE FILE if you have downloaded the picture to your computer. Right click on the picture. Shrink the picture to the desired size. Justify the picture to the LEFT. I would prefer you NOT add any foofy styles around the picture.

When the layout box appears, go to SEE MORE. Click on TEXT WRAPPING. Choose TIGHT and RIGHT on WRAP TEXT. Then go to POSITION. Uncheck MOVE PICTURE



WITH TEXT. This will anchor the picture without moving when typing.

To format your MLA cite under the picture, go to INSERT>TEXT BOX. Draw your box under the picture. Be sure to change the spacing to 0 (go to page layout to change this). Format the

cite with the following:

Figure 1. The Weird Sisters.
Source: "Macbeth"; *Macbeth Memes*; Google, n.d.;
Web; 11 Apr. 2016.

1. Figure 1.
2. Title of the picture.

3. Source:

4. Author (First name Last name);
5. "Title of the Picture";
6. *Title of the Webpage*;
7. Publisher, date published (in MLA format);
8. Web;
9. Date accessed (MLA format).

Notice each entry is separated with a semicolon: this is different from the Works Cited page in a research paper. The reason we source the picture under the picture is to avoid a Works Cited entry. If it is formatted and cited here, citing on the Works Cited page is unnecessary.

I had problems with my numbering. When I typed my fourth entry, my picture disappeared. This means I had to go to the next page. Again my numbering font was different from the other font on the first page. For some unknown reason, Calibri is the default font. Change the font to Times New Roman (the standard for research papers) by selecting the numbers and changing the font to Times New Roman 12.

If the picture has no author, just **SKIP THAT PART. DO NOT ADD N.A.: that DOES NOT EXIST IN MLA.** If the publisher is MIA, use N.p. If the work has no date of publication, use n.d. If the work has no publisher and no date, your entry should look like this: N.p., n.d.;

Months are abbreviated except for May, June, and July: Jan. Feb. Mar. Apr. Aug. Sept. Oct. Nov. Dec. Months are never abbreviated in the heading: 11 April 2016.

The text box does not work with Word online: you need Word on a computer to have full formatting capabilities...unfortunately. Just do the best you can. Old Word is still on the computers at NN, but I do not think 2013 will open in Old Word. Old Word will open/upload in 2013, but not vice-versa.

