Inserting images in MLA format

To insert an image into an MLA formatted paper, follow these steps for Windows Word 2010:

1. Insert your picture using the Insert – Picture menu. Once the picture is inserted, you can resize it by pulling the corners of the image. Careful not to pull from the top or side or you will distort the image.

2. When the picture is selected, you should have a new tab at the top called Picture Tools - Format. Click for options.

3. Click “Wrap Text” and choose “Square” from the menu. This will allow you to move the picture exactly where you want it.

4. Next, add your caption by right-clicking the picture and choose Insert Caption. Fill in your caption and source. See below. Be sure to include this citation on your works cited page. Include the author/photographer (if available), Title and date of the photo.

5. Finally, be sure to change the bold, blue text in the caption. Font should be 9 pt. Times. (See below)

Figure 1 The Coliseum in Rome is a popular tourist attraction. (The Italian Web 2007).
For Mac Word 2011:

Follow the same procedure. The options for images are under the Tools menu. Insert your image using “Insert-Photo-Picture from file.” Change the text wrap to “Tight” or “Square” by using command+click or control+click. Then Command or Control + Click to get the Insert Caption option.

Don’t forget to change the font to black, Times New Roman, plain text and 9pt.