Formatting Your MLA Paper and Works Cited Page with Google Docs

Format for Your MLA Paper

- **Set margins at 1", all the way around.**
- **Use Times New Roman or Arial font, size 12.**
- **Double-space.**
- **Insert a header to print your last name and page number on every page.**
- **In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.**
- **Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.**
- **Use the Tab key to indent the first line of each paragraph ½ inch.**
- **Use italics throughout your paper for the titles of other works.**

Helpful Tips: Setting up Your <u>Google Doc</u> for MLA

1. On the ribbon, click **file,** then select **page set-up** from the drop-down menu**.** Select **portrait** and **Margins 1" top, bottom, left and right.**
2. On the ribbon select **Normal Text** and **Arial** or **Times Roman** font in size **12**.
3. On the ribbon click on the **line spacing** icon. Select **Double.**
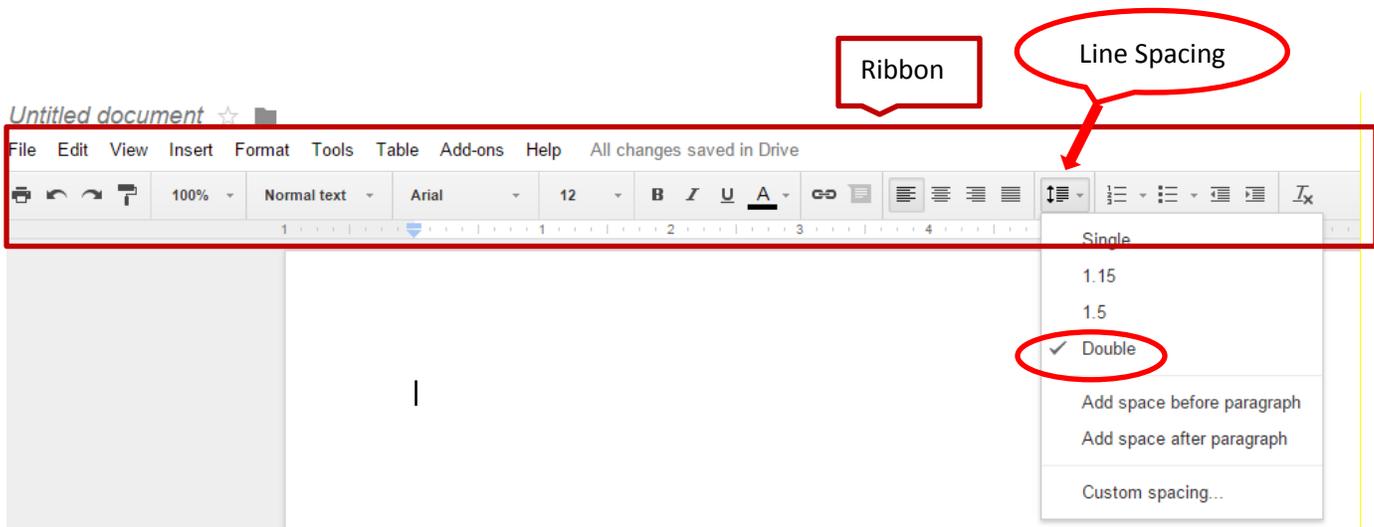
4. Insert Header: click **Insert**, select **Header**, align to right margin, type your last name and a space. Click Insert again, select **Page Number**, select top right margin (1st choice). Your last name will appear at the upper right margin of each page with page number.
5. **In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.**
6. **Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.**
7. Use the **Tab key** to indent the first line of each paragraph ½ inch.

Formatting Your MLA Paper and Works Cited Page with Google Docs

Formatting the Citations on Your <u>Works Cited Page in Google Docs</u>

1. First click View on the Docs ribbon, then select "Show ruler".
2. Type in your works cited entries. Don't hit enter at the end of the line. Do hit enter at the end of each works cited entry.
3. Arrange the individual works alphabetically by the first meaningful word in the entry (not a, an, the).
4. When you have typed in all of your works cited entries, select all of them by highlighting.
5. See the ruler under the shortcut icons and toolbar at the top of the Google Doc.
6. Next, drag the triangle located in the ruler at the top of the page to the one and a half inch mark.
7. Then, drag the rectangle above it all the way back to the left to create a 1" margin for the first line of the citation. Here's a YouTube Video demonstration: https://www.youtube.com/watch?v=DWnWy5qnkLk

Remember to use double spacing and a ½ inch indent for your citations!