

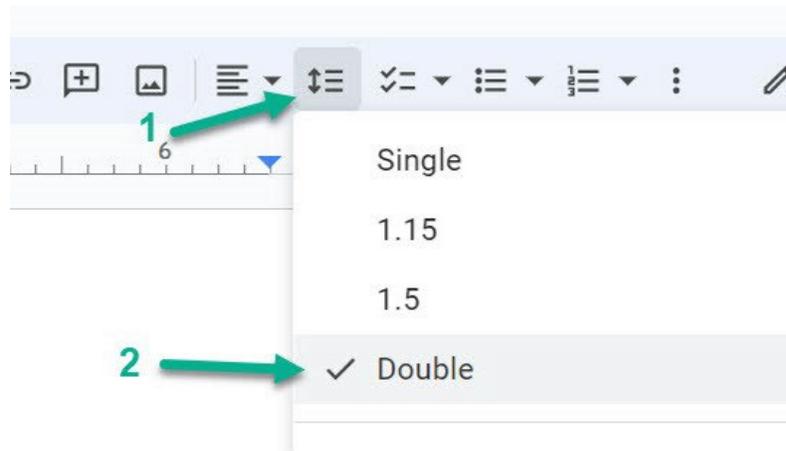
MLA Format in Google Docs

Contents

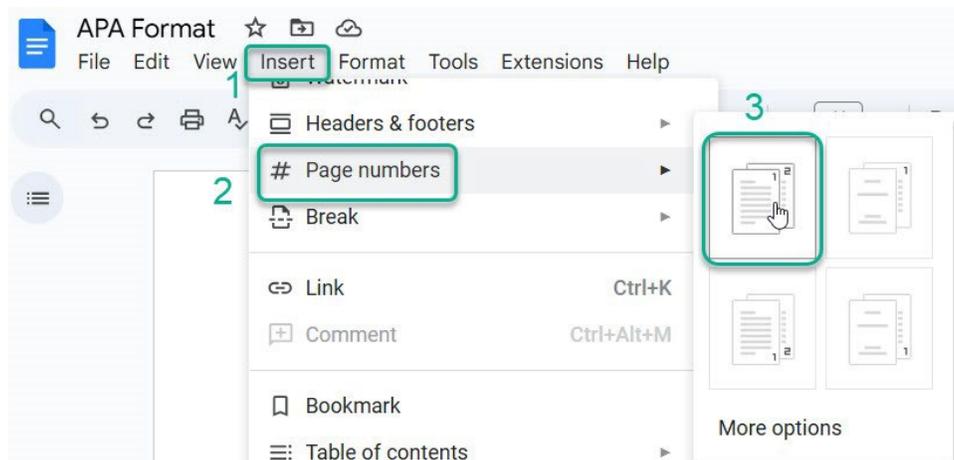
Page Setup	2
Setting Defaults	3
Heading, Title, and Margins.....	4
Works Cited Page.....	6

Page Setup

- Click the **Line Spacing** button, choose **Double**



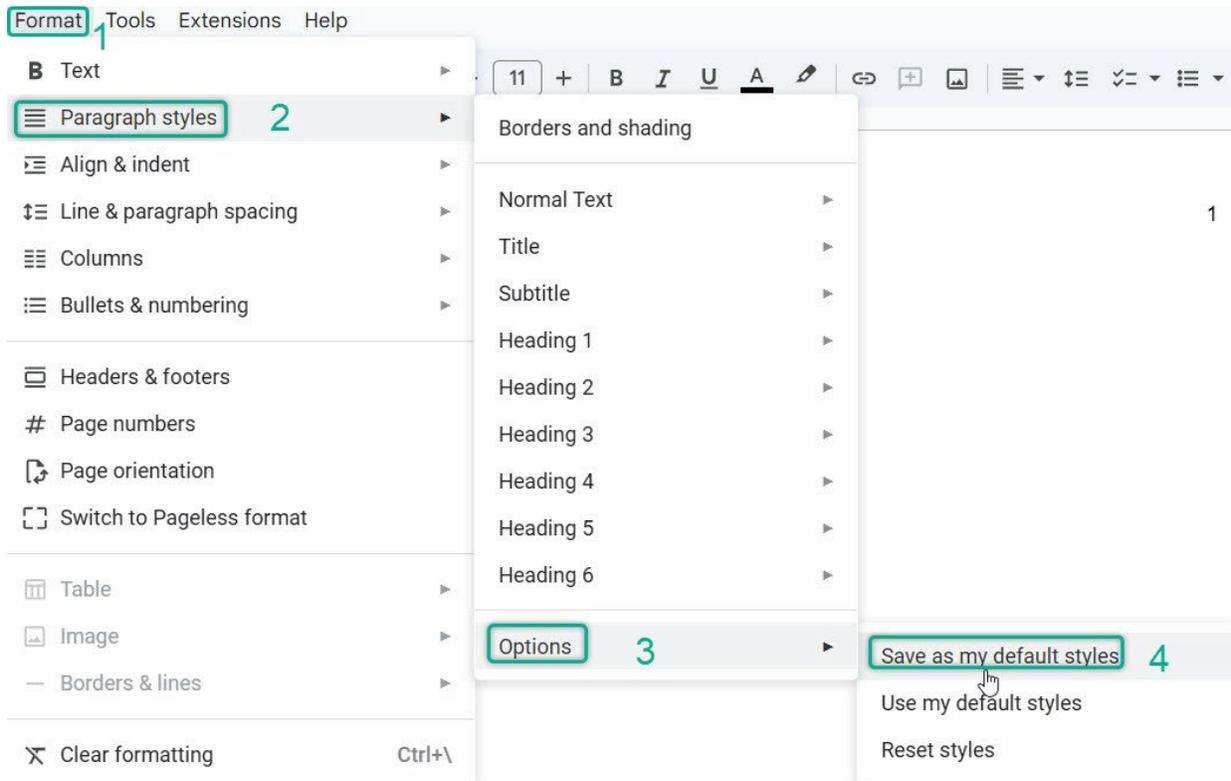
- If necessary, click the arrow next to the **Font** box, and choose **Times New Roman**. Click the arrow next to the **Font Size** box and choose **12**.
- Click the **Insert** tab. Click **Page Numbers**, choose the icon that indicates the top left of the page.



- If the page number is not in **Times New Roman**, highlight it and change the font and size. Type your last name before the page number.
- Double click below the header to close it.

Setting Defaults

- To set the above font and paragraph settings as defaults, go to **Format > Paragraph styles > Options** and select **Save as my default styles**. Once you set your font and paragraph settings as default, they will be the automatic font and paragraph setting for each new document you open.



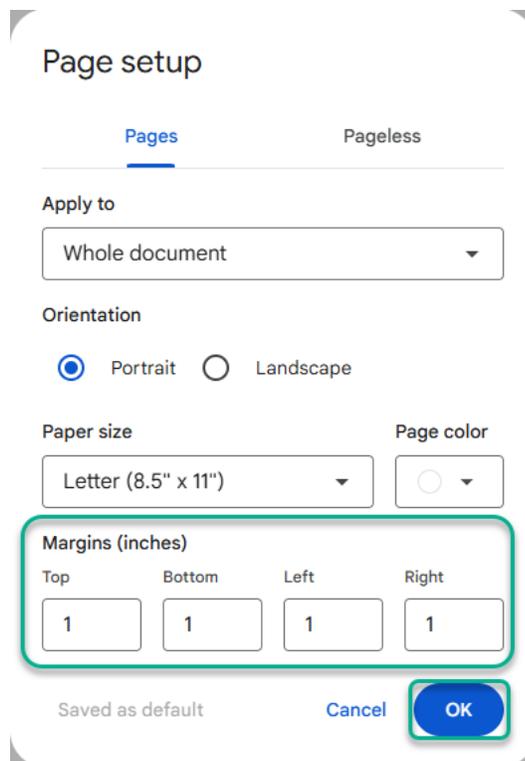
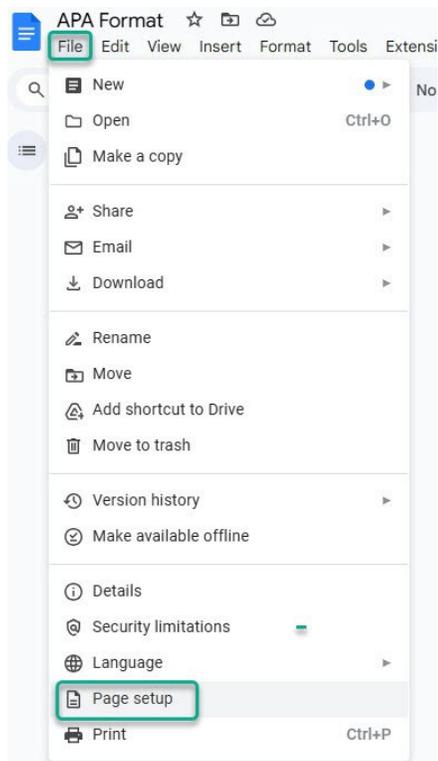
Heading, Title, and Margins

- At the top of your paper, type your name, the instructor's name, the class, and the date. Press the **Enter** key once at the end of each line.
- Click the **Center** button. Type the title of your essay. (Capitalize the first letter of each main word, and do not underline, boldface, or quote.) Press the **Enter** key once.
- Click the **Align Text Left** button.
- Press the **Tab** key once, and you are ready to type the first paragraph of your paper.

The screenshot shows a word processor interface with a toolbar at the top. The toolbar includes options for text style (Normal text), font (Times ...), size (12), bold (B), italic (I), underline (U), text color (A), and alignment (left, center, right). A red box highlights the alignment buttons. Below the toolbar, a document layout is shown with several annotations:

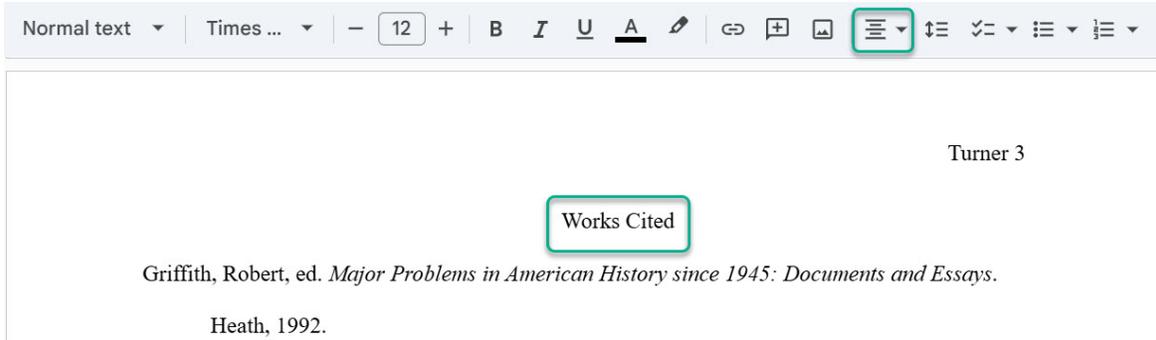
- A red box labeled "Heading & body text aligned left" points to the header information: Paige Turner, Professor Noah Lotte, English 1A, and January 29, 2025.
- A blue box labeled "Turner 1" points to the page number in the header.
- A blue box labeled "Page number in header with last name" points to the page number.
- A purple box labeled "Title centered" points to the title "Wars with Ho Chi Mien".
- A red box labeled "Opportunity in 1945, the Second World War, which had catapulted America from the Great Depression to the most powerful country in the world, was ending. For thousands of years," points to the first paragraph of the body text.

Note: One-inch margins are the default setting. However, if you need to set the margins, click **File > Page setup**, and under **Margins** make sure all four sides of the paper read 1 (see screenshots below). Never use the ruler to set the margins, it gets messy. 😞

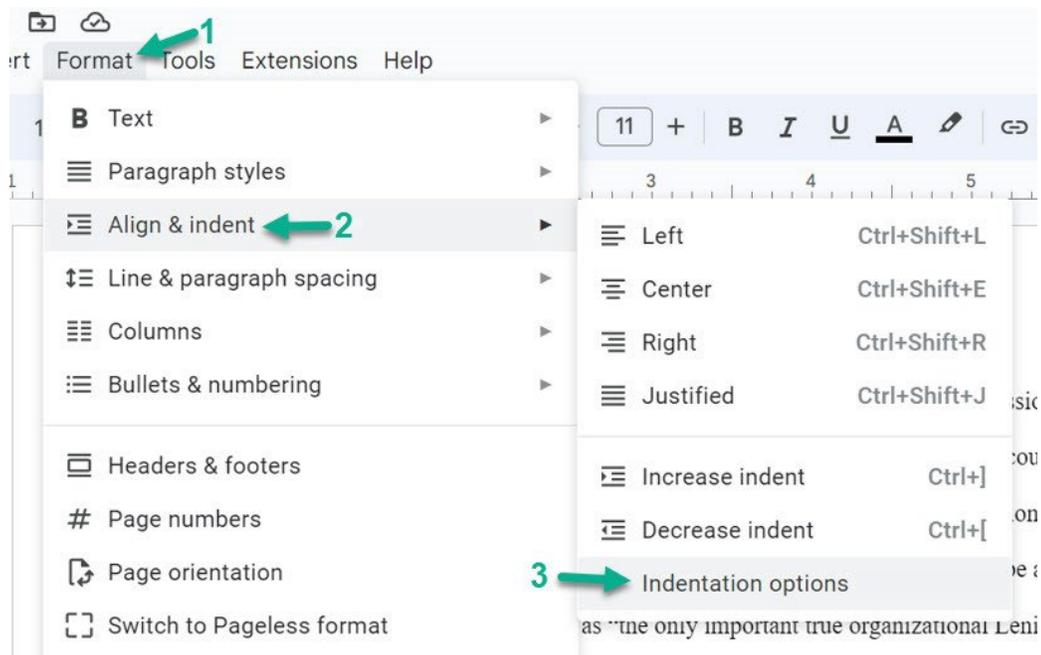


Works Cited Page

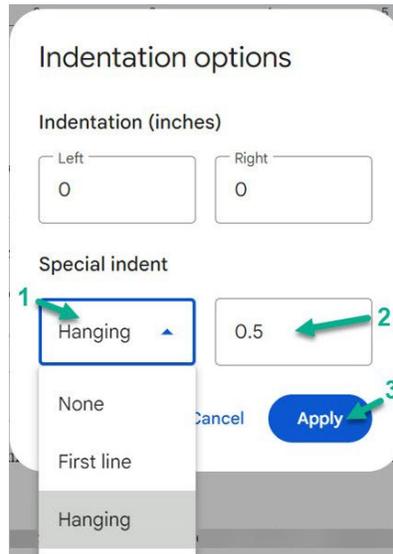
- To start your Works Cited, scroll to the bottom of your essay and insert a new page (page break). The keyboard shortcut is **Ctrl + Enter** for PC users, or **Command + Return** for Mac users.
- On your new page, type **Works Cited** (Not bold) and use the alignment buttons in the Paragraph group to center it.



- Press Enter, then click the **left alignment** button to set up your citations.
- If you need help citing, check out the MLA Handbook on the Sierra College Writing Center webpage!
- After placing your citations, check that the font is set to **Times New Roman, size 12** and that the entries are double-spaced with no extra spaces between entries.
- To set the hanging indent, select your citations and click on the **Format** tab. Select **Align and Indent > Indentation options**.



- Under **Special Indent** choose **Hanging** and type **0.5** to set the hanging indent to half an inch. Left and right indentations should be set to 0.



After that, your paper should be properly formatted in MLA. 😊 Be sure to save your paper!

Feel free to download our MLA handbook from the [Writing Center Webpage](#) to see more examples of properly formatted essays. If you need more support, make an appointment with us at the Writing Center.