

MLA Format Directions for Google Docs

Header for top of every page with last name and page number

- Insert > Header
- Hit the Enter/Return key once to bring the cursor down slightly
- Click button for text align right (You may have to click a More button)
- Type your last name only, followed by a space
- Insert the page number: Insert > Page number -- choose the first one

Heading for top of first page only with name, teacher name, block, date

- Click in main part of document (not in header section you just typed in). Make sure the cursor is blinking on the left side of the page before you start typing
- Type your full name (e.g., Carolyn Doe) then hit Enter/Return
- Type your teacher's name (e.g., Ms. Winn) then hit Enter/Return
- Type the block for your class (e.g., A block) then hit Enter/Return
- Type the date the paper is due in this format: day Month year (e.g., 5 May 2014) then hit Enter/Return

Title of paper - centered

- Do not leave any extra line spaces between the heading you just typed and the title
- Click the text align CENTER button on the toolbar
- Type the title, capitalizing the first and all important words (not articles or short prepositions)
- Hit Enter/Return

Indent each paragraph ½ inch

- Hit the tab key before you start each paragraph
- OR, you can select the text for the paper (not the heading) if you've already typed it, and then go to the ruler and drag the tiny blue rectangle to 0.5" setting

Text font Times New Roman 12

- If you are typing in another font or size, select all the text and change the font to Times New Roman and the size to 12.
- Don't forget to fix the font in the header where your last name and page number are!

Double space all text

- Select all the text
- Go to Format > Line Spacing and choose Double.
- OR, you can use the Line Spacing button on the tool bar.

Works Cited on final page -- if required for paper

- After last sentence of paper, start a new page by going to Insert > Page Break
- Copy and paste your Works Cited onto this page. Be sure the Works Cited title is centered

Be aware, you should always have page margins set to 1" all around

- Google Docs usually has it like this by default, but if you ever need to check or change it, Go to File > Page Setup and under Margins, make all the numbers 1 if they aren't already.

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Mrs. Sherman

B Block

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School Uniforms Should Be Required

Students may think they'd hate school uniforms, but there are many reasons that more schools should consider requiring them. It is much easier for students to choose their clothes and get dressed in the morning, kids aren't competing over expensive clothes, and uniforms add to an atmosphere of dignity and respect that may lead to higher student achievement.

Notice how each paragraph is indented by 0.5". You do not need any extra space between paragraphs.