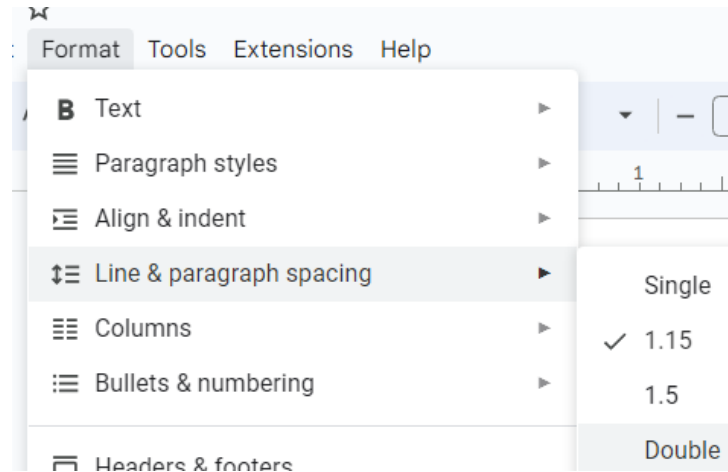


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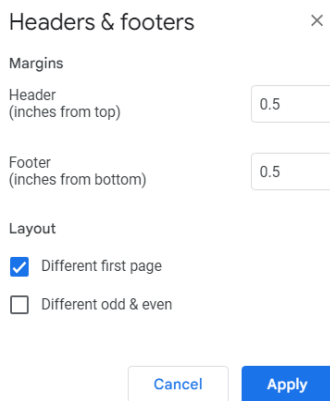
How to Double Space

Click on **Format**, then on **Line & paragraph spacing** then **Double**.

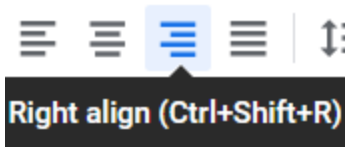


How to Add a Header and Page Number

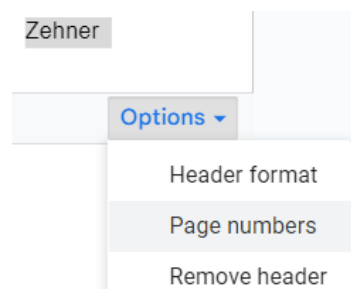
Go to page 2 of your document. Click **Insert**. Click on **Select Header & footers**. Click on **Header**. Click **Different first page** then **Apply**.



Next type your last name and highlight it - then on the top toolbar, click **Right Align**.

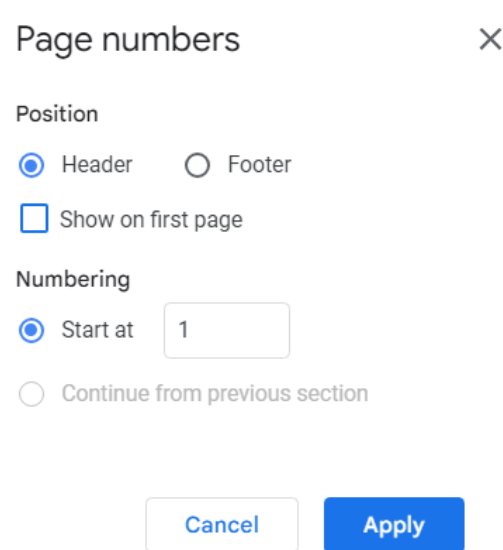


To insert the page number click on **Options** on the far right side of the Header. Then click on **Page numbers**.



Then click **More Options**.

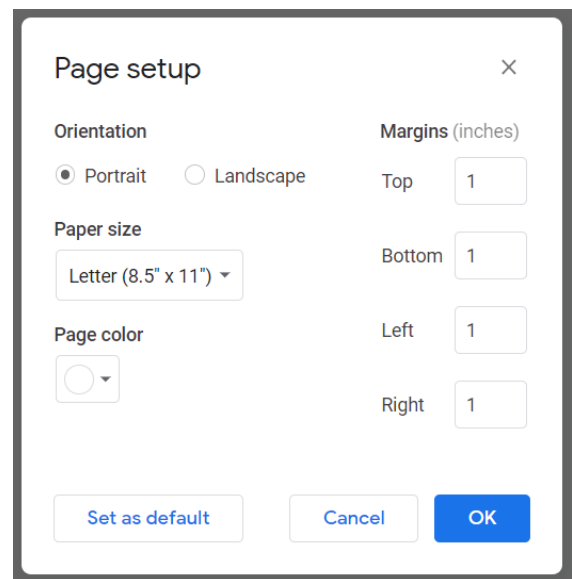
Then **UNCLICK** "Show on first page" and click **APPLY**.



****NOW** highlight your name and page number and change the font (Times New Roman, Arial or Calibri) and adjust the font size to 12.

How to Change Margins (If NEEDED - Usually Defaults to 1" Automatically)

Click on **File**. Click on **Page Setup**. All margins should be **1 inch**.



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How to Add a Hanging Indent

A hanging indent means that every line is indented except the first – this is used in the Works Cited section of your paper.

Highlight the entire entry for ALL your citations.

Author. Title. Title of container (do not list container for standalone books, e.g. novels). Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs URL or DOI), 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Location, Date of Access (if applicable).

Click on **Format**, then **Align & Indent** and click on **Indentation Options**. Then change **Special indent** from None to **Hanging**. Then click **Apply**.

Indentation options ×

Indentation (inches)

Left

0

Right

0

None

First line

Hanging

0.5

Cancel

Apply

Questions? Email zehnerc@bcstdschools.net