

MLA Writing Style Formatting Google Drive Document

Basic Guidelines:

Font: Times New Roman

Font size: 12

Margins: 1” on all sides (Click on **File** tab, Page Setup, Set as default, OK)

Line Spacing: Double (Click on **Format** tab, Line spacing, Double)

To Set Page Numbers in Header: (upper right-hand corner)

1. Click on **Insert** tab, page number, top of page
2. Type your Last name in front of the page number (where cursor is blinking).
3. Put one space between your name and the page number. Check formatting (TNR and 12).
4. Click to the left of your last name and tap the enter key to move your name and page number down so they will print out properly.
5. Next page number and your name will automatically appear on every new page you type.

Type the heading on first page only, directly below the Header line and aligned on left side.

Type information (double-spaced) as shown in sample below:

Smith 1

Kodi Smith (your name)

Mrs. Largent (your teacher’s name)

English II

28 March 2014 (due date)

Title of Your Paper

After typing title, strike Enter key once, strike Tab key to indent first line and start typing your paper. Paper should be double-spaced with the first line of each paragraph indented.

Works cited page must be on a separate page, double-spaced using a hanging indent for each entry.