MLA Format on Google Docs

Document Set Up

1. Open a new document
2. Change font to Times New Roman 12
3. Format > line spacing > double
4. Insert > Header
5. Change font in header to Times New Roman 12
6. Insert > Page number > choose the first option with page number at top right and 1 on page 1
7. Right justify the “1”
8. Click on the space before the number and type your last name
9. Click in front of your last name and hit return twice (this moves Evans 1 down ½”)
10. Click outside the header

Heading

1. Type your first and last name
2. Type your teacher’s last name
3. Type the class
4. Type the date (8 September 2016)

Essay Title

1. Center and type your title (please remember to capitalize as needed)

Beginning Essay

1. Left justify and then tab to indent the first paragraph.
2. Make sure you indent each following paragraph.
3. Only hit return ONE time inbetween paragraphs.

You may want to name this document MLA Format.
When you start a new paper, you can go to this document:
  1. Make a copy
  2. Change the name of document
  3. Change the date
  4. Begin your new paper.