MLA FORMATTING GUIDELINES (ENTIRE PAPER):

- First page of essay should have a full MLA header at top left
- Double space (entire paper)
- Margins: 1” all the way around
- Font: use 12 pt. Times New Roman
- Each page should have a header with your last name and page number at the top right
- To automatically insert Page Number:
  - In Word: Insert → Page Number → Top of Page → select 3rd option (top right)
  - In Google Docs: Insert → Page number → select the option that paginates every page, then right align
  - For BOTH options you will need to manually type your last name after you insert page number
  - Make sure to change font to Times New Roman!
- Include an original title directly after your MLA header (only hit enter once – there should not be any additional spacing between header and title, or between title and first line of your essay)
- To remove extra spacing:
  - In Word & Google Docs: click the line spacing icon → select the “Remove Space Before Paragraph” or “Remove Space After Paragraph” if either of those are options

MLA FORMATTING FOR WORKS CITED PAGE:

- Font, margins, spacing, etc. is the same as above
- Title should be Works Cited – placement is centered
- Hit enter one time before inserting your first citation
- Citations should be in alphabetical order
- The first line of the citation should have a HANGING INDENT
  - In Word: Highlight the citation, click the line spacing icon → Line Spacing Options → Indentation section → select “Hanging” from the drop down menu → make sure the “by” box is set to 0.5.
  - In Google Docs:
    - First: Select the text you want indented. You can select a single paragraph or multiple paragraphs at a time.
    - Next: On the ruler, drag the ▼ Left Indent (light blue inverted triangle ▼) to the right as far as you want the text to be indented. As you will notice, the □ First Line Indent marker (light blue rectangle □) will come along for the ride, and all your selected text will move to the right.
    - Finally: Drag the □ First Line Indent marker (light blue rectangle □) back to the left margin. It will move independently, and your hanging indent will be created.

When the cursor is within the indented area, the indent icons will now look something like this:

