**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:** Highlight the text with the extra spacing. Click the dropdown box by Paragraph → Spacing → Check the box that says “Don’t add space between paragraphs of the same style.” → Click OK.
  - **In Google Docs:** Highlight the text with the extra spacing. Click Format → Line Spacing → Custom spacing → Line spacing should be set at 2; Paragraph spacing Before and After should be set at 0 → Click APPLY.

**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
  - To create a **hanging indent**
    - **In Word:** Type all the citations, hitting ENTER only at the end of each individual citation so the text wraps around. Highlight all the citations and in the tool bar, click the dropdown box by Paragraph → Indentation section / Special → select “Hanging” from the drop down menu and make sure the adjoining box is set to 0.5 → Click OK.
    - **In Google Docs:** Type all the citations, hitting ENTER only at the end of each individual citation so the text wraps around. Highlight the citation, and in the tool bar, click Format → Align & Indent → Indentation Options → Special → select “Hanging” from the drop down menu and make sure the adjoining box is set to 0.5 → Click APPLY.
(SAMPLE) Works Cited

"The Advances in Metabolic Cancer Research Highlight the Link Between Diet and Cancer."


