

MLA Format Requirements for Google Documents

COMPLETE THESE STEPS BEFORE YOU BEGIN TYPING YOUR PAPER!

REQUIRED

1. One inch margins all around
2. Double spaced
3. Last name and page number in top right corner of each page
4. Proper heading in correct order before the actual paper
5. 12 point Times New Roman font

#1- To set Line spacing:

Click on Format
Scroll down to Line Spacing
Click on Double

#2- To set automatic page numbers with last name:

Click on Insert
Scroll down click on Header
Click on Right Justify
Click enter 3 times
Type last name
Click on Insert
Scroll down to Page number (Top of Page)

#3- To Set Margins:

Click on File
Scroll down to Page Setup
Make sure every margin is set to 1"

#4- To Set Font:

At the top of the page-
Pull down Arial and change it to Times New Roman
Pull down 11 and set it to 12