[How to Set Up an MLA Format Paper with Works Cited Page in Google Docs](#)

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                                                5:07 min

Summary

This video shows how to set up an MLA format paper with a works cited page in Google Docs without having to use a template. Hopefully, this helps with whatever college research paper or essay you're working on!

Want to use a template instead? I've got a video for that: https://youtu.be/hB0uTr5eYP0

Transcript: edited to be descriptive

Hi everyone, thanks for checking this video out. I am going to show you how to set up MLA Format in Google Docs in this video. Now I have another video that shows you how to do this using a template that they have built-in but I realized that templates are not necessarily for everybody.

Adjusting Font and Font Size (0:15)
The first thing you are going to do is go to the Toolbar and change the font and font size. Google Docs default to Arial font, and the font size 11. You need to select the Times New Roman font and font size 12 but please check with your teacher that this is what want. So, great now you have got the right font set up.

Adjusting Page Layout: Double-spacing and Page Margins (0:34)
But the layout of the paper still needs some adjusting. You need to go to the Toolbar and select the line spacing icon and change the spacing to double. Next, you are going to make sure that the document has one-inch margins all the way around the page. This is an MLA Format requirement. To do that, you are going to go to the Menubar, select File and from the drop-down menu select Page Setup. When the Page Setup dialogue box opens, make sure that all the margins are set to one inch all the way around. Your margins might not be set up correctly especially if you have changed those settings in the past. Okay, great. So, we have double spacing set up; we have Times New Roman font; we have font size 12 and we have 1-inch margins all the way around.

Creating the Header (1:14)

What we are missing is a header. To edit the header in a Google Doc, you just need to double click on the top inch of the document and now you are in the header. Notice, that to the bottom right of the header, an Options drop-down menu appears. Open the drop-down menu and select Header format. When the Header format dialogue box opens, check to make sure the margins from the top and bottom are 0.5 inches and all other boxes are not checked. In MLA Format, the layout for the header on all pages is the same but in APA Format, the style is different.

Next, the MLA Format wants your last name (surname), space and page number right-aligned. So, go to the Toolbar and select Right align and then type your last name, press the space bar and now, go back to the Options drop-down menu and select Page numbers. When the dialogue box opens, make sure that the Position of the page is the Header and that it appears on the first page. At the same time, make sure that the numbering starts at 1 and select Apply. -- Hopefully, you can notice that the header is not using the Times New Roman font nor font size 12. So while you're in the header hit: COMMAND A or CTRL A depending if you're on Windows or Mac and change that font to Times New Roman and font size 12. Great! Our headers are now set up.

Creating the Title Paragraph (2:09)

Next, we click back down to the body of the document for more MLA formatting. Go to the top of the paper and type in your full name that means type your first name and then your last name. Hit enter to get to the next line, and type in your professor's name then hit enter again and type in the course code and section number of your class. Hit enter to get to the final line and type the date according to MLA Format which means DD Month YYYY. Remember to type out the full month's name, that is not abbreviated.

Adding the Title (2:49)

After typing in the date, hit enter, and go to the Toolbar, select Centre-align. Now, type in the title of your paper. Do not underline or bold-face the title.

Adding the Content (3:17)

After typing in the title of your paper, hit enter and go to the Toolbar, select Left-align. You are almost ready to start typing your paper. However, you must remember in the MLA Format you do not double-space between paragraphs, you only press the "tab" key on your keyboard once and start typing.

Creating the Works Cited Page and Title (3:28)

According to the MLA Format, the Works Cited page must be the very last page of your work and separate. You need to guarantee that the Works Cited page is the last page. How do you do that? Well, after your last line in your paper, or maybe, you just want to add the Works Cited and get it over with, you can do either of these two options. First option is to hit COMMAND+ENTER if you are on a Mac or CTRL+ENTER if you're on a Windows machine. This will insert a page break. The second option is to go to Insert on the Menubar and from the drop-down menu, select Break then Page break. - You have successfully forced a new page for your Works Cited.

Now, you need to center the title, Works Cited, by going to Toolbar and selecting Center-align. Type in your title and hit enter to get to the next line. Just before you start adding citations, Right-align the rest of your paper by going to the Toolbar and selecting Right-align.

Adding the Citations (3:53 - edited - method is different from video)
Remember under MLA Format, the citations must be in alphabetical order with a hanging indent - - NOT A LEFT INDENT. Also, the citations should be double-spaced just like the rest of your paper - no extra lines between citations.

Simple!

First I recommend pasting all your citations in alphabetical order. Hit enter adding each one. Then select all your citations by COMMAND A or CTRL A depending on if you are on Mac or Windows machine, now ….

Go to the Menubar, and under the Format, drop-down menu select Align & indent, then select Indentation Options at the bottom. Now the Indentation Option dialogue box opens, you go to Special Indent and from its drop-down menu, select Hanging. - - You should be ready to go - just make sure that Indentations for left and right are set to zero. - - Press APPLY.

Now, your Works Cited page should be looking good. Just remember to make sure that it is in all the same font, font size and text-colour is black.

I know College is difficult and writing your papers pickled enough and the last thing you need to worry about is formatting it. So, hopefully, this video helped you.

Thank you so much for watching.