Directions for Creating MLA Style Reports (on Google Docs)

1. Set all margins to 1" (File, Page Setup, Margins, Normal 1" top, bottom, left, right)

2. Double space entire report (Format, Line Spacing, Double)

3. Create Header

   a. Click Insert

   b. Click Header

   c. Click Right align (Format, Align, Right)

   d. Type Last Name and a space (Be sure that you have spaced down to the ½ inch margin so that name will print.)

   e. Click Insert page number (Insert, page number, choose 1st option that counts pages)

   f. Click Different first page header/footer

   g. Close Header by clicking the paper below the header section

4. Type "heading" on Left side of paper

   Your Name

   Teacher's Name

   Class Name

   Military Style Date (Example: 20 March 2020)

5. Center Title

6. Type the body of the report

   a. Short Quote of less than 4 lines – use "quotation marks" in normal sentence structure.

      After the quote, type author's last name and page number inside parenthesis.

   b. Long Quote of 4 or more lines – create new paragraph and indent Left margin 1" (2 tabs)

   d. Change left indent back to normal for the next paragraph (1 tab)

7. Create "Works Cited" page

   a. Ctrl Enter to insert a page break to start a new page (Insert, page break)

   b. Center the title (Works Cited) – Remember to remove centering to type the sources.

   c. Type sources in alphabetical order by author's last name (If no author, then use next piece of available information).

   d. Enter only at the end of each reference

   e. Italicize book titles instead of underlining

   f. Highlight all the references and create a hanging indent (Move triangle tab marker to right .5"; move top rectangle tab marker back to original margin)