**How to Set Up Your Paper In MLA Format**

**How to Double Space in Google Docs**

1. Open a new document- choose “Blank”
2. At the top of the page, find “Format” and click on it so that a drop-down menu appears.
3. Click on “Line Spacing” and then select “Double”

**Font**

1. At the top of the page, find the box with “Arial” on it (this is the currently selected font)
2. Click on the box, then from the drop-down menu, select “Times New Roman”
3. Change the font size to 12

**Title Info**

1. At the top left hand corner of the page, type the following information:

Your Name

Mrs. Watson

English 10

Day Month Year (Example: 13 March 2020)

1. Hit “Enter”
2. Click “Center” at the top of the page where the alignment options are located
3. Type the title of your paper (if you do not have one yet, just write your topic or “Title” as a placeholder).

**Header**

1. Click “Insert” on the toolbar.
2. In the toolbar, click on “Header”.
3. Make sure the font is set to “Times New Roman” and size 12
4. Click align right in the toolbar.
5. Type your last name and space.
6. Go to “Insert” and select “Page Number”
7. Choose the first options

**Margins**

1. Click on “File” and then “Page Setup” in the toolbar.
2. Make sure the margins are all set to 1

**Hanging Indent** (For the Works Cited Page)

1. Go to the beginning of the line that you wish to indent
2. Press “Enter”
3. Press “Tab”

**Works Cited Page**

Entries on your works cited page should appear as follows:

Book

Last Name, First Name. *Title of Book*. City of Publication, Publisher, Publication Date.

Gleick, James. *Chaos: Making a New Science*. Penguin, 1987.

\*Note: the City of Publication should only be used if the book was published before 1900, if the publisher has offices in more than one country, or if the publisher is unknown in North America.

E-Book:

Last Name, First Name. *Title of Book*. E-book, City of Publication, Publisher, Publication Date.

Silva, Paul J. *How to Write a Lot: A Practical Guide to Productive Academic Writing.* E-book, American Psychological Association, 2007.

Page on a Website:

Editor, author, or compiler name (if available). “Article Title”. *Name of Site*. Version number (if applicable), Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available), URL, DOI or permalink. Date of access (if applicable).

Lundman, Susan. “How to Make Vegetarian Chili.” eHow, www.ehow.com/how\_10727\_make-vegetarian-chili.html. Accessed 6 July 2015.

Website:

Editor, author, or compiler name (if available). *Name of Site*. Version number (if applicable), Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available), URL, DOI or permalink. Date of access (if applicable).

Example: Felluga, Dino. Guide to Literary and Critical Theory. Purdue U, 28 Nov. 2003, www.cla.purdue.edu/english/theory/. Accessed 10 May 2006.

\*\*If no author is listed, begin with the Article Title

(Your works cited page should be typed in the same document as the rest of your paper so that you don’t have to reset the margins, spacing, etc. All MLA formatting still applies.)

**You may use a citation website, like the one listed below, only after you understand what a proper citation should look like! (See Above)**

1. Go to http://www.citationmachine.net/
2. Next to “Choose Your Style” select MLA.
3. Scroll down and select whether your source is a book, website, newspaper, magazine, journal, film, or other.
4. Enter all of the available information.
5. Click “Copy & Paste” \*\*Do not try to highlight and copy the citation\*\*
6. Paste the citation on to your works cited page.
7. Place your cursor at the beginning of your second line, before any text.
8. Right click your mouse.
9. Select Paragraph from the resulting pop up menu.
10. Under Indentation, use the Special pull-down menu to select hanging.
11. Use the By menu to select 0.5"

**Parenthetical Citations**

1. Parenthetical Citations are a way to give credit to your source in your paper.
2. You should have a parenthetical citation (also called an in-text citation) after every piece of information in your paper that came from a source.
3. An in-text citation will come after the information in your paper, but inside the period.
4. An in-text citation for a **book** will have the author’s last name followed by the page number(s)

(Smith 2-5).

1. If it is an internet article with no page number, simply list the author’s last name and the article title/website name.

(Bowden “How Likely Are Shark Attacks?”).

1. If the author is unknown, simply list the name of the work. If it is a shorter piece, like an internet article, use quotation marks. For longer pieces, like books, use italics.

(“Is America Addicted to Bacon? Probably”).

(*Living with Lice for Fifteen Years: The Daisy Walker Story).*

\*\*\* If there are sources that are not listed here, this website is a great resource for citations: https://owl.purdue.edu/owl/research\_and\_citation/mla\_style/mla\_formatting\_and\_style\_guide/mla\_in\_text\_citations\_the\_basics.html

**Conducting Research**

* Wikipedia is **not** an acceptable source.
  + However, Wikipedia may be used to *find* acceptable sources. Scroll down to the bottom of any Wikipedia article to find a section titled “References”. References were used in the creation of the Wikipedia article and can sometimes lead to good information.
* Don’t believe everything you read. Use critical thinking to decide whether or not the source is credible (reliable).
* Make sure that your source is not biased or too full of opinions and not enough fact.
* Statistics, polls, and percentages make for good research material- it is hard to argue with a factual percentage. (For example: About 64 percent of all adult Americans own a smartphone.)
* Research may be found on the internet, in books, magazines, and newspapers.
* Make sure that you are using two book sources and at least one news source in your paper.
* Make sure to take notes and paraphrase! Do not copy from your source word-for-word

**Helpful Webpages**

Writing Numbers: https://owl.english.purdue.edu/owl/resource/593/01/

Parenthetical (In-Text) Citations: https://owl.english.purdue.edu/owl/resource/747/02/

Works Cited Page: https://owl.english.purdue.edu/owl/resource/747/05/

www.easybib.com

**Writing Tips**

1. Avoid using “You” and “I”- you may only use “I” once, in your thesis, due to the nature of the paper.
2. Avoid using slang.
3. Make sure that your sentences are actually saying something to support your main idea- not just repeating it over and over.
4. Avoid contractions.
5. Avoid sentence fragments.
6. Make sure that the subject and verb in your sentence agree.
7. Do not plagiarize.
8. Be specific- try to avoid vague or confusing sentences.
9. Use research that is relevant and supports your point. Don’t insert facts just to take up space.
10. Avoid question and exclamation marks.