MLA Style Works Cited Formatting Using Google Docs
Step 1: Log into your Google Drive and click “NEW”
Step 2: Select Google Docs
Step 3: Name your document

- Name the document with period, last name, first initial, assignment
Step 4: Insert Header
Click Right Align

Step 5: Right Align Header
Step 6: Change Header Font to Times New Roman 12
Step 7: Press “Enter,” Type your last name, Press “Space bar”
Go to Insert
Page number

Step 8 : Insert Page Number
Step 9 : Select Top of Right Page
Step 10: Click in the white space below gray header line.
Step 11: Format Line Spacing
Step 12: Select Double Line Spacing
Step 13: Change Font to Times New Roman 12
Step 14 : Click Align Center
Step 15 : Type Works Cited

Type Works Cited and click Enter
Step 16: Click Align Left
Works Cited

Put cursor at start of 2nd line in citation and press Enter

Step 18: Go to beginning of 2nd line and press “Enter” once
Highlight each line of the citation except the first line.

Step 19: Highlight all but first line of citation.
Step 20: Create a hanging indent by selecting “Increase indent” icon.
Go to next line and press **Backspace** to align left
Enter citation

Press **Enter** at beginning of second line

**Highlight** all but first line of citation

**Select** Increase indent

Step 20: Repeat for each citation
Arrange citations alphabetically using the first word at the beginning of each citation. (If no author, use title)

Step 21: Arrange citations in alphabetical order by FIRST word of entry
Works Cited


At the end of the Lit Crit essay, select Insert and select Page Break.

Put cursor at the end of the Lit Crit essay.

Select Insert

Select Page Break.

Step 24: In the Lit Crit essay, go to the end, click “Insert” and “Page Break.”
Works Cited
