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Writing a memo in the Modern Language Association format can be easy. Keep your memo to one or two pages, single-spaced and justified on the left. In addition, don't indent your paragraphs in an MLA format. A single skipped space marks the start of a new paragraph. Create a header for your memo. Include the following fields: To, From, Date and Subject. The subject line should be short and concise and accurately reflect the subject matter. Create the body of the memo. The body of the memo should contain all of the necessary details regarding the subject matter. The length of the body content should make up about 75 percent of the total document. Make sure the paragraphs are short and direct. Consider using bullet points when appropriate. Using short lists and bullet points makes reading a memo easier. Put details into a list instead of a paragraph whenever possible. Include a summary paragraph. The last paragraph of your memo should include a summary statement. Briefly recap the information included in the memo and include a recommendation or request for action if appropriate. Cite and include any referenced attachments. If you reference graphs or charts in the memo, they can be attached to the document. The last line of your memo should also reference the attachments. For example: Attachments: Results of Focus Group Study March-April 2008. Tips Make your memo concise. This document should be quick and easy to read. Warnings Review all memos for spelling and grammar errors. This will reduce the chances of potentially embarrassing mistakes. If you use your Google Drive for schoolwork, you should know how to do MLA format on Google Docs. There is a Google Docs template you can use, but it helps to know how to set up MLA format manually as well. While your instructor may have specific requirements, the general guidelines for MLA format are as follows: Size 12 Times New Roman font Double-spaced text with no extra spaces between paragraphs One-inch page margins on all sides A header with your last name and a page number in the top-right of every page Your full name, the instructor's name, the course name, and the due date in the top-left of the first page A centered title above the body text Body paragraphs begin with a 1/2 inch indent A Works Cited page at the end of the paper Google Docs has some templates available that can help users get a jump on formatting documents. The Google Docs Report MLA add-on is one such template. To set up MLA in Google Docs using this template: Open a new document and select File > New > From template. The template gallery will open in a separate browser tab. Scroll down to the Education section and select Report MLA Add-on. There are also templates for other academic styles such as APA. A new document will open with dummy text that you can replace with your own. The formatting for the document will already be in place. You won't need to change anything but the words. If you don't trust using a template, or if you have an altered version of MLA format you must stick to, then you can also set up MLA format in Google Docs manually. Once you've set it up, you can also save it as your own, customized template so you don't have to do it again the next time you need the format. Change the font to Times New Roman and the font size to 12. Google Docs uses 1-inch margins on all sides by default, so there is no need to adjust the margins. Select Insert > Headers & footers > Header. If you want to remove the headers from your Google Doc later, it's a simple process if you're using Google Docs in a web browser. A little harder if you're using Google Docs on an iOS and Android mobile device Note that the font for the header changes back to the default. Change it to 12 point Times New Roman, then select Right Align. Type your last name followed by a space, then select Insert > Page numbers. Adjust your Page numbers options as needed and then select Apply. Click or tap anywhere below the header, then select Format > Line Spacing > Double. Alternatively, you can click the Line spacing icon in the toolbar at the top of the page and choose Double. Type your name, the instructor's name, the course name, and the due date on separate lines. Press Enter to go to the next line, then select Center Align and type the title of your paper. Capitalize the first letter of every major word. Do not use bold, italics, or other text formatting options. Press Enter to go to the next line, then select Left Align. Press the Tab key to indent, then start typing your first paragraph. Begin every new paragraph with an indent. After you finish the body of your paper, select Insert > Break > Page Break to create a blank page for the Works Cited page. The last page of your paper should begin with the words "Works Cited" (without quotation marks) centered below the heading. The format for each works cited entry is different depending on the format of the source. For example, use this format for articles found on the web: Author name (last, first). "Title." Publication, Date (day, month, year). URL. Accessed date. Therefore, an entry for an online news article may appear as follows: Sources should be alphabetized by the author's last name. All works cited entries should have a hanging indent, which means that each line after the first is indented. To get a hanging indent in Google Docs for your Works Cited page: Highlight all of the text on your Works Cited page and select Format > Align & Indent > Indentation options. In the Indention options dialog box select Hanging from the Special indent dropdown box and then select Apply. The default ident of 0.5 inches is acceptable for MLA style. Thanks for letting us know! Tell us why!

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