



Crafton Hills College Tutoring Center

Writing Directed Learning Activities

Setting Up an MLA or APA Paper

Student Name: _____

Course: _____

Date: _____

Professor: _____

Overview

Complete the activity and fill out the form except for the Tutor Check section. You must come in to the Tutoring Center with this form PRINTED and a copy of your edited MLA or APA paper (this can be in print form or digital) to see an English Tutor in order to complete the assignment.

Learning Outcomes

Students will learn how to set up a paper in MLA or APA Format using Microsoft Word and Google Docs.

Activity (about 30 minutes)

Watch the following video on setting up an MLA or APA paper using the appropriate software, then format a paper using the video and the Sample MLA Paper or Sample APA Paper as a guide.

Video, Website, Prezi, or PowerPoint link

For MLA:

Setting up MLA using Google Docs: <https://youtu.be/lccNGMT67Io>

Setting up MLA using Microsoft Word: <https://youtu.be/NMqTfSm7gdA>

For APA:

Setting up APA using Google Docs: <https://youtu.be/lx6JBKWRf04>

Setting up APA using Microsoft Word: <https://youtu.be/sgx2RbydHn0>

Self-Check (do these steps before bringing into the Tutoring Center)

Compare your paper with the appropriate MLA or APA Sample Paper.

1. Is the paper double spaced in 12 Point Times New Roman Font?
2. Is there a centered title?
3. Is there a header with your last name and page number?
4. Is your name, professor, class, and date in the upper left corner of the paper?
5. If you are working on an APA paper, is there a cover page, an abstract (if needed), and a reference page?

Tutor Check (Bring in a printed copy of this handout and your edited paper)

- Compare the paper with the Sample Paper and give instructions on how to correct any mistakes.
- Answer any questions the student may have about setting up an MLA or APA paper.
- It might be a good idea to pull up the paper on the computer and walk the student through making the appropriate changes.
- Feel free to suggest that the student attend an appropriate workshop or take a handout.

Tutor Signature: _____

Stamp the box below with the Tutoring Center Stamp



Works Cited

“APA Style 6th Ed. –Running Head on Google Docs.” *YouTube*, uploaded by Samuel Forlenza,

12 Jan 2018, <https://www.youtube.com/watch?v=lx6JBKWRf04&feature=youtu.be>.

“Microsoft Word: How to Set Up and MLA Format Essay (2017).” *YouTutbe*, uploaded by

Simple Tech Tutorials, 31 Dec 2016,

<https://www.youtube.com/watch?v=NMqTfSm7gdA&feature=youtu.be>.

“Setting up an APA Paper in Microsoft Word.” *YouTutbe*, uploaded by University of Maryland,

Baltimore Writing Center, 8 May 2018,

<https://www.youtube.com/watch?v=sgx2RbydHn0&feature=youtu.be>.

“Setting up MLA format in Google Docs.” *YouTube*, uploaded by Joe Gondolfi, 6 Apr 2017,

<https://www.youtube.com/watch?v=lccNGMT67Io&feature=youtu.be>.

