

MLA Documentation Using Microsoft Word 2007

by Gary Enns, Cerro Coso Community College

When you quote, paraphrase or summarize a source in your writing, you must give your source proper credit. This lecture will guide you through the steps of MLA (Modern Language Association) documentation using MS Word 2007.

I. What source information do I need to know?

In order to document a source effectively, you need to know as much of the following information as is available. Keep track of this source info as you research to make formatting your Works Cited page easy later on.

1. Full name of the author of your source.
2. Title of the specific piece you are quoting.
3. Title of the source in which you found the piece. (book, newspaper, website, journal, encyclopedia, etc.)
4. Name of the database is used (*InfoTrac Expanded Academic ASAP*, for instance).
5. Volume or issue numbers if given.
6. Full web address and the date *you* accessed the material.
7. Date of publication.
8. City of publication.
9. Name of the publishing house.
10. Page numbers and/or paragraph numbers if supplied.

II. How do I cite sources in the body of my text?

If your source lists an author: In the body of your paper, directly after you quote a source, provide your readers with the last name of the author of the source and the page number/s in which you found the material in a parenthetical citation. If your readers wish to look up the information for themselves, all they have to do is flip to your Works Cited page and find the source listed by the author's last name.

According to many historians, the credit for Ancient Rome's incredible success "goes chiefly to Augustus--man of the year" (Casson 7).

- Notice the space between the final quotation mark and the beginning of the parenthetical citation.
- Notice that the parenthetical citation holds only the last name of the author and the page number. There is no need for punctuation inside the parenthetical citation.
- Notice that the final punctuation mark for the sentence comes after the parenthetical citation.

If the author's name is clear in your sentence: If you make clear in your own sentence the name of the author, then you should omit the last name in your parenthetical citation.

According to Lionel Casson, the credit for Ancient Rome's incredible success "goes chiefly to Augustus--man of the year" (7).

If your source does not list an author: Use the title of the piece instead:

According to many historians, the credit for Ancient Rome's incredible success "goes chiefly to Augustus--man of the year" ("In the Year One" 7).

If your source is an Internet site: Internet or online database materials have no stable page numbers. Simply refer to the author's name or the title of the piece if no author is given. (URL's usually don't belong in pcits):

According to many historians, the credit for Ancient Rome's incredible success "goes chiefly to Augustus--man of the year" (Casson).

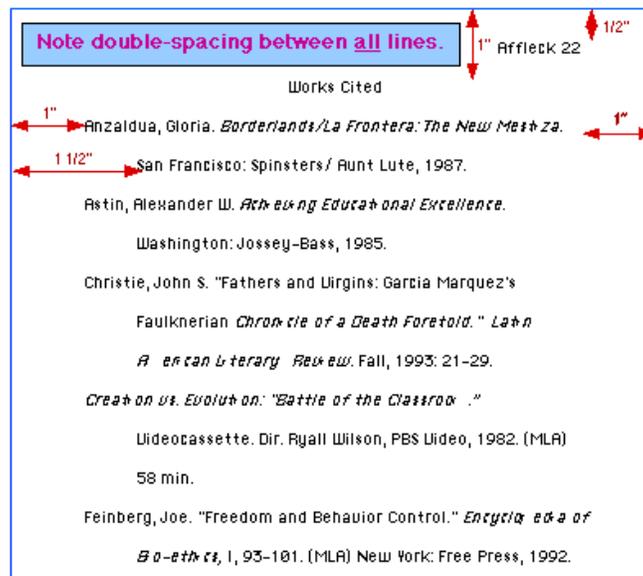
III. How do I create my Works Cited page?

A Works Cited list is a list of all of the sources you have either quoted or paraphrased in your essay. This is not a list of all of the works you have consulted throughout the course of your research. (If you wish to cite works consulted but not quoted, then you need to create an additional page called Works Consulted.)

Formatting Each Citation: Each kind of source has its own way of being cited on a Works Cited page. See the MLA section of your handbook for specifics on each kind of source.

Ordering citations: The citations on a Works Cited page are listed alphabetically by the authors' last names. If an author's name is unknown, then the citation is listed by the title of the piece.

How the page looks:



- Notice that the page numbers of your essay continue to the Works Cited page.
- Notice that the title, Works Cited, is centered at the top of the page.
- Notice that every line--and this means EVERY line--on a Works Cited page is double spaced. From the title to the first citation is a double space. Each line within a citation is double spaced. Lines between citations are double spaced. Nothing is ever single spaced or quadruple spaced--ever.
- Notice that the first line of each citation is flush with the one inch margin to the left of the page. Each additional line of a citation is indented one half additional inch. This is called a hanging indent. To create hanging indents, follow the directions that follow.

Creating hanging indents using Microsoft Word: To indent your citations properly, follow these directions.

1. First, write out all of your citations without any indentation at all.
2. Then, select all of your citations by dragging your cursor over them while holding down the right button of your mouse. This should select the text.
3. Click the HOME tab and then click the PARAGRAPH DIALOG BOX icon (the little button to the right of the word "Paragraph.")
4. Under "indentation" you will see a "special" window; select "hanging" in this window.
5. Click "OK" to activate the change and close.

Page Break: You should also create a page break for your Works Cited page to avoid formatting problems. After you create a page break, your Works Cited page will always be treated as a separate page within your document. To do this in Microsoft Word:

1. First, close up any spaces between the final sentence of your essay and your Works Cited.
2. Then, place your cursor to the left of your Works Cited title.
3. Click the INSERT tab.
4. Under the PAGES section of your toolbar, click PAGE BREAK.