Hello again. This is Gary Enns, English Professor at Cerro Coso Community College, and in this presentation I will help you to format a Works Cited page for an MLA Style paper.

This presentation is a follow-up to my "MLA Using Microsoft Word" presentation, which leads you step by step through the general MLA formatting process. Much of what follows depends on you having already set up the first page and body of your paper correctly, so if you haven't followed the first lesson, I highly recommend doing so and creating an MLA Style document before proceeding here.

Also, I have created an "MLA Works Cited Using MS Word" handout to accompany this tutorial. You can find it in the Writing Resources section of our class website. If you are not in one of my classes at Cerro Coso, you will find a link to the document on the YouTube page of this presentation, along with other helpful resources. You are free to print it off and use it as needed.

It is very important that you follow every single step of the instructions in order to avoid errors on your Works Cited page.

So open up your already-formatted MLA Style document and follow along, pausing this presentation periodically to complete each step for yourself.

STEP 1. Close Up Extra Spaces Below Your Conclusion:
Hidden spaces after your conclusion can cause problems later on. Before creating your Works Cited page, close up extra spacing.

1. First, scroll to the bottom of the text of your draft.
2. Place your cursor directly after the last period of your concluding paragraph. It's alright if you don't have much of a draft yet. You can complete these steps even if you have only a line or two of text.
3. Press and hold down the DELETE button of your keyboard until any extra spacing has been deleted.
4. Check that any extra spacing is now gone by holding down the DOWN ARROW key of your keyboard. If extra spacing has been properly deleted, your cursor should remain where it is.
5. Finally, hit your ENTER/RETURN button once to place your cursor on a new empty line directly below your conclusion.

STEP 2. Create a True Page Break:
Remember that the title, Works Cited, needs to be at the top of its own page. If you simply use the Enter/Return button to create a new page, there is the chance your Works Cited page will get pulled up or down if you end up revising your essay further. To avoid this problem, use the "Page Break" feature of Word. Once you do, your Works Cited page will always be treated as its own page, even if you revise your essay further later on. To create a true page break,

1. Click the INSERT tab.
2. Under the "Pages" group, click the PAGE BREAK button.

A new blank page should now be open, with your cursor blinking in the upper left of the page. You are now ready to create your Works Cited.

STEP 3. Center and Print the Page Name:
The page name—Works Cited—is to appear at the top center of the page. To begin,

1. Go to the HOME tab.
2. Under the "Paragraph" group of buttons, click the CENTER button. This should place your cursor in the center of the top line of the page.
3. Now type out the words Works Cited, making sure to capitalize the W and the C. Do not add bold, italics, underline, or quotation marks to this title. Do not add the word "Page" to the end of it. Print it simply.
4. Hit the ENTER/RETURN button of your keyboard to place your cursor on the next line.
5. In the HOME tab, under the "Paragraph" group of buttons, click the "Align Text Left" button, or simply hit your BACKSPACE button on your keyboard to place your cursor to the left of the new line.

STEP 4. Set Hanging Indents:
A hanging indent is the reverse of a normally indented paragraph. For a regular paragraph, you indent the first line .5"; however, in a hanging indent, the first line is flush

with the left margin, and each subsequent line is indented .5". We'll see how this looks in a moment. For now, to set hanging indents,

1. Go to the HOME tab. In the "Paragraph" section of buttons, click the PARAGRAPH DIALOG BOX button. The "Paragraph Dialog Box" will open.
2. Under "indentation" you will see a "special" window; select "hanging" in this window.
3. Make sure the "By" window is set to .5". This is the length of the hanging indent.
4. Click "OK" to activate the change and close.

Your citations you are about to create will now be formatted with hanging indents. If for some reason you have created your citations before setting hanging indents, simply select all of your citation text and then run through this step IV again.

STEP 5. Create Your Citations: Citations are carefully formatted paragraphs full of essential bibliographic information for each source you have referenced in your essay.

You should create a citation paragraph for every source you have quoted, paraphrased, or summarized. Note that the Works Cited page is *not* a list of all the works you have consulted throughout the course of your research—only the works you directly reference.

Let's format a sample citation together so you can get a feel for the process.

Here is the raw bibliographic data of a source from an online database the college subscribes to. [See new image.] Here we have the essay title, the author, the original publication, the editor, the city of the publisher, the publisher name, the year of publication, the database, the subscribing college, and date of our access, and finally the URL of the source. I collected this data by scanning the first and last pages of the source.

This looks like a lot of technical information and may feel overwhelming, but a good handbook will help us to make sense of it all.

Consulting my *Pocket Wadsworth Handbook*'s directory of MLA Works Cited List Entries, I have found a model for citing a source found in a database. The model asks me to print the bibliographic information in a very specific way. Let's take a look at an image of the model in my handbook now. The model begins with the author's last name, a comma, then the first name, followed by a period. It then shows the title of the essay being referenced, in quotations marks since it is a short piece. A period appears within the last quotation mark. Next is the title of the periodical which originally published the essay, in italics since it is a long work. Then comes the date of publication, the inclusive page numbers, the name of the database in italics, the medium type—Web here since this is an online source. Finally this model ends with the date on which the piece was accessed.

Let's work with this model to format our own citation. Now, our source has some additional information to include, so we may have to reference another model—combining models—to fit in the information. Let's jump in. Follow along with me:

1. We begin with the name of the author, last name first, followed by a comma, and then the first name, followed by a period.
2. Next is the title of the piece, in quotation marks since it is considered a short work. A period should appear inside the last quotation mark.
3. Following is the title of the publication in which the piece originally appeared, in italics since it is considered a long work.
4. Since we have an editor listed, and the model we are using doesn't list an editor, we'll need to consult another model in the handbook. I've found one called "An essay in an Anthology or Edited Collection," which tells us the editor is to appear after the title of the book. So let's add a period after the title, followed by Ed. for editor, and her name—first name first—followed by a period. Again, sometimes you will find it necessary to combine citation models as we've done here in order to include the essential information of a source.
5. This second model also lists the city and name of the publishing house after the editor, and since we have a city and publisher for this source, let's add these—the city with a colon after it, and then the publishing house followed by a comma.

6. The second model also adds the publication date here, followed by a period. For our source, we have a year only, making this simple.
7. Now going back to our database source model, what comes next are page numbers. But our source lists no page numbers. Since it is an online source without set pagination, we can use the abbreviation, n. pag. standing for no pagination, here, followed by a period.
8. Next is the database name, in italics, followed by a period.
9. Now print the medium type—Print, Web, Film, Email, DVD, CD, etc. Ours is a web resource, so list Web with a capital W, followed by a period.
10. Lastly, the model asks for our date of access. Start with the day, follow it with a three letter abbreviation of the month, and then the year—no commas. End the citation with a period.

As you can see, this process is detailed, but it does get easier the more you do it. There are online citation generators that can help, but be careful with these as they frequently create formatting issues when copy/pasting citations from them into your paper. As the writer, you want complete control to guarantee the citations are done right, and the best way to insure control is to find appropriate models in a handbook and then create the citations from scratch.

Notice that the one-half inch hanging indents are automatically created since we set to hanging indent earlier. I did not use the ENTER/RETURN button or the TAB button of my keyboard at all as I created this citation as using these buttons can create many problems with a citation. My lines go all the way across the page, and the automatic return feature of Word begins a new line as needed.

Also notice that we did not list a URL for a website. MLA no longer requires the listing of URL except in rare instances. This makes citations cleaner and easier to create.

Now that you are finished with your first citation, you are ready to begin another. Remember that a Works Cited list is to appear in alphabetical order, so place your additional sources in the correct order according to the last name of the author. To start a new citation,

1. Press the ENTER/RETURN button of your keyboard to begin a new line either before or after the first citation, depending on the last name of the author.
2. Gather the bibliographic information of your source, scanning the binding of the books, the title and copyright pages, the top and bottom of online and database sources, etc.
3. Find the correct model or models in the in the "MLA Documentation Style" section of your handbook or on a trusted site such as the Purdue Online Writing Lab.
4. Follow your models carefully.

Here are two additional sample citations I have created for our consideration. [See entered citations.]

The Kongtrul citation is for an essay found in an online version of a magazine. In my handbook I located the corresponding "Article in an online magazine" model, which made creating this citation easy. The title of the essay is in quotation marks, while the title of the publishing magazine is in italics. The medium here is Web since it is an online source.

The Momaday citation is for an essay in an anthology book. For this citation I used the corresponding "Essay in an anthology or edited collection" model in my handbook. Notice the medium type—Print. Also notice that the names of the editors within the citation appear first name first, unlike Momaday, the author. Only first cited name of a citations appears last name first.

Remember to make sure your citations are in proper alphabetical order.

There are a few final steps you should take to insure your Works Cited page is ready to go.

STEP 6. Check Spacing Between Paragraphs: Remember that all spaces in an MLA essay are to be double spaced, even between paragraphs. Sometimes, when you change paragraph style to hanging indent for your Works Cited page, the "extra spacing between paragraphs" default of Word reactivates. This can cause an unintended error in paragraph spacing, so double check your paragraph spacing now.

1. Select your entire Works Cited page text, from the beginning of the title to the end of the last citation. (Hold down your left mouse button and drag.)
2. Go to the HOME tab. In the "Paragraph" button section, click the PARAGRAPH DIALOG BOX button. The PARAGRAPH DIALOG BOX will open.
3. Under "Spacing," make sure that the "Don't add space between paragraphs of the same style" box contains a check mark.
4. While you are there, make sure the "Before" and "After" boxes are both set to 0 pt. and that the "Line Spacing" box is set to "Double."
5. Click "OK" to close.

If they weren't already, your citation paragraphs should now be properly spaced.

STEP 7. Check Your Header: Your page number and last name in the header of your essay is to continue on your Works Cited page. Since you have created your Works Cited page as an additional page of your essay, your header should already be automatically continuing, but you can double check by scrolling to the top of your Works Cited page and taking a look.

STEP 8. Check for Matching Font: The font of your Works Cited page should be the same font you are using in the body of your essay. Check your font now. If the font is different,

1. Click and drag to select the title and citations of your Works Cited page.
2. Open the HOME tab.
3. Under "Font," adjust the font and font size to match the text of your essay.

And that's it! You are now ready to create your own Works Cited page according to MLA Style. Before I go, here are some additional reminders to consider as you create your citations:

1. Use a Current Handbook: Each source you use has its own unique way of being cited on the WC page, and MLA is *very* specific about formatting these citations. Therefore, it is very important that you study carefully the MLA Documentation section of a current handbook such as *The Pocket Wadsworth Handbook*. You can also find current citation models at the Purdue Online Writing Lab (OWL) as I mentioned before. the URL of the site is owl.english.purdue.edu/owl. Whatever resource you use, be sure to scan through the many pages of models in order to find the ones right for your sources.

2. Alphabetizing is Enough: Avoid numbering or bullet-pointing your citation paragraphs.

3. Mark Your Source Titles Correctly: Titles of short works such as essays, poems, songs, television episodes, short stories, and newspaper articles require quotation marks. Titles of long works such as books of any kind, newspapers, magazines, television shows, movies, music albums, and database names, require italics.

4. Let Lines Break Themselves: Complete one citation, and *then* hit your ENTER/RETURN button to create the next. As you write your citations, let your lines stretch all the way across the page, from left to right, and let your word processor advance to new lines as needed. Avoid using the ENTER/RETURN button to break any lines except when starting a new citation paragraph.

5. Lastly, Double Space: Every line on the Works Cited page—just like the body of your text—is double spaced. There is never any reason to single, triple, or quadruple space—ever. Keep it simple.

We have reached the end of this tutorial. I hope you have found this information useful. Thank you for following along. Enjoy your researching and writing!