

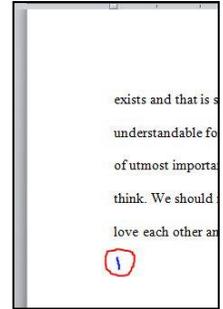
These instructions will help you to create a Works Cited page for your MLA Style paper. Note that this lesson is a follow-up to my "MLA Style Using MS Word" tutorial. Much of what follows depends on you first setting up the body of an MLA Style paper, so before you proceed, I encourage you to find the previous lesson and set up the body of your text.

Follow each item carefully to insure you format correctly.

### I. Close Up Extra Spaces Below Your Conclusion:

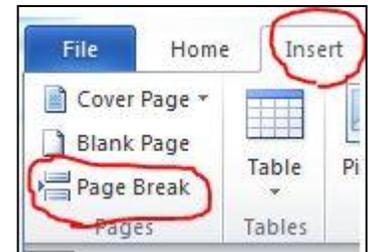
Hidden spaces after your conclusion can cause problems later on, so close them up.

1. Place your cursor directly after the last period of your concluding paragraph.
2. Press and hold down the DELETE button of your keyboard until any extra spacing has been deleted.
3. Check that any extra spacing is now gone by holding down your DOWN ARROW key. If extra spacing has been properly deleted, your cursor should remain where it is.
4. Finally, hit your ENTER/RETURN button once to place your cursor on a new empty line directly below your conclusion. (See image to right for final placement of cursor.)



**II. Create a True Page Break:** Remember that the title of the WC page 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 WC 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 WC page will always be treated as its own page, even if you do more revising later on.

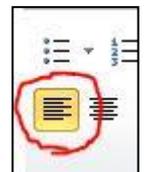
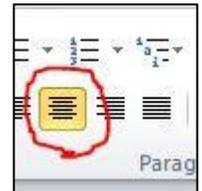
1. Click the INSERT tab (image to right).
2. Under the "Pages" group, click the PAGE BREAK button.



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 page.

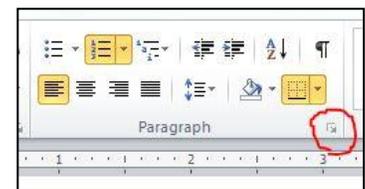
**III. Center and Print the Page Name:** Works Cited is the name of the page. This title is to appear at the top center of the page.

1. Go to the HOME tab.
2. Under the "Paragraph" group of buttons, click the CENTER button (image to right). 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 (image to right), or simply hit your BACKSPACE button on your keyboard to place your cursor to the left of the new line.



**IV. 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". See the sample Works Cited page at the end of this handout for an example. To set hanging indents,

1. Go to the HOME tab. In the "Paragraph" section of buttons, click the PARAGRAPH DIALOG BOX button (image to right). 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 should 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 the steps just mentioned.

**V. Create Your Citations:** Now it is time to write out your citations, which are carefully formatted paragraphs full of essential bibliographic information for each source you have referenced in your essay.

You should create a citation paragraphs for every source you have quoted, paraphrased, or summarized. Note that the WC page is *not* a list of all 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 after your Works Cited page.

Here are some tips to help 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. A database source gets treated differently than a print source, a novel gets treated differently than an anthology, etc. Therefore, it is very important that you study 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): <http://owl.english.purdue.edu/owl/resource/747/05/>. If you use OWL, be sure to look through the several pages of models in order to find the one right for each of your sources.

**2. Alphabetize Your Citations by Author's Last Name:** Do *not* number or bullet-point your citation paragraphs. Instead, simply list your sources alphabetically by the last names of authors. If there is no listed author, you might list a source by corporation if there is a corporate author (such as American Automobile Association). If there is no personal or corporate author, list the source in your alphabetical list by title's first main word (not counting words like *the*, *a*, or *an*). Example: "The Sound of Fire," though it begins with "The" in your list, would appear under "S."

**3. Mark Source Titles Correctly:** Titles of short works such as essays, poems, songs, television episodes, short stories, and newspaper articles require quotation marks (example: "Once More to the Lake"). Titles of long works such as books of any kind, newspapers, magazines, television shows, movies, and music albums, require italics (example: *The Sun Also Rises*).

**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. 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.

Below is an example and accompanying explanation of a citation. The student writer has followed very carefully a model in her handbook, has appropriately marked all titles, and has correctly punctuated each item according to the model. Notice the hanging indent set at .5". Also notice that the lines stretch all the way to the right margin; the student writer lets Word's automatic return feature do the work of starting new lines.

*Example and Explanation*

El Nasser, Haya. "Black-White Marriages Increasing." *USA Today* 20 Sept. 2011: 03A. *Gale Opposing Viewpoints in Context*.

Web. 20 Oct. 2011.

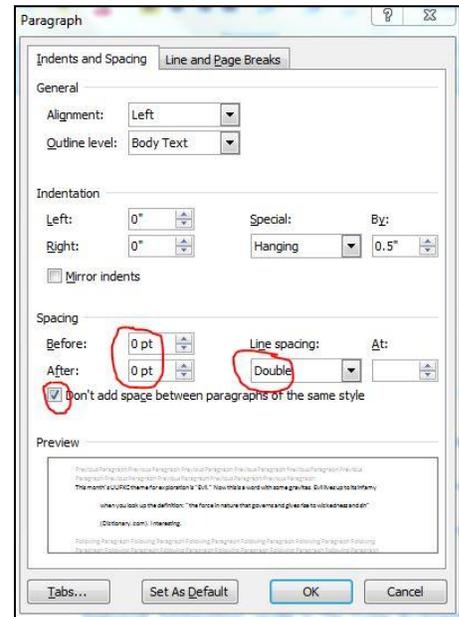
El Nasser, Haya. **(Author, last name first)** "Black-White Marriages Increasing." **(Essay title appropriately marked with quotation marks)** *USA Today* **(Original publication correctly marked with italics)** 20 Sept. 2011: 03A. **(Date of publication)** *Gale Opposing Viewpoints in Context*. **(Database source correctly italicized)** Web. **(Medium type)** 20 Oct. 2011. **(Date student accessed piece)**

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## VI. Check Spacing Between Paragraphs:

Remember that all spaces in an MLA essay are to be double spaced. Sometimes, when you change paragraph style to hanging indent, 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 (image to right).
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.



Your citation paragraphs should now be properly spaced.

## VII. Check Your Header:

Your page number and last name in your header 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 automatically continue on the WC page. You can double check by scrolling to the top of your Works Cited page and taking a look.

**VIII. 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 text 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.

**Sample Works Cited:** Notice the following in the sample Works Cited below:

1. The continuing header (last name and page number) in the top right of the page.
2. The simple Works Cited page name centered at the top of the page—no italics, bold, or quotation marks.
3. The uniform double spacing between the title and first citation, between all lines, and between all citation paragraphs.
4. The properly marked titles of short works (quotation marks), long works (*italics*), and databases (*italics*).
5. List alphabetized by the last names of authors.
6. 5" hanging indents.
7. Punctuation that follows MLA sample citation punctuation of a current handbook.
8. Citation lines that move all the way across the page before being advanced by Word's automatic return.
9. 1" margins.

Steinbrener 6

Works Cited

El Nasser, Haya. "Black-White Marriages Increasing." *USA Today* 20 Sept. 2011: 03A. *Gale*

*Opposing Viewpoints In Context*. Web. 20 Oct. 2011.

Hall, Paul. "The Bible Prohibits Interracial Marriage." *Interracial Relationships*. Bryan J.

Grapes, Ed. *At Issue Series*. Greenhaven Press. 2000. *Gale Opposing Viewpoints in*

*Context*. Web. 20 Oct. 2011.

Haugen, David M. "Introduction to Interracial Relationships: At Issue." *Interracial*

*Relationships*. Greenhaven Press. 2000. *Gale Opposing Viewpoints in Context*. Web. 20

Oct. 2011.

Jones, Jeffrey M. "Record-High 86% Approve of Black-White Marriages; Ninety-six percent of

blacks, 84% of whites approve." *Gallup Poll News Service*. 2011. *Gale Opposing*

*Viewpoints in Context*. Web. 20 Oct. 2011.