

Creating a Works Cited Document in MLA Format Using Word

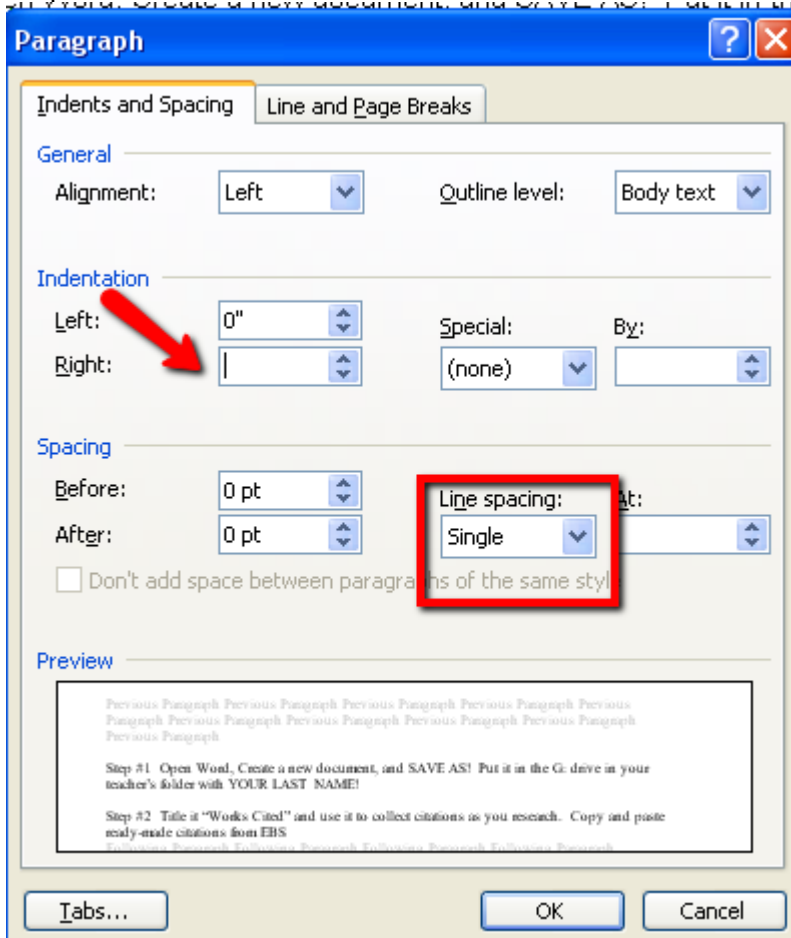
Step #1 Open Word, Create a new document, and SAVE AS! Put it in the G: drive in your teacher's folder with YOUR LAST NAME!

Step #2 Title it "Works Cited" and use it to collect citations as you research. Copy and paste ready-made citations from EBSCO, or ABC Clio, or create citations in EasyBib and copy and paste those into your document too. LEAVE the formatting until you are finished.

Formatting

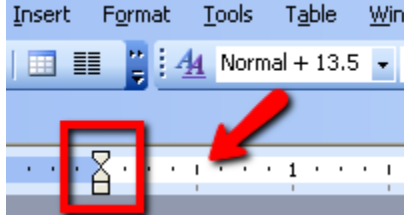
Step #1 Highlight the document, and click on "Format" in the menu bar. Scroll down and click on "Paragraph."

Step #2 CHECK that all the boxes are filled with zeros - see below.



Step #3 Choose "double" from the drop down menu – see above. Works Cited document should be DOUBLE SPACED throughout!

Step #4 Click ok, back to the document. **Highlight** citations. Now, go up to the ruler and hover near the little arrows – see box below - until you see the words “hanging indent.”



Step #5 Drag the indent in ½ inch – see arrow above; all lines but the first line of each citation should indent, if something does not it may mean you accidentally have a return in front of a line you are not aware of - go back and delete once.

Step #6 Alphabetize using the first word in each citation, sometimes it is the author’s last name, sometimes it is the title of the article. Do NOT use the words “the” or “a;” look to the next word in the citation.

A finished works cited document will look something like this, however it will have a header with your last name and final page number, since it will be the last page in your paper, right?

Example Works Cited:

Works Cited

Anderson, Peggy King. “The Long March.” *Highlights for Children*. Oct. 2002: 40-41.

SIRS Discoverer. Web. 5 March, 2011.

The Cherokee Removal: A Brief History with Documents. New York: Bedford Books, 1995.

Fixico, Donald L. “Trail of Tears.” *World Book Encyclopedia*. 2004 ed. Print.

Removal. Dir. Jack Leustig. 500 Nations Productions, 1994. Film.

“Trail of Tears National Historic Trail: Trail History.” *Trail of Tears*. National Park

Service. 23 May 2006. Web. 5 March 2011.

<http://www.nps.gov/trte/TRTE/history.htm>