

## Building a Works Cited page in MLA Format

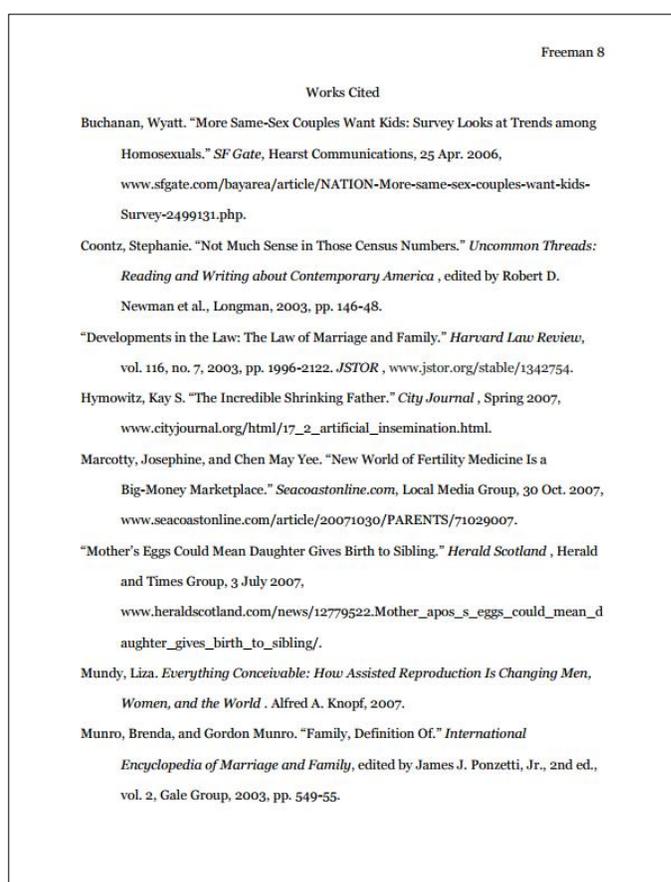
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For MLA, the Works Cite page is the last page of the essay. Insert a page break to start a new page. When formatting the Works Cited, make sure:

- the margins are one inches all the way around
- the header contains the last name and the page number
- the font is Times New Roman, 12 point
- the line spacing is double and paragraph spacing is zero
- the entries are alphabetized by last name
- the entries use the hanging indent
- the title of the page is Works Cited, centered; the rest of the doc is left aligned
- dates are written as: Day Month Year. For example: 14 May 2004 and 22 Feb. 2010.

### Formatting Tips and Tricks

- Microsoft Word Works Cited tips:
  - you can highlight the text you want to alphabetize, and then click the AZ arrow button on the tool bar to alphabetize. However, you do want to double check them. Word doesn't know what to do with quotation marks, so you'll need to move those manually.
  - you can highlight the text you want to indent, and then select control + T. This will arrange your text with the hanging indent automatically.
- If you don't use Microsoft Word, YouTube is your friend. There is a video on almost every kind of formatting for every program.
- In general, text should not be both italicized AND quoted.
- Unless you're citing a title within a title, each entry has only one form of emphasis.
- Normal capitalization rules apply, which means no all-caps unless it's acronym or title, etc.
- Most databases have auto-cite options, but double check for correctness.
- The database or search engine is the car you drove to the destination—the destination is the journal—the actual entity that published the source.
- There shouldn't be dashes, spaces, or pikes in your entries.
- EasyBib is often wrong, so it's best to avoid, or double check it.



The above image is what a Works Cited page in MLA 8 looks like. If yours doesn't look like this, something in the formatting is wrong.

Image source:  
<https://style.mla.org/files/2016/03/mla-sample-paper-second-year-1.pdf>