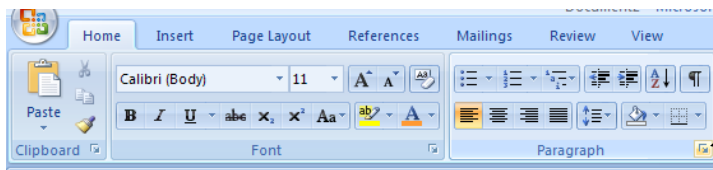


Creating an MLA Works Cited Page in MS Word 2007 / 2010

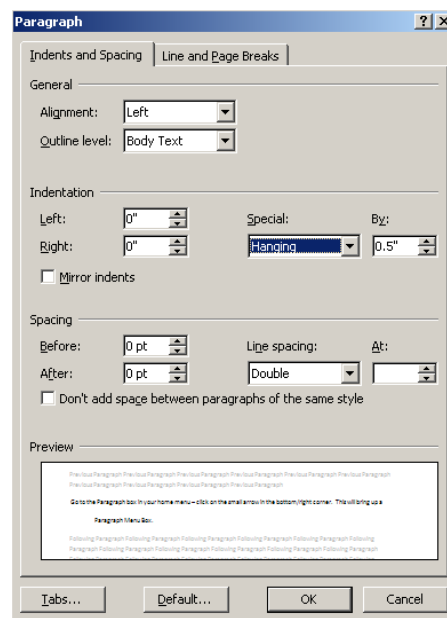
MLA requires a specific format for the Works Cited page:

- The document is double spaced
- The paragraphs use a hanging indentation (the 1st line goes to the edge of the margin and each line thereafter is indented.)
- Double space all citations, but do not skip spaces between entries

1. Open a **new Word** document.
2. Set font to **Times New Roman – 12**.
3. **Center** the cursor. Type “Works Cited”.
4. Press the enter key **twice** to move your cursor down from your “Works Cited” title.
5. Set the cursor back to the **left justify**.
6. Paste or type in your first citation.
7. Highlight it.
8. Change the font to Times New Roman – 12.
9. Go to the **Paragraph box in your home menu** – click on the **small arrow in the bottom/right corner**.



10. **This will bring up this Paragraph Menu Box.**
11. Under **Indentation/Special** click on the down arrow and choose **Hanging**. It should default to “By” .5. If it doesn’t, change it to .5.
12. In the **Spacing box**, **Before** and **After** should both be set at **0**.
13. **Line Spacing** should be set at **Double**.
14. Click **OK** to apply settings.



Wood, Anthony R. "What You Need to Know About Snow." *Philadelphia Inquirer* 20 Jan. 2003. *SIRS Researcher*. Web. 23 Mar. 2010. <<http://sks.sirs.com>>.