

Creating an MLA Works Cited Page in MS Word 2007

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

Open a **new Word** document.

Set font to **Times New Roman – 12**.

Center the cursor. Type “Works Cited”.

Press the enter key **twice** to move your cursor down from your “Works Cited” title.

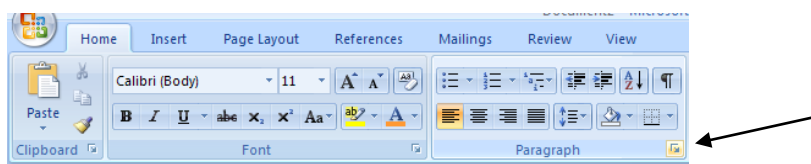
Set the cursor back to the **left justify**.

Paste or type in your first citation.

Highlight it.

Change the font to Times New Roman – 12.

Go to the **Paragraph box in your home menu** – click on the **small arrow in the bottom/right corner**.



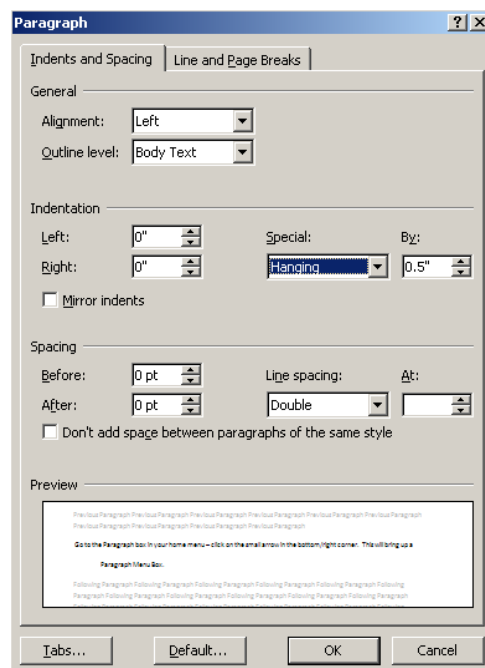
This will bring up this Paragraph Menu Box.

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**.

In the **Spacing box**, **Before** and **After** should both be set at **0**.

Line Spacing should be set at **Double**.

Click **OK** to apply settings.

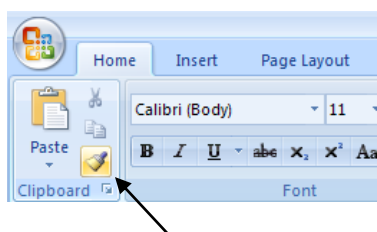


Your citation should appear in the correct format.

Use the Format Painter tool to make your other citations appear in the same format :

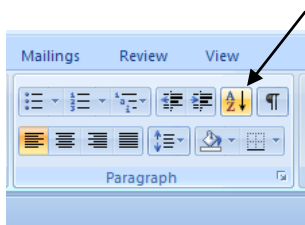
Paste citations from Citation Machine or NoodleBib, or type them in.

Move your cursor to any part of the citation that you have already formatted and click to position it.



Go to the **upper left corner of your Home menu** and click on the little **paint brush *(Format Painter)**.

Place your cursor over the new citation and a little paint brush will appear. Drag the paintbrush over the new citation and the Format Painter tool will change them to the correct format.



Don't forget to alphabetize your citations by the first word in the entry! To do this highlight all the citations. Click the AZ icon in the paragraph group. Click OK.

Works Cited

Black, George L., William Dassum. *Changes in the River of Grass: The Deterioration of the Everglades*.

Cambridge, MA: Harvard UP, 1969. Print.

Demest, Allen P. *The Southern Agricultural Encyclopedia*. New York:Collier Press, 1969. Print.

Adams, Kate. "Agricultural Pollution and Who It Hurts." *Encyclopedia Americana*. 2009. Grolier Online.

Gulf Coast High School, Naples, FL. Web. 27 Apr. 2009