

CREATING A Works Cited PAGE

- Name the page Works Cited, center the title, and double-space to begin citations.
- Write an MLA citation for each resource you use. Follow the general form and specific examples found on this web page or in the book by Trimmer found on reserve in the library.
- Punctuate properly.
- Be sure to double-space the citations.
- Arrange citations alphabetically according to the first word in the citation.
- Because the length of information for each book varies, similar parts of the different citations might appear on different lines. Just keep typing until you finish the entire citation. Hit “Enter” only when begin a new citation.
- Remember to do a reverse indentation. (The first line is flush-left; the following lines are all indented. After each citation has been typed completely, go back to indent every line after the first. *You might use the “Tab” key to indent, but sometimes this will automatically indent all the lines. To avoid this, go to the end of the 1st line and hit “Tab” until the second line indents properly.*
- Number your Works Cited pages as a continuation of text.