

Before you begin typing an MLA works cited, make sure you have a clear understanding of what a works cited is (See “Crediting Your Sources in MLA” on the Online Writing site.) Then, you may start preparing your MLA works cited.

1. Before you start typing, you may want to alphabetize all the sources that must appear on the works cited. That way, you won’t have to alphabetize them later. (See #8 below for alphabetizing tips.) But, remember to only type the sources that you used SPECIFIC INFORMATION from. Therefore, if you only have CYS’s and PR’s from four different sources, your Works Cited will only consist of four entries. (REMINDER: You must have at least four entries on the works cited.)

2. DO NOT CREATE A NEW FILE FOR THE WORKS CITED. To type the Works Cited on a new page within your research paper file, in Microsoft Word, go to INSERT and click on “page break.” By doing this, your works cited will automatically have the correct page number on it.

3. Do not change the double spacing. EVERYTHING gets double spaced on this page; there are no triple or quadruple spaces before or after the title or in between entries. If you encounter triple or quadruple spaces, follow these directions:

1. With the “Home” tab selected (*HOME* in light blue), find the “Paragraph” grouping that is the third “box” from the left as well as the third “box” from the right.
2. Click on the downward arrow to the right of “Paragraph.”
3. In the section labeled “Spacing,” set both the “Before” and “After” boxes to “0” and/or check “Don’t add space between paragraphs of the same style.”
4. Also, set “Line Spacing” to double.
5. Click on “OK.” However, before clicking on “OK,” if you are working on your own computer, you may want to click on “Default.” That way, you won’t have to go through this process each time you start a new file (i.e. create a new document).

After you have already typed:

Using your mouse or touch pad, highlight all your text, and then follow the five steps above.

4. Where your cursor is flashing, type in *Works Cited*. Notice that only the “W” and “C” in Works Cited are capitalized, and that it is *Works*s, not *Work*. Also, *Works Cited* is not underlined, italicized, or put in quotation marks. However, it is centered. Click on the icon for centering, the icon that is 2nd from the left on the bottom row of the “Paragraphing” grouping/box.
5. Hit “enter” once, and switch back to left justification by clicking on the icon for left justification, the leftmost icon on the bottom row of the “Paragraphing” grouping/box.
6. Before typing the first entry, click on the downward arrow to the right of “Paragraph” in the “Paragraph” grouping/box. From the “Special” drop-down box that appears, select “hanging.” Click on “OK.” Now, Microsoft Word will automatically indent the 2nd and 3rd lines of your entries for you.

If you are still having formatting problems, move your cursor to the end of the line that is directly above the line with the “trouble spot.” Hit enter. By doing so, you will disengage Microsoft’s automatic word wrap and have greater control over the following line. However, you may have to re-set your hanging indents. See #6 above.

7. At the very end of your first entry, hit “enter” once or use the down arrow key, and then type your second entry. Continue this process until all your entries are typed in.

You may encounter some difficulties when copying and pasting URL/permalinks/DOI’s.

*If the URL/permalink is lengthy, you may need to break it apart. To do so, use the two suggestions below.

Two Ways to Break Apart Long URL’s/Permalinks

1. From TechRepublic web site: When a long word or phrase hits the right margin, trouble often follows. Word treats the long text as a single word and wraps it to the next line, leaving a large gap at the right margin in the preceding line. Fortunately, you can help Word break a long group of connected characters by inserting a no-width optional break (or several). You can’t see the character(s), but Word reacts to one as if it were a space.

To insert this character, do the following:

- a. Position the cursor where you want to insert the character. For instance, you might insert a character after a slash, hyphen, or period in the URL/permalink/DOI.
- b. Click the *Insert* tab.
- c. Click *Symbol* from the symbols grouping.
- d. Select *More Symbols*.
- e. Click on the tab for *Special Characters*.

- f. Select *No-Width Optional Break*.
- g. Click *Insert*.

2. Watch this YouTube video: <https://www.youtube.com/watch?v=vsFhr8sAODg>
This video, however, suggests breaking the URL/permalink before a mark of punctuation in APA, another research paper format. MLA wants you to break after a mark of punctuation, such as a forward slash, hyphen or period.

*If the URL/permalink is a hyperlink, it will appear underlined on the works cited page. To remove the hyperlink, with your mouse or track pad, highlight the entire URL/DOI, right side click, and then click on "Remove hyperlink."

8. Once all entries are typed, double check that they are alphabetized correctly by the first letter in the author's last name if there is one OR by the first word in the title, excluding *a*, *an*, or *the*. If necessary, you can cut and paste OR drag entries to the correct spot.

- If you have two sources by the same author, determine which source goes first by the first word in the titles, excluding *A*, *An*, or *The*. In the second entry, the author's last name will be replaced by three hyphens and a period. (---.)
- If you have a title that begins with a number, alphabetize based upon the spelling of that number. For instance, "125 Admit to . . ." would be alphabetized by the "O" in "one hundred."

BOOK WITH EDITOR OF A COLLECTION OF ARTICLES:

Hart, Kathleen. "The FDA Should Require Safety Testing and Labeling of Genetically Engineered Foods." Harris 70-75.

Harris, Nancy, ed. *Genetically Engineered Foods*. San Diego: Greenhaven, 2004. Print. At Issue.

Pollan, Michael. "Exploring the Safety and Ethics of Genetically Engineered Foods." Harris 13-29.

- If you have used two or more chapters from a book with an editor, you will have at least three works cited entries for that book if each chapter is written by a different author. First, you must create an entry for the full source (See Harris below.), and then you will also have an "abbreviated" entry for each article/chapter that you used (See Hart and Pollan below).