How to Make a Works Cited Page (MLA Style)

1. Center the following words as your title at the top of your page: Works Cited

Use 12-14pt font; there is no need to make this huge. No bold, no underline.

2. Use a **legible font** (like Arial or Times New Roman). A Works Cited page is not time to get fancy. This should be done in 12pt font. Make sure to choose a font that is not all capital letters.

3. Arrange your citations in **alphabetical order** by first word(s) of the citations. If two of your citations begin with the same word, go to the next word to help.

4. Type each citation properly. **Pay close attention to spelling, punctuation marks, and capital letters. Every citation MUST end with a period.**

5. Make sure that if your citation goes over one line, you indent any other lines. This is called a **hanging indent**. You do this by highlighting your text, right mouse click, choose Paragraph🡪under Special, choose Hanging

6. **Double space** the entire document. Highlight all your text. Right mouse click. Choose Paragraph🡪under Line Spacing, choose Double.

**Common Mistakes:**

\***Do not** number/bullet, etc. your citations. Start them on the left hand side of your page

\*You **do not** label which citations are what type of source (book, website, etc). Just type the citations.

**Did You…?**

**Check them off to make sure you followed the right procedures!**

Center the following words at the top of your page: **Works Cited**

Use a legible font (not all bold, not all caps) and 12 pt. font

Arrange your citations in alphabetical order

Double space your entire document

Use a hanging indent if your citation goes over one line

Type each citation properly: proper capitalization, punctuation, and you used the proper MLA format according to the sheet in your packet