

MLA: Modern Language Association

Works Cited

In **Microsoft Word** save your file on the LS-FS01 ->Username->Documents->Science->Diseaseworkscited.docx.

You will be setting up your Works Cited document to the recommendations in the MLA Handbook 7th Edition. This includes:

1. 1" left and right margin: To change margins: **Format** pull down menu ->**Document** -> change **Left** and **Right** from 1.25" to **1"**
2. 1" top and bottom margin: this is the default in Microsoft Word.
3. Add a title ("Works Cited") **Center** title using alignment icon in toolbox or on the formatting tool bar. *Do not use the space bar to center text!* Font size should be the same as text and **do not** put a space after the title and between citation entries.
4. 1/2" top margin to header: this is the default in Word. To add a **Header: View** pull down menu -> **Header and Footer** -> type your **Last Name**
5. 1/2" hanging indentation (for entries which extend past a single line). Word has a half-inch indent set as its default. By pressing the **Tab** key, you will indent the second and each line after in 1/2".
6. Double-spacing throughout: **Apple + a (select all)** -> **Format** pull down menu -> **Paragraph** -> **Line Spacing** -> **Double**

