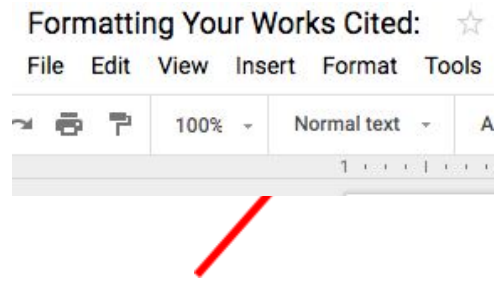


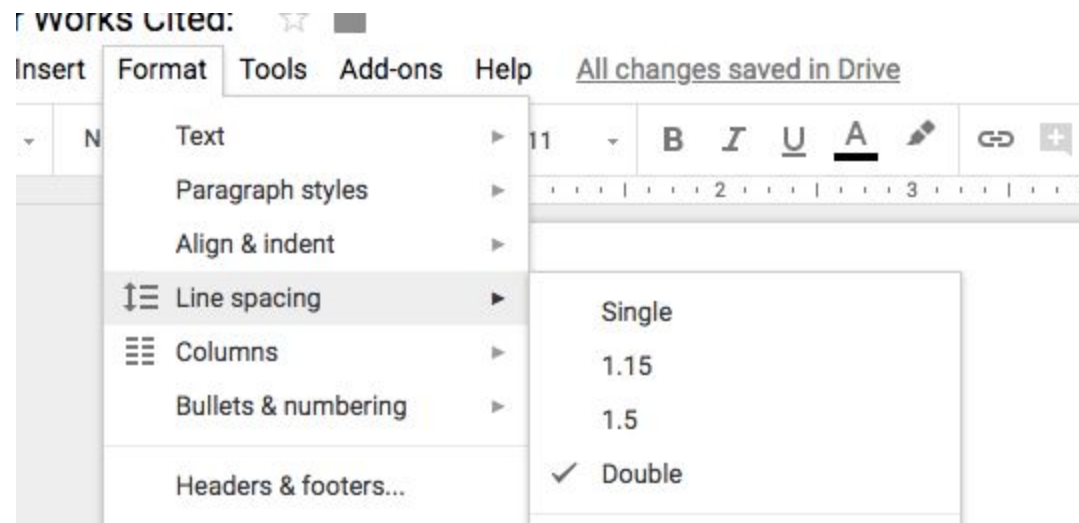
Formatting Your Paper & Works Cited

Using Google Docs:

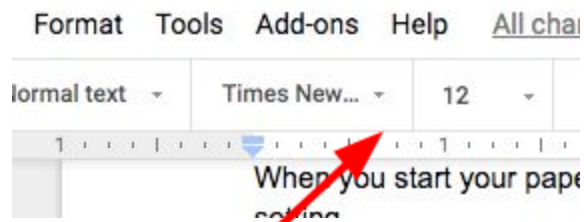
When you start your paper, make sure your formatting is set to “Normal.” This is the default setting. This creates a one inch margin.



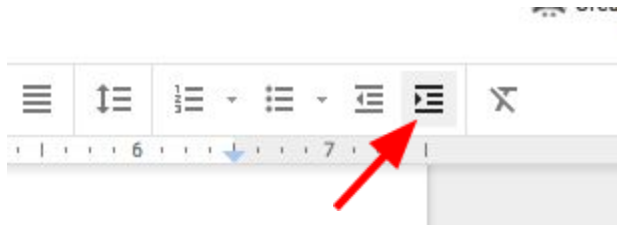
Next make sure you have your line spacing set to “double.”



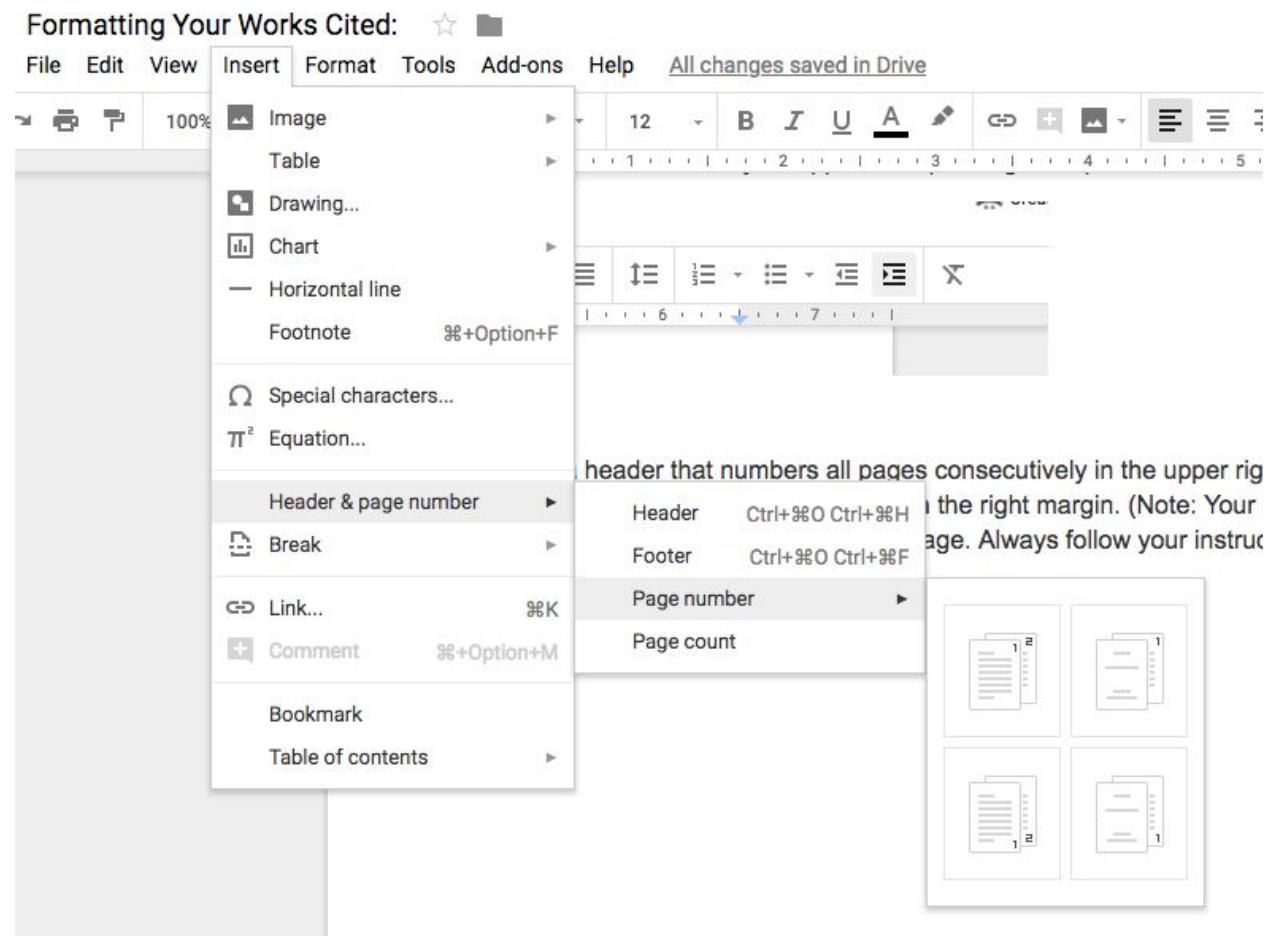
Set your font to Times New Roman and 12 point.



Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.



Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor may ask that you omit the number on your first page. Always follow your instructor's guidelines.)



Formatting Your Works Cited page

Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.

Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.

Double space all citations, but do not skip spaces between entries.

Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.

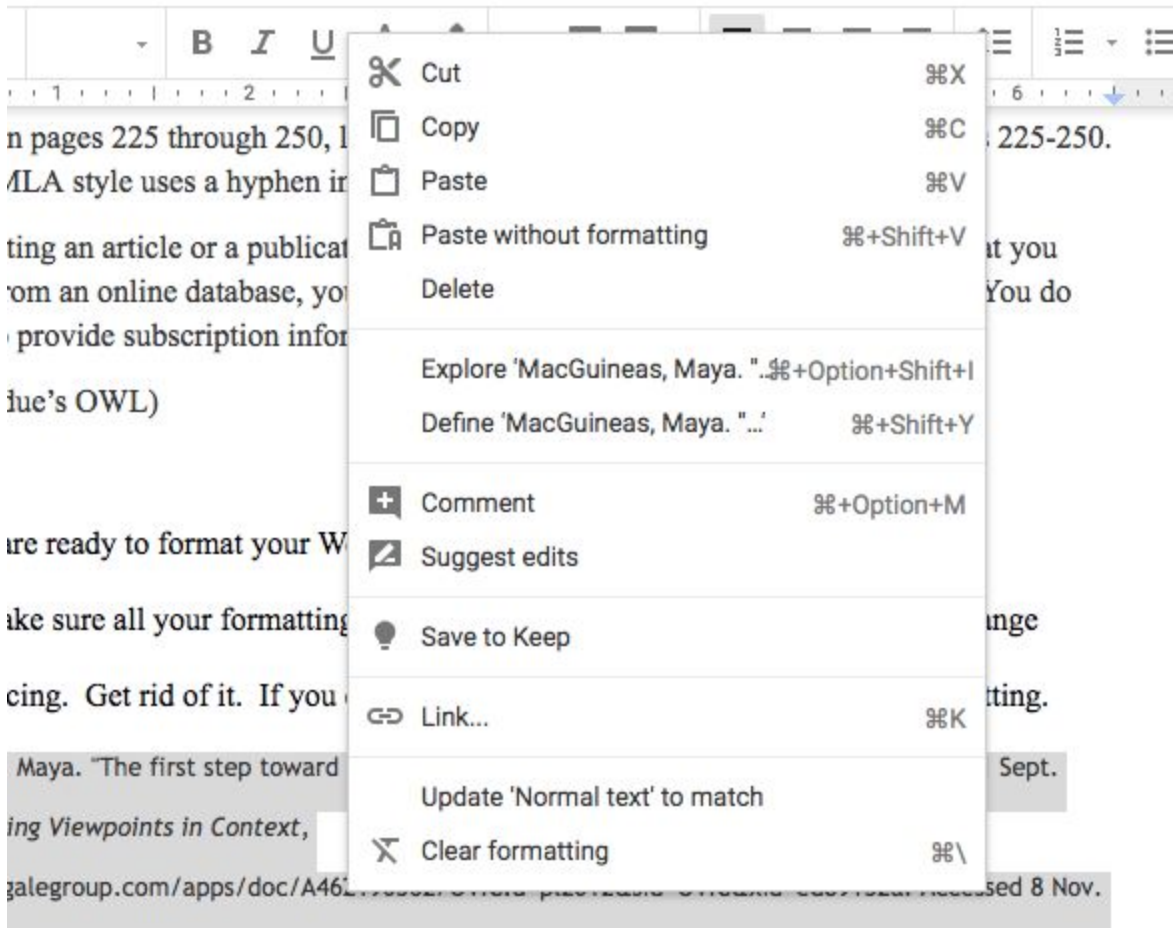
List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-250. Note that MLA style uses a hyphen in a span of pages.

If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should type the online database name in italics. You do not need to provide subscription information in addition to the database name.

(From Purdue's OWL)

Once you are ready to format your Works Cited page, check for the following things:

1. Many of the database citations have strange spacing. Get rid of it. If you can't backspace, you'll have to take out the formatting. It may or may not work. See the example below:
 - a. Highlight the citation. Left click and choose "Clear Formatting" at the bottom. It will look like the yellow highlighted section below.



MacGuineas, Maya. "The first step toward solving the debt crisis: Stop digging." Washington Post, 1 Sept. 2016. Opposing Viewpoints in Context, <http://link.galegroup.com/apps/doc/A462190562/OVIC?u=pl2012&sid=OVIC&xid=ed89132a>. Accessed 8 Nov. 2018.

Now that you've removed the formatting from the citation, you can add your hanging indent.

This is a two-step process.

1. Highlight the citation. Using the light blue triangle on the ruler, slide it to the .5 mark.
2. Next, grab the light blue rectangle above it, and move it back to where you started. This creates the hanging indent.

