

Works Cited

This is the basic look of the Works Cited page, which has a hanging indentation, the format required by MLA for this page of a research paper.

In order to create a hanging indentation, type each entry at the left margin, making sure that you are using proper bibliographic citation and being careful not to hit Enter until you reach the end of each citation.

In other words, you will hit Enter the same number of times as the number of citations used in your paper, once at the end of the citation for each source you used.

When you have entered all your sources, you will highlight them by placing the cursor at the beginning of the first word of the first citation, holding down the left mouse button, and dragging the cursor to the end of the last word on the page. All the citations will now be highlighted.

Then use the cursor to drag the bottom half of the hourglass arrow, which is located at the left of the ruler at the top of the page, to the ½ inch mark, thus creating a hanging indentation of ½ inch.

Be very careful to grab only the bottom half of the arrow, not the square underneath.

When done properly, only the bottom half of the arrow will move. If the square is grabbed, both the upper and lower halves of the arrow will move together, which will create a new left margin rather than a hanging indentation.

Grabbing the square is the way to indent quotes that are more than four lines long in the body of your paper. Just highlight the quote after you have typed it at the left margin, then drag the square to the ½ inch mark on the ruler. Only the highlighted section will move.