

MLA style does *not* call for a separate title page.

Note: using long quotations to pad your paper is a fairly obvious ploy. Rather than quote a whole paragraph from an outside source, just quote a single sentence, or even just a few words; use the space you save to write more of your own original thoughts.


If you do use a long quote, indent it one inch:

1. Press **Enter** to start a new paragraph.
2. Type the quoted material (without adding any quotation marks).
3. Highlight the quotation by clicking and dragging over the whole quotation.
4. Indent the text by simply pressing the **tab key** twice.

Formatting the Works Cited List

This section describes how to use MS-Word to format the works cited list in MLA style. Check any freshman composition textbook or the *MLA Handbook* (available at the reference desk of any library) for help on how to cite specific sources.

Here is a step by step list for creating a "Works Cited" list using MS-Word:

1. **Append a blank page.** (If you put your works cited list in a separate document, you may forget it when you submit your paper.) Instead of hitting "return" multiple times to get blank lines, **force a page break** -- if you add or subtract from the body of your text, you won't have to re-align the works cited page.
 1. Move the cursor to the very end of your document.
 2. Click the **Insert** tab, then **Page Break** under the **Pages** group.
 3. Click the **Center** icon on the **Home** tab under the **Paragraph** group.
2. Type **Works Cited** (or **Work Cited**) . Press **Enter**.
3. Click the **Left Align** icon on the **Home** tab under the **Paragraph** group.
4. In the **Home** tab, open the **Paragraph Dialog Box** by clicking the square with the
 
 arrow.
 5. In the **Indents and Spacing** section there is a **Special** window. At that window click the down arrow to open up a set of options. Click **Hanging** and then click **OK**.
 6. Type your entries and press **Enter** after each entry.

Disclaimer: The Middle Georgia State University SSCs offer this handout as a guide only. Please defer to the requirements of your professor when they differ from the guidelines presented here.

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