Creating a Works Cited Page in MLA Format

This guide will show you how to format your MLA Works Cited page in both Microsoft Word and Google Docs. **Microsoft Word Guide:**

1. When you begin making your Works Cited page, make sure the title (Works Cited) is centered. 2. Next, without indenting the first line, begin writing your citations in alphabetical order. ○ The alphabetical order should be listed according to authors' last names. 3. Once you have completed your citations, highlight them with your curser (be careful not to

highlight the title). 4. Once you have highlighted your citations, click on the "Paragraph Settings" button (under the

"Home" tab) outlined in the picture below:

5. Once you have clicked this button, a window will appear. This is where you will format your

hanging indentions. 6. As shown in the picture below, you will go to the section labelled "Indentation," and select

"Hanging" under the "Special" subheading shown in figure 2. You will then set the Measurement to 0.50" under the "By" subheading. Once you have completed this, select "OK" at the bottom of the window to apply your changes.

Figure 1

**Figure
2**

**Google Docs
Guide:**

1. Following the same first three steps from the Microsoft Word instructions, get your citations

together and in order. 2. Once you've highlighted the text, click the "Format" section tab. A menu will appear as seen in

figure 1
below:

3. Once you've brought the menu up, click the "Align & Indent" option from the drop-down menu

shown in figure 2 above. In the same figure above, select the "Indentation Options" tab at the bottom of the second drop-down menu. 4. When you click on the "Indentation Options" button, a window will appear. Under the "Special

Indent" sub-header, select "Hanging" from the drop-down box shown in figure 3. Next, make sure the measurement beside the drop-down box is 0.5. When you have done this, click "Apply."

Figure 3

Figure 1 Figure 2