Each time you locate and use a source, put the citation on your Works Cited page. As you finish your paper, your Works Cited page will also be complete.

**How to Format Your Works Cited Page**

The Works Cited page is written in Times New Roman, 12 point font.

Citations are arranged alphabetically. If you have the same first words in your entry, use the one that contains an earlier letter of the alphabet as you go through the citation.

This page, like all other pages in your MLA paper, is double-spaced.

**Hanging Indent and Double Spacing**

MLA format requires a hanging indent on the Works Cited page. To do this, highlight the citation, and right click your mouse. A menu will appear. Choose: Paragraph. In the “Indentation” and “Spacing” sections, make sure the following choices are selected, including placing a checkmark in the box under “Spacing”:

- **Indentation**:
  - Left: 0"
  - Right: 0"
  - Special: Hanging
  - By: 0.5"

- **Spacing**:
  - Before: 0 pt
  - Line spacing: Double
  - After: 0 pt

Use the pull down menu for “Special” to find the choice for “Hanging” Indent.

Use the pull down menu for “Line Spacing” to find “Double”.