

MLA Works Cited Guidelines

- “Works Cited” should be the title at the top of a new page. It should be centered, not bolded, underlined, or italicized. It should be in the same font and size as the text of your paper.
- If there is only one work cited, the title should be “Work Cited.”
- Each citation should be double-spaced, with no extra space between citations. Hanging indents should be used on citations longer than one line.
- URLs for internet sources do not need to be included in the full citation.
- Sources should be listed in alphabetical order by author’s last names (Or whatever comes first in the full citation if there is no known author).
- When possible, shorten page ranges (instead of 2575-2582, you would write 2575-82)

Basic Format for Common Sources in MLA

Journal articles

Last, First. “Article Title.” *Journal Title* Vol#.Issue# (Year): Pages. Medium of Publication.

Canfield, Brian S. “Cultural Immersion as a Learning Method for Expanding Intercultural Competencies.” *The Family Journal* 17.4 (2009): 318-22. Print.

Books

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Jackson, Jane. *Studies in Applied Linguistics: Language, Identity, and Study Abroad: Sociocultural Perspectives*. Oakville, 2008: Equinox Publishing. Print.

Sources with more than one author

Lastname, Firstname, Firstname Lastname, and Firstname Lastname.

Braskamp, Larry A., and Mark E. Engberg. “How Colleges Can Influence the Development of a Global Perspective.” *Liberal Education* 97.3 (2011): 34-39. Print.

Paige, Michael R. et al. “Study Abroad for Global Engagement: The Long-Term Impact of Mobility Experiences.” *International Education* 20.1 (2009): 29-44. Print.

Additional Citation Rules for MLA

If more than one work by the same author has been used, the entries for that author should be ordered alphabetically by title. Instead of using the author’s name each time, use three hyphens followed by a period.

Jackson, Jane. *Studies in Applied Linguistics: Language, Identity, and Study Abroad: Sociocultural Perspectives*. Oakville, 2008: Equinox Publishing. Print.

---. *Introducing Language and Intercultural Communication*. New York, 2014: Routledge. Print.

How to Insert a Hanging Indent

- Highlight the citation(s) that need a hanging indent
- Open the “Paragraph” menu from the Home or Page Layout tab of Microsoft Word (You could also right-click and select “Paragraph”)
- Under “Indents and Spacing,” go to “Indentation”
- Where it says “Special,” select “Hanging Indent” from the list. Click “OK”