**Works Cited in MLA: 1302**

**Book with a single author:**

**Book with two authors:**

**Book with three or more authors:**

**Book with an author and an editor (usually a primary source):**

**One work from an anthology:**

*a. Primary source poem, essay, or story in an anthology:*

*b. Secondary source in an anthology, such as an editorial commentary:*

**Article in a scholarly journal found on a Blinn database:**

**Short work from a Web site:**

**MLA Heading (“ID Block”)**

- This heading appears on the first page of your essay only.
- Your last name and page number should appear on every page (use the MS Word Header feature for this).
- The font is Times New Roman, 12 pt., throughout the entire paper, including the page number.
- Do not boldface, enlarge, italicize, use quotation marks, or leave extra spaces before or after title. Use title case.
- Use the “Tab” key once to indent a paragraph.

**First name Last name**

**Instructor name**

**English 0000-000**

**Paper due date**

**Step 1**
Click Page Layout; Margins, Normal (1”). For spacing, go to Home; click on arrow to right of Paragraph; under Line spacing, select Double. Under Spacing, set “Before” and “After” to “0 pt.” Click OK. Click Home to choose font type and size.

**Step 2**
Click insert; Page #, Top of Page; Plain # 3. Type last name. Hit space bar. Highlight text and set font type and size to the same as that in the paper. At top right, click Close Header.

**Step 3:** See the four lines to the left.

**Paper Title**

Introductions are important and should get the reader’s attention with an interesting fact, statistic, or story. When I quote a source in my paper, it is as if I am inserting someone else’s voice into my monologue. If I do this without the proper transition, my writing will not flow smoothly and may not make sense to the audience (Misson and Dolan 62). As a Writing Center handout says, writers should “[i]ncorporate quotations into [their] own sentences” (“Using Sources”). In my next paragraph, I could also paraphrase or summarize a source. To do this, I would restate the idea(s) presented in my source, but I would modify my own words to express those ideas (Cox). The last sentence of my introduction is my thesis statement, which generally states the main points of my paper.

**Works Cited Page**

- It is the last, new page of your paper, not a new document, and it is also double-spaced. Margins are 1”.
- **ALPHABETIZE!** (Do NOT number.)
- The title on this page should be centered. If there is only one entry, the title is Work Cited.
- Make sure every source cited (including PRIMARY sources) is on your Works Cited page.
- Abbreviate names of months using the first three letters, except September (Sept.). Do not abbreviate May, June, and July.
- For more help, please check out owl.english.purdue.edu/owl/resource/747/01/.

**Works Cited**
