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.

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 # 2. 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.

First name Last name
Instructor name

English 0000-000 Course & section #

Paper due date Date format = day month year. Ex: 30 September 2016

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 use 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/.

Last name 1
