


Notes on Formatting

1. A Works Cited page has the same margins, font, line spacing, and header as the paper.

2. At the end of the paper, click Insert/Page Break to get to a new page to begin the Works Cited.

3. The title Works Cited must be centered at the top.

4. Each source must be listed in MLA style. There are samples in the document MLA Documentation and Format created by PHSC library staff and English faculty.

5. The list of sources must be alphabetical.

6. The list must have a hanging indent which is where the first line starts at the left margin and each subsequent line of the source must be indented. This should be set by highlighting (selecting) the list and using Paragraph/Special/Hanging/OK.