

MLA Style Basics

MLA Style is the set of guidelines and rules developed by the [Modern Language Association](#) to assist students and researchers with the task of scholarly research and writing. *This guide is based on the 8th edition of the MLA Handbook, published in April 2016.* Before you begin your assignment, confirm with your instructor which edition of the MLA style rules to follow. The instructions below include standard formatting rules for MLA style. Always confirm with your instructor, the preferred formatting for your assignment.

Formatting a Research Paper

The following formatting rules are found in the MLA Style Center's webpage on "Formatting a Research Paper."
(<https://style.mla.org/formatting-papers/>)

- Format your paper with **1 inch margins** on all sides.
- Select an **easily readable font** (e.g. 12 point, Times New Roman)
- **Double-space** the entire paper. This should include text and the list of works cited.
- **Indent the first line** of each paragraph one inch from the margin.
- At the top left margin of the first page, type **your name, your instructor's name, the course number, and the date.**
- Type the **title of your paper** in the top, center of the first page following the standard rules for titles in MLA Style (see below).
- Include your **last name and page numbers**, consecutively on all pages in the upper right-hand corner.
- Include a **list of works cited** beginning on a new page at the end of your paper (see further instructions below).

General Citation Guidelines

- **Document all sources used to write your research paper.** Documentation is essential to demonstrate to your reader the quality of your research, to allow the reader to access the original source, and to avoid plagiarism by giving proper credit for the words, works, and ideas of others.
- For each source used in your project, **include a detailed entry in a list of works cited** on a new page at the end of the paper **and a brief in-text citation** which signals to the reader that the information provided is from a source other than yourself.
- Citations should follow the rules outlined in the *MLA Handbook* (examples following).
- Citations may not be necessary for information and ideas which are **common knowledge** or widely known by the average reader. If you are unsure whether information or ideas are common knowledge, consult with your instructor prior to finalizing your paper.

Works Cited List

For every source that you use in your project, you must include a full citation in a list of works cited. Here are instructions for compiling your works cited list and for structuring each citation. In the following pages, you will find examples of citations for different types of sources.

- The list of works cited should be located at the **end of your paper.**
- The list should begin on a **new page with the title, Works Cited**, centered at the top of the page.
- The works should be **arranged in alphabetical order** based on the first part of the citation (usually the author's last name).
- The list should be double-spaced.
- For citations longer than one line, the second and all subsequent lines should have a **hanging indent** of one inch from the margin (see examples beginning on page 4).

Core Elements Table

The following are the **core elements** of any entry in the works cited list. Note: Your source may not have all of these elements. Examine each source carefully to determine which elements to include. Ask a librarian for help if you are unsure.

| | Element | Punctuation following | Description |
|---|----------------------------|-----------------------|--|
| 1 | Author. | Period | <p>The author refers to the person, persons or entity responsible for the work. This may include any of the following: authors, editors, translators, directors, producers, performers, screenwriters, pseudonyms, or corporate authors. For roles other than an author, the person's role should be listed following their name. Here are general examples for listing authors and other responsible persons.</p> <ul style="list-style-type: none"> ➤ Single author: Last name, First name. (e.g. Louv, Richard.) ➤ Two authors: Last name, First name, and First name Last name. (e.g. Chapman, Gary, and Ross Campbell.) ➤ Three or more authors: Last name, First name, et al. (e.g. Cunningham, Scott, et al.) ➤ Editor: Haerens, Margaret, editor |
| 2 | Title of source. | Period | <p>The title and subtitle of the work are listed next. If the source is part of a larger work (e.g. an article in a periodical or a webpage on a website), then the title is placed in quotation marks. If the source is self-contained (e.g. an entire book or a full website), then the title is italicized. Capitalize the first word in the title, the last word in the title and all other words except the following parts of speech: articles, prepositions, and coordinating conjunctions. Here are examples of the formatting of a title:</p> <ul style="list-style-type: none"> ➤ Part of a larger work: "Anecdotes from the Life of Pushkin." ➤ Self-contained work: <i>Outsmarting Cats: How to Persuade the Felines in Your Life to Do What You Want.</i> |
| 3 | Title of container, | Comma | <p>The container is listed when the source is part of a larger whole (e.g. an essay in a book, an episode in a TV series, an article in a newspaper, etc.). The title of the container is italicized and followed by a comma. An easy rule to keep in mind is that you will have a container in your citation only if the previous title is in quotation marks. Here is an example of the formatting for a container:</p> <ul style="list-style-type: none"> ➤ Container: <i>Journal of Veterinary Internal Medicine,</i> <p>At times the container of a source may be located in a second container (e.g. a journal stored in a database or a book of short stories found on Google Books). In such cases, provide the relevant information from elements 3-9, then provide the second container with any relevant elements 3-9. Here is an example with the containers highlighted:</p> <ul style="list-style-type: none"> ➤ Two Containers: <p>Poggi, Christine. "Picasso's First Constructed Sculpture: A Tale of Two Guitars." <i>Art Bulletin</i>, vol. 94, no. 2, 1 Jun. 2012, pp.274-298. JSTOR, www.jstor.org/stable/23268315.</p> |
| 4 | Other contributors, | Comma | <p>Credit other contributors in a source if they are important to the identification of the source. Begin with a description of their role followed by their name. Common descriptions include: adapted by, directed by, edited by, illustrated by, introduction by, narrated by, performance by, or translated by (<i>MLA Handbook</i> 37). Here are a few examples of other contributors:</p> <ul style="list-style-type: none"> ➤ Translated by Edith Grossman, ➤ Introduction by Harold Bloom, ➤ Directed by Spike Lee, |
| 5 | Version, | Comma | <p>If the source has been released in more than one form, include a description of the version. For a book this may be the edition. For media</p> |

| | Element | Punctuation following | Description |
|---|-------------------|---|--|
| | Version, cont'd. | Comma | this may be a description such as abridged, unabridged, director's cut, etc. Below are examples of versions: <ul style="list-style-type: none"> ➤ Edition: 5th ed., ➤ Edition: Expanded ed., ➤ Version: English Standard Version, ➤ Media: unabridged version, ➤ Media: director's cut, |
| 6 | Number, | Comma | If the source is part of a numbered set, include the corresponding number in the citation. Depending on the type of source this may be the volume number, issue number, season and/or episode number. Below are examples of how the number may be cited. <ul style="list-style-type: none"> ➤ Item from a multivolume set: vol. 2, ➤ Journal issue: vol. 23, no. 4, ➤ TV series: season 5, episode 10, |
| 7 | Publisher, | Comma | The publisher is the organization primarily responsible for producing the source. If multiple publishers or distributors are stated, use the organization that had the main responsibility for the work. If more than one organization was equally responsible, list each of their names separated by a forward slash (/). Do not list a publisher for the following: a periodical, a self-published work, a website whose title is the same as the name of its publisher, or a website not involved in the creation of the content (<i>MLA Handbook</i> 40-42). Examples: <ul style="list-style-type: none"> ➤ Oxford UP ➤ Penguin Press ➤ Universal/Forty Acres and Mule Filmworks |
| 8 | Publication date, | Comma or period (depending on whether it is the last element in the citation) | List the date that the source was published. Write the date as you find it in the source (e.g. year of publication only or day, month, year). If a source has more than one date, cite the date that is most meaningful to the version you are using (<i>MLA Handbook</i> 42). Here are examples of how to format the publication date: <ul style="list-style-type: none"> ➤ Year only: 2012 ➤ Month and year: Jan. 2016 ➤ Full date: 26 Jan. 2012 |
| 9 | Location. | Period | Include a location at the end of the citation to help the reader access the specific material cited. In a print source , you may include a page number (preceded by p.) or page range (preceded by pp.). For an online work , you may include the URL. If you include a URL remove the http:// or https:// at the beginning. For a journal article you may include a digital object identifier (DOI) if one is available. (Note: A DOI is an identifier assigned to online publications such as journal articles. The DOI may be listed on the bottom of the article or on the database or website where the article was found.) |

Core Elements in Basic Format:

Author. "Title of Source." *Title of Container*, other contributors, version, number, publisher, publication date, location.

Optional Elements

There are several optional elements, which may be included in a works cited entry at the writer's discretion. **Optional elements may include: date of access (often important for web-based sources that could change over time), date of original publication, city of publication, or other facts about the source.** Some elements are added at the end of the entry while others are placed in the middle of the entry. Consult the *MLA Handbook* pp. 50-53 for detailed instructions.

Works Cited Examples

The next several pages provide citation examples, which include the core elements listed above. Please note that your Works Cited list **should always be double-spaced**, but in the interest of conserving paper, this handout shows examples that are single-spaced.

Single author

Louv, Richard. *Last Child in the Woods: Saving Our Children from Nature-Deficit Disorder*. Algonquin Books of Chapel Hill, 2008.

Two authors

Bardige, Betty, and Marilyn Segal. *Building Literacy with Love: A Guide for Teachers and Caregivers of Children from Birth through Age 5*. Zero to Three Press, 2005.

Three or more authors

Walker, Matthew, et al. "Social Responsibility and the Olympic Games: The Mediating Role of Consumer Attributions." *Journal of Business Ethics*, vol. 94, no. 4, pp: 659-680. JSTOR, www.jstor.org/stable/40836205. Accessed 10 Aug. 2016.

Multiple works by one author

Morrison, Toni. *Beloved: A Novel*. Penguin, 1998.

---. *The Blueset Eye*. Knopr, 1994.

Multiple works by coauthors

Gilbert, Sandra M., and Susan Gubar, editors. *The Female Imagination and the Modernist Aesthetic*. Gordon and Breach Science Publishers, 1986.

---. "Sexual Linguistics: Gender, Language, Sexuality." *New Literary History*, vol. 16, no. 3, Spring 1985, pp. 515-43. JSTOR, www.jstor.org/stable/468838

Editor

Haerens, Margaret, editor. *Government Gridlock*. Greenhaven Press, 2015.

Multiple editors

Kazin, Michael, et al., editors. *The Princeton Encyclopedia of American Political History*. vol. 2, Princeton University Press, 2010.

Translator (if your focus is on the translator of the work rather than the original author)

James, Clive, translator. *The Divine Comedy*. By Dante Alighieri, Liveright, 2013.

Translator (if your focus is on the original author of the work)

Alighieri, Dante. *The Divine Comedy*. Translated by Clive James, Liveright, 2013.

Entry in an Encyclopedia

Carroll, Michael P. "Myth." *Encyclopedia of Cultural Anthropology*, edited by David Levinson and Melvin Ember, vol. 3, Henry Holt and Company, 1996, pp. 827-831.

Entry in an eBook Encyclopedia

"Xenarthra (Sloths, Anteaters, and Armadillos)." *Grzimeks Animal Life Encyclopedia*, edited by Michael Hutchins et al., 2nd ed., vol. 13, Gale, 2004, pp. 147-154. *Gale Virtual Reference Library*, go.galegroup.com/ps/i.do?id=GALE%7CCX3406700808&v=2.1&u=sacr73031&it=r&p=GURL&sw=w. Accessed 25 Aug. 2016.

Essay in a collection

Menendez, Ana. "In Cuba I Was a German Shepherd." *Norton Anthology of Latino Literature*, edited by Ilan Stavans, W.W. Norton & Company, 2011, pp. 2374-2387.

Chapter in an edited book

Colon, David A. "Heroic Insecurity in Junot Diaz's *Drown* and *This is How You Lose Her*." *Contemporary Immigrant Short Fiction*, edited by Robert C. Evans, Salem Press, 2015, pp. 134-147.

eBook from a database

Cole, Daniel James, and Nancy Deihl. *The History of Modern Fashion from 1850*. Laurence King Publishing, 2015. *eBook Collection (EBSCOhost)*, [0-search.ebscohost.com/lasiii.losrios.edu/login.aspx?direct=true&db=nlebk&AN=1077603&site=ehost-live&scope=site](https://search.ebscohost.com/lasiii.losrios.edu/login.aspx?direct=true&db=nlebk&AN=1077603&site=ehost-live&scope=site). Accessed 30 Aug. 2016.

eBook from a website

Twain, Mark. *Life on the Mississippi*. Harper & Brothers Publishers, 1901. *Google Books*, books.google.com/books?id=LhORAAAAYAAJ&dq=mark%20twain&pg=PR2#v=onepage&q=mark%20twain&f=false. Accessed 25 Aug. 2016.

eBook alternate edition

Chernow, Ron. *Alexander Hamilton*. Kindle edition, Penguin Books, 29 Mar. 2005.

Article in a print newspaper

Caiola, Sammy. "Hospitals Say No to Pokémon Visitors." *Sacramento Bee*, 31 Jul. 2016, p. 1B+.

Article in a newspaper from a database

Hartlaub, Peter. "The Tourism-Free Landmarks for Real Bay Area Residents." *The San Francisco Chronicle*, 18 Aug. 2016. *Consumer Health Complete*, [0-search.ebscohost.com/lasiii.losrios.edu/login.aspx?direct=true&db=cmh&AN=2W61016621897&site=chc-live&scope=site](https://search.ebscohost.com/lasiii.losrios.edu/login.aspx?direct=true&db=cmh&AN=2W61016621897&site=chc-live&scope=site). Accessed 25 Aug. 2016.

Article in a newspaper from a website

Lindelof, Bill. "Free Drive-In Movies Planned for Thursday Night in Sacramento." Reprint, *Sacramento Bee*, 22 Aug. 2016. www.sacbee.com/entertainment/movies-news-reviews/article97122692.html. Accessed 24 Aug. 2016.

Article in a print magazine

Abend, Lisa. "Boys Won't Be Boys." *Time*, vol. 182, no. 25, 16 Dec. 2013, p. 40.

Article in a magazine from a database

Baker, K. C., et al. "The O.J. Simpson Case 21 Years Later Defending Nicole Simpson." *People*, vol. 85, no. 6, 8 Feb. 2016, pp. 56-61. *MasterFILE Premier*, search.ebscohost.com/login.aspx?authtype=ip,guest&custid=cosum&groupid=main&profile=eds&direct=true&db=f5h&AN=112553402&site=eds-live&scope=site. Accessed 3 Aug. 2016.

Article in a magazine from a website

Resnick, Brian. "Another Reason To Hate Daylight Saving Time: Car Crashes." *Vox*, 13 March 2016, www.vox.com/2016/3/13/11212634/daylight-saving-time-car-crashes. Accessed 4 May 2016.

Article in a print journal

English, Daylanne K., and Alvin Kim. "Now We Want Our Funk Cut: Janelle Monáe's Neo-Afrofuturism." *American Studies*, vol. 52, no. 4, 2013, pp. 217-230.

Article in a journal from a database with a DOI

Obama, Barack. "United States Health Care Reform: Progress to Date and Next Steps." *JAMA: Journal of the American Medical Association* vol. 316, no. 5, 2 Aug. 2016, pp. 525-532. *CINAHL Plus with Full Text*, doi:10.1001/jama.2016.9797. Accessed 7 Aug. 2016.

Article in a journal from a database and without a DOI

Mattessich, Stefan. "An Anguished Self-Subjection: Man and Animal in Werner Herzog's Grizzly Man." *English Studies in Canada*, vol. 39, no. 1, Mar. 2013, pp. 51-70. *Academic Search Complete*, search.ebscohost.com/login.aspx?authtype=ip,guest&custid=cosum&groupid=main&profile=eds&direct=true&db=a9h&AN=93672772&site=eds-live&scope=site. Accessed 3 May 2014.

Article from a specialized database (CQ Researcher)

Hoag, Christina. "Jailing Debtors." *CQ Researcher*, 16 Sept. 2016, pp. 745-68. 0-library.cqpress.com.lasiii.losrios.edu/cqresearcher/cqresrre2016091600. Accessed 21 Sept. 2016.

Webpage (single page on a website)

"Hand, Foot, and Mouth Disease." *Centers for Disease Control & Prevention*, 4 Feb. 2016, www.cdc.gov/hand-foot-mouth/. Accessed 25 Aug. 2016.

Website

Cosumnes River College Website. Los Rios Community College District, www.crc.losrios.edu. Accessed 27 July 2016.

Documentary film DVD format

Tovares, Joseph, director. *American Experience: Zoot Suit Riots*. WGBH Boston, 2014.

Feature film DVD format

Lee, Spike, director. *Do the Right Thing*. Director-approved special edition, Forty Acres and a Mule Filmworks, 2001.

Film from database

Schwartz, Brett A. *Mashed Media: The Changing Face of Journalism*. Films Media Group, 2010. *Films on Demand*, 0-fod.infobase.com.lasiii.losrios.edu/PortalPlaylists.aspx?wID=237206&xtid=44796. Accessed 29 July 2016.

YouTube video

The CRC Library. "Who Does What in the CRC Library?" *YouTube*, 9 Aug. 2015, youtu.be/k7MmOJX8Us. Accessed 18 Aug. 2016.

TV episode from Hulu

"Munk Man/Ride Along." *Alvinnn!!! and the Chipmunks*. Created by Janice Karman, season 2, episode 7, Nickelodeon, 1 Aug. 2016. *Hulu*, www.hulu.com/alvinnn-and-the-chipmunks. Accessed 20 Aug. 2016.

Government document/Corporate author

"FDA Advises Testing for Zika Virus in All Donated Blood and Blood Components in the US." *US Food and Drug Administration*, 26 Aug. 2016. www.fda.gov/NewsEvents/Newsroom/PressAnnouncements/ucm518218.htm. Accessed 1 Sept. 2016.

Government document/Senate committee report

United States, Congress, Senate, Homeland Security and Governmental Affairs Committee. *Combat Terrorist Use of Social Media Act of 2016*. Government Publishing Office, 11 July, 2016, www.congress.gov/114/crpt/srpt295/CRPT-114srpt295.pdf. 114th Congress, 2nd Session, Senate Report 114-295. Accessed 31 Aug. 2016.

Tweet

@POTUS. "Nearly 100 years ago, women broke down barriers to the ballot box, moving us closer to a more equal nation. Let's finish what they started." *Twitter*, 25 Aug. 2016, 9:20 a.m., twitter.com/POTUS/status/769204867235667969.

Email

Perez, Rochelle. "RE: Schedule." Received by Emily Bond, 25 Aug. 2016.

Personal interview

Bush, Edward. Personal interview, 18 Aug. 2016.

In-Text Citations

The second part of your citation is a brief citation in the text of your paper, which is made any time you reference information from your source. An in-text citation is required when you quote or copy word-for-word from a source and also when you paraphrase or restate information you learned from a source. Suggestion: You might find it useful to create your Works Cited entry before creating your in-text citations in order to ensure that they agree.

The information included in your in-text citation is always the first part of your Works Cited entry plus the related page number or other identifying marker if available. For most sources, include the author's last name and the page number from where you got the information using the following format (e.g. Menendez 2374). For sources without an author, the in-text citation and corresponding Works Cited entry will begin with the title of the work. An in-text citation may be placed at the end of the quoted or paraphrased section using the format listed above. Or the author's name may be introduced in the sentence with the page number listed in parenthesis at the end of the sentence. See the examples below for a variety of in-text citation examples.

Quote (parenthetical in-text citation)

Their book mentions that these "notions of sisterhood, as expressed in the current women's movement, offer some insights into the alienation many black women have expressed about the movement itself" (Guidroz and Berger 27).

Corresponding Works Cited

Guidroz, Kathleen, and Berger, Michele Tracy. *The Intersectional Approach: Transforming the Academy through Race, Class, and Gender*. The University of North Carolina Press, 2009. Ebook Collection (EBSCOhost), search.ebscohost.com/login.aspx?authtype=ip,guest&custid=cosum&groupid=main&profile=eds&direct=true&db=nlebk&AN=301073&site=eds-live&scope=site. Accessed 7 Aug. 2015.

Quote (author introduced in sentence and page number listed in parenthesis)

As reported by Holland, the Department of Defense "issued a directive telling senior leaders they must now assess and plan for the risks posed by climate change" (60).

Corresponding Works Cited

Holland, Andrew. "Preventing Tomorrow's Climate Wars." *Scientific American*, vol. 314, no. 6, June 2016, pp. 60-65. MEDLINE, search.ebscohost.com/login.aspx?authtype=ip,guest&custid=cosum&groupid=main&profile=eds&direct=true&db=cmedm&AN=27196845&site=eds-live&scope=site. Accessed 7 Sept. 2016.

Paraphrased source (parenthetical in-text citation)

This court case between Jack Kirby and Marvel Comics over the rights to many major comic book characters including the Avengers and Captain America was eventually decided in Marvel Comics favor, to the outrage of many fans (House 933).

Corresponding Works Cited

House, Meredith Annan. "Marvel V. Kirby: A Clash Of Comic Book Titans In The Work Made For Hire Arena." *Berkeley Technology Law Journal*, vol. 30, no. 835, 2 Sept. 2015, pp. 933-964. *Business Source Complete*, search.ebscohost.com/login.aspx?authtype=ip,guest&custid=cosum&groupid=main&profile=eds&direct=true&db=bth&AN=112303704&site=eds-live&scope=site. Accessed 3 Sept. 2015.

Paraphrased source (author introduced in sentence and page number listed in parenthesis)

According to Mattessich, the documentary *Grizzly Man* is a good example of the idea of the global man or animal (53).

Corresponding Works Cited

Mattessich, Stefan. "An Anguished Self-Subjection: Man and Animal in Werner Herzog's *Grizzly Man*." *English Studies in Canada*, vol. 39, no. 1, March 2013, pp. 51-70. *Academic Search Complete*, search.ebscohost.com/login.aspx?authtype=ip,guest&custid=cosum&groupid=main&profile=eds&direct=true&db=a9h&AN=93672772&site=eds-live&scope=site. Accessed 15 Nov. 2015.

Source with no author listed (parenthetical in-text citation): In the case of a work with no author, use a shortened version of the title in quotes instead.

It seems that “despite women’s gains, a large gender pay gap still exists” (“Gender Pay Gap” 1)

Corresponding Works Cited

“Gender Pay Gap, Recent Trends and Explanations.” *Council of Economic Advisors Issue Brief*, April 2015. *Whitehouse.gov*, www.whitehouse.gov/sites/default/files/docs/equal_pay_issue_brief_final.pdf. Accessed 7 May 2016.

Media and/or Website: When citing media or a website, it is fine to use a shortened version of the title in your in-text citation. For self-contained or longer sources the title of the source should be italicized (see Core Elements #2- Title of Source). Media or websites may not have page numbers to include in the in-text citation; however, you may include other identifying markers such as paragraph or section numbers (e.g. sec. 8) or time-based markers (e.g. 01:28:3-7) for audio or video recordings.

In his last few months in office, “President Obama will not be satisfied until every American who wants work can find a job” (“Jobs & the Economy”).

Corresponding Works Cited

“Jobs & the Economy: Putting America Back To Work.” *The White House*, www.whitehouse.gov/economy. Accessed 17 July 2016.

Block Quote: For quotations that are more than four lines, place the quotations in a block of text without quotation marks. The entire quotation should be indented 1 inch from the margin and should maintain double-spacing. The in-text citation should be placed in parenthesis *after* the period at the end of the quoted section.

Of course, it can always be said that:

If we define Afrofuturism as African American cultural production and political theory that imagine less constrained black subjectivity in the future and that produce a profound critique of current social, racial, and economic orders, then there can be no doubt that Monáe stands at the center of a new form of Afrofuturism. (English and Kim 217)

Corresponding Works Cited

English, Daylanne K., and Alvin Kim. "Now We Want Our Funk Cut: Janelle Monáe's Neo-Afrofuturism." *American Studies*, vol. 52, no. 4, 2013, pp. 217-230.

MLA Style Resources

For more information on MLA Style citation rules including useful examples and guides, check out the following:

- **MLA Handbook, 8th Edition.** Copies available for check out at the CRC Library (Call # LB2369. G53 2016).
- **MLA Style Center** (style.mla.org/). This website, published by the Modern Language Association, provides writing tips and quick reference information for formatting your citations.
- **MLA Style Guide from the OWL@Purdue** (owl.english.purdue.edu/owl/section/2/11/). This online writing lab provides detailed instructions for writing a research paper and formatting it according to MLA style.

Works Cited in this Guide

“Formatting a Research Paper.” *The MLA Style Center*, Modern Language Association, 2016, style.mla.org/formatting-papers/.

Accessed 1 Aug. 2016.

MLA Handbook. 8th ed., The Modern Language Association of America, 2016.

“Works Cited: A Quick Guide.” *The MLA Style Center*, Modern Language Association, 2016, style.mla.org/works-cited-a-quick-guide/.

Accessed 1 Aug. 2016.

Works Cited

Sample

Colon, David A. "Heroic Insecurity in Junot Diaz's *Drown* and *This is How You Lose Her*." *Contemporary Immigrant Short Fiction*, edited by Robert C. Evans, Salem Press, 2015, pp. 134-147.

"Gender Pay Gap, Recent Trends and Explanations." *Council of Economic Advisors Issue Brief*, April 2015.

Whitehouse.gov, www.whitehouse.gov/sites/default/files/docs/equal_pay_issue_brief_final.pdf. Accessed 7 May 2016.

Gilbert, Sandra M., and Susan Gubar, editors. *The Female Imagination and the Modernist Aesthetic*. Gordon and Breach Science Publishers, 1986.

Guidroz, Kathleen, and Berger, Michele Tracy. *The Intersectional Approach: Transforming the Academy through Race, Class, and Gender*. The University of North Carolina Press, 2009. Ebook Collection (EBSCOhost), search.ebscohost.com/login.aspx?authtype=ip,guest&custid=cosum&groupid=main&profile=eds&direct=true&db=nlebk&AN=301073&site=eds-live&scope=site. Accessed 7 Aug. 2015.

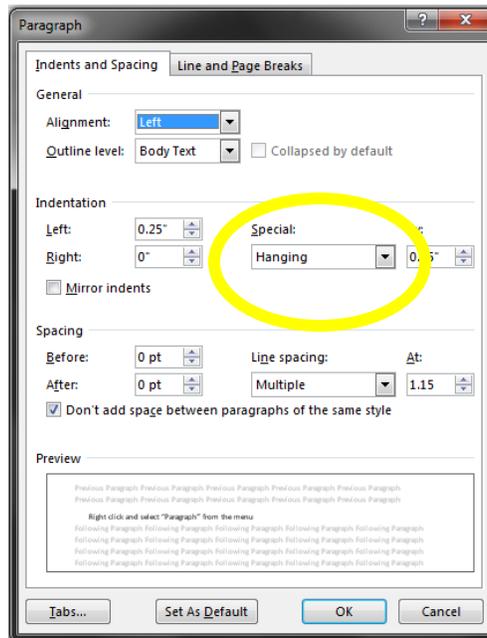
"Jobs & the Economy: Putting America Back To Work." *The White House*, www.whitehouse.gov/economy. Accessed 17 July 2016.

Kazin, Michael, et al., editors. *The Princeton Encyclopedia of American Political History*. vol. 2, Princeton University Press, 2010.

How to Create a Hanging Indent

The Works Cited list should be double spaced and is formatted with a hanging indent (the second and all subsequent lines are indented). To format a hanging indent in Microsoft Word:

- Put your cursor at the front of the second line of the citation
- Right click and select “Paragraph” from the menu
- In the middle “Indentation” panel under “Special:” select “hanging” from the drop-down menu



To create a hanging indent in a Google doc:

- Highlight the text you want indented. You can select a single citation or multiple citations at a time
- On the ruler at the top of the page, drag the *Left Indent* (light blue inverted triangle) to the right five spaces. You will notice, the *First Line Indent* marker (light blue rectangle above the triangle) will come along for the ride and the entire citation will move to the right.
- Drag that *First Line Indent* marker (light blue rectangle above the triangle) back to the left margin. It should move independently of the triangle and will create your hanging indent.

