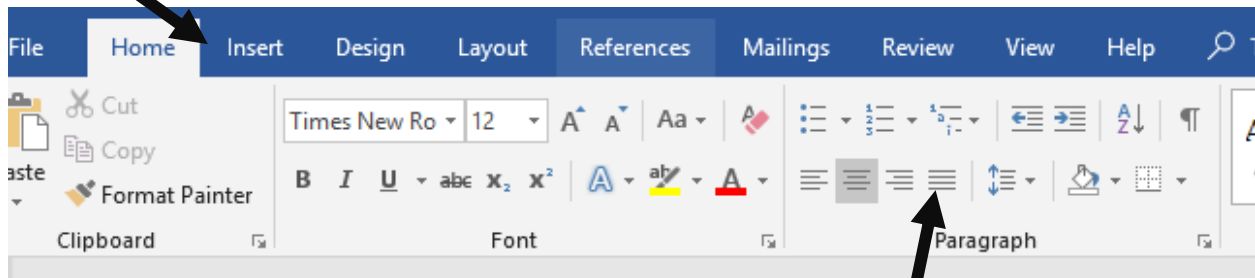


# Formatting a Bibliography Page in MLA Format Like a Pro

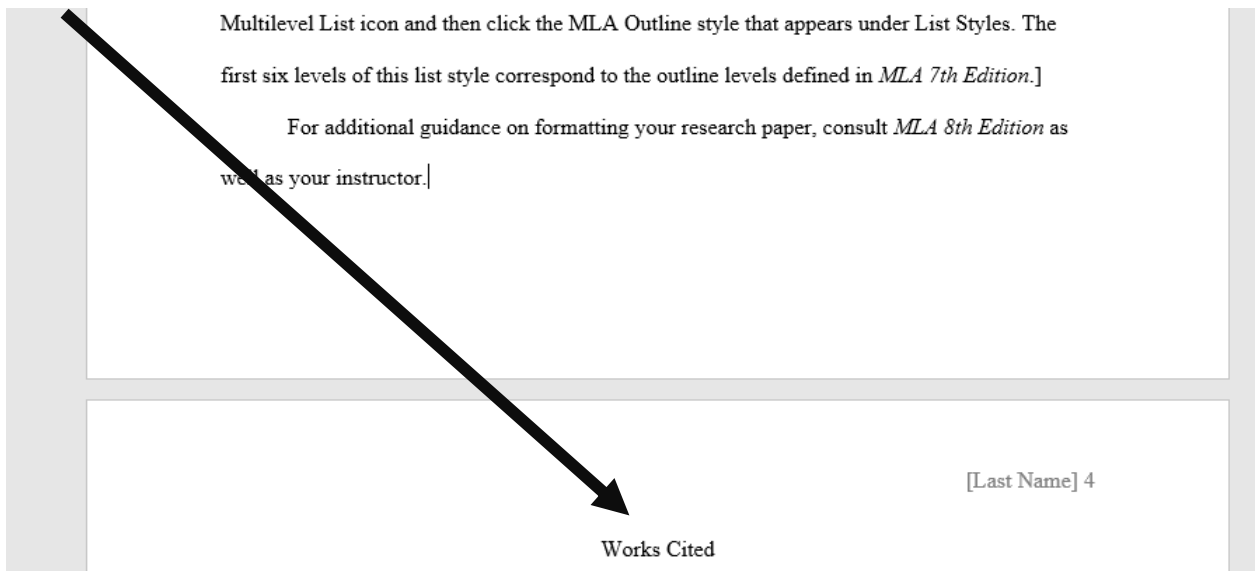
*Everything you need to know with pictures!*

So you wrote this kick-butt paper that you're super excited about, because you know your teacher is going to love it. You even remembered to use in-text citations and everything! But now you need to create a bibliography page. This is the same thing as a Works Cited page, a Source page, and a Citations page. It just has a lot of names for the same thing.

1. The Bibliography should be the last page of your paper, and start on a separate sheet from your essay or outline. To do this, have open your essay, click below the last paragraph (your conclusion) and press enter until your cursor appears on the top of the next page.
2. You will want to center align your work by clicking on the blue *Home* tab under *Paragraph* and center align.



3. Then type bibliography or works cited.



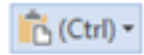
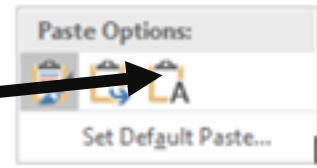
- 4.

Now you can include your sources. Your paper should already be in 12 point font, Times New Roman, 1" margins, and Double-spaced. **UNLESS** you changed it *OR if you copy and paste your bibliography from things like Easybib or other generators.*

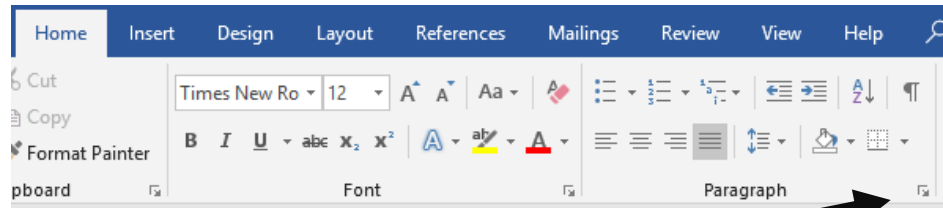
- a. Side note: if you use a bibliography generator, be sure that each generated source is correct. Oftentimes the algorithm which identifies a source's information will not be able find all the information, and when you click "cite it!" or similar buttons, you may not have all of the information you need to cite correctly. Refer to [purdueowl.com](http://purdueowl.com) or your MLA style guide for help.

## Using an online bibliography generator:

- I. If you use an online generator, be sure that you copy then paste it to match format by clicking the paste icon that appears after the selection you pasted.
- II. Then click on Keep Text Only.
- III. **WARNING:** This erases any format of the text you have pasted. WHICH MEANS: if something was bolded, italicized, or underlined, it won't be any more. THIS MEAN: you need to go back to where you pasted it from, and examine each source and correct the formatting to match. (This is why it is so much easier to just write your own citation!)

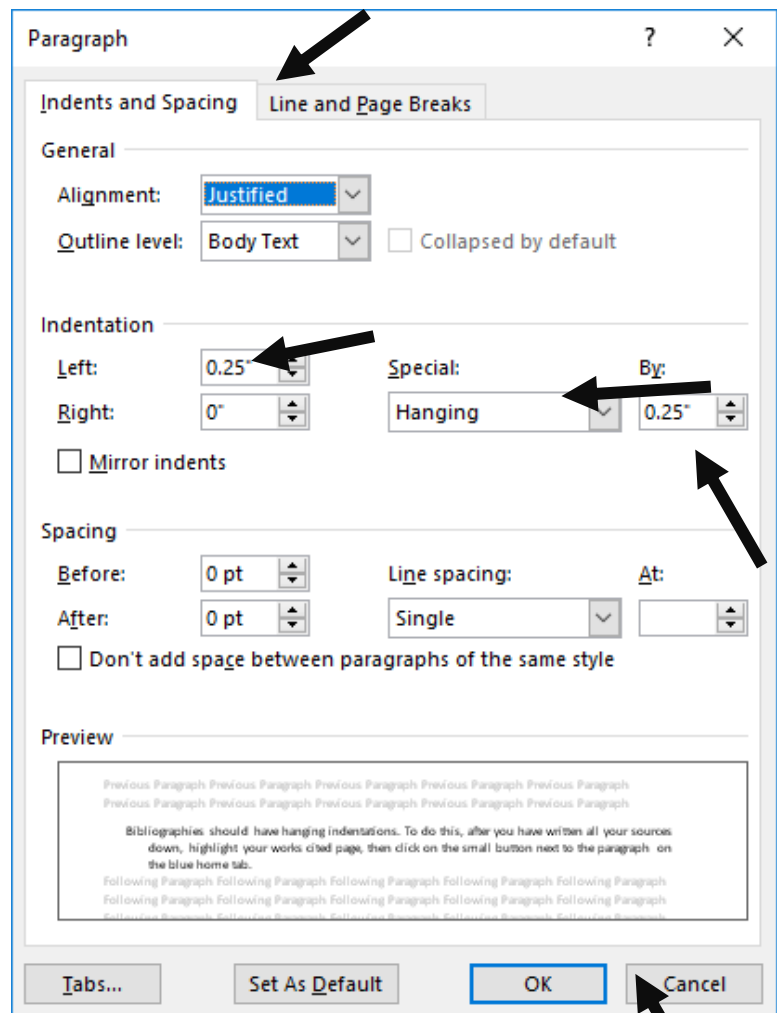


5. You must make sure that your sources are in ABC order by whatever is the first thing present. So if it is an author's last name or the first letter of an article's name, use the first letter of the citation to alphabetize it by writing them down in that order.



6. Bibliographies should have hanging indentations. To do this, after you have written all your sources down, highlight your works cited page, then click on the small button next to the *paragraph* on the blue *home* tab.

7. A window will pop up that says "Paragraph" and has two tabs: "Indents and Spacing" and "line and Page Breaks". On the "Indents and Spacing" tab, look for the section called *Indentation*, and find a drop down menu called Special.
8. Click on Hanging. Then click OK at the bottom.
9. This should be your final touch! Be sure your page looks something like what you will see on the next page. Now you can submit your paper for final grading! Great job!



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