

## Building a Works Cited List – MLA

Your Works Cited list is how you document all of the articles, books, and websites that you used in your research. You may have heard it called a bibliography. These lists are fussy and take time but here are 7 tips to help you do a great Works Cited list.

1. **USE A GUIDE!** Guides list the rules for citation and show examples. Seneca has a free online MLA guide you can use at <http://seneca.libguides.com/mla>
2. **Remember in-text citation** - If something is on your Works Cited list, it should also appear somewhere earlier in your assignment as an in-text citation. An in-text citation usually follows a quote, fact, or idea. It looks like this (Dworkin 3).
3. **Format** - Look at the example below of a citation for a magazine article. See all the quotes and commas and italics? Those need to be in the right place and it changes depending on what you're citing so think back to tip #1. USE A GUIDE!

Dworkin, Ronald W. "Science, Faith and Alternative Medicine." *Policy Review*, vol. 108, no. 2, 2001, pp. 3-19. *Academic Search Premier*.

4. **New Page** - Start your Works Cited list on a new page at the end of your assignment, with the words Works Cited centered at the top
5. **Alphabetical Order** - Organize your list in alphabetical order by the first word of the citation. Usually that's the author's last name.
6. **Hanging Indent** - If a citation is more than one line, every line but the first is indented. This is called a "hanging indent". You can set this up automatically in Microsoft Word. Just highlight the citation, right click *paragraph* and select *hanging*.
7. **Double Spaced** - Don't forget to double space the entire list.
8. **Bonus Tip** - The Libraries' online MLA guide has a word document that you can download that is already formatted to MLA style.  
[http://seneca.libguides.com/ld.php?content\\_id=21775587](http://seneca.libguides.com/ld.php?content_id=21775587)