

Tips Click on MLA

You make a Works Cited entry for each resource you'll think you'll use.

1. Go to EASY BIB
2. Select MLA and the PASTE in the URL website
3. CLICK the CITE IT BUTTON
4. CLICK the CONTINUE to the FINAL STEP BUTTON
5. **NOW fill in ANY of the Empty Boxes You Can** (This is an important step. You need to have the two windows open -- the source and the Easy Bib site. You scan the source box looking for the missing info. You often can find SOME but not all of the info. IF you can't find something, you leave it blank.)
6. Click the CREATE CITATION BUTTON
7. Copy and Paste Citation into your document AND **USE THE TIPS BELOW for FORMAT it CORRECTLY** (This is ALSO very important.)

Works Cited FORMATTING CHECKLIST!

(There will be deductions for each thing you miss on this list)

- **alphabetical order** (based on the first word of the entry) IGNORE words like The or A for the purposes of alphabetizing .
- **indent the 2nd line (or more) of each entry (if there is a 2nd line)** Use the ruler on the top to do the hanging tab
- **double space**
- **label it Works Cited or Work Cited (if there is only one source) -- NOT sources, bibliography, etc.**

SEE SAMPLE on NEXT PAGE

Here's what the master works cited page might look like:

Works Cited

Harris, Jim. The Way the Romans Lived. New York: AMACOM, 1996.

NetLibrary. Richland Coll. Lib., Dallas. 25 Oct. 2001

<<http://www.netlibrary.com>>.

"Roman Culture." Hoover's Online. 1997. 9 May 1997

<<http://www.hoovers.com>-

[/cgi-bin/show_mlist_index?sno=5547449&index_code=41915](http://www.hoovers.com/cgi-bin/show_mlist_index?sno=5547449&index_code=41915)>.

Zwerdling, Alex, and Richard Voorhees. Roman Lifestyle and

Culture. New Haven: Yale UP, 1974.