



MLA Style Basics

MLA Style is the set of guidelines and rules developed by the [Modern Language Association](https://www.mla.org/) to assist students and researchers with the task of scholarly research and writing. *This guide is based on the 9th edition of the MLA Handbook, published in April 2021.* 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 half an inch from the margin.
- At the top left margin of the first page, type **your name, your instructor's name, course name and number**, and the **date**.
- Next, 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.

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 half an 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, list the person's role after their name. If no author is listed, start with the title. 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. Perry, Imani.) ➤ Two authors: Last name, First name, and First name Last name. (e.g. Fujiwara, Lynn, and Shireen Roshanravan.) ➤ Three or more authors: Last name, First name, et al. (e.g. Cunningham, Scott, et al.) ➤ Editor: Andrist, Debra D., 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), 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, 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: "What's Going On in a Graphic Novel?" ➤ Self-contained work: <i>The Other Man Was Me: A Voyage to the New World.</i> <p>If the work does not have a title, provide a brief but informative description.</p> <ul style="list-style-type: none"> ➤ Wright, Frank Lloyd. Leaded glass skylight. 1908, Meyer May House, Grand Rapids.
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 sources are "nested" within more than one container (e.g. a journal in a database or a book of short stories 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>Ott, John. "Hale Woodruff's Antiprimitivist History of Abstract Art." <i>Art Bulletin</i>, vol. 100, no. 1, Mar. 2018, pp. 124–145. <i>EBSCOhost</i>, https://doi.10.1080/00043079.2017.1367913.</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, or translated by (see <i>MLA Handbook</i> 5.43, p. 151).</p> <p>Examples of other contributors:</p> <ul style="list-style-type: none"> ➤ translated by Edith Grossman, ➤ directed by Spike Lee, ➤ edited by Stephen Orgel,
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, this may be a description such as abridged, director's cut, etc.</p> <p>Examples of versions:</p> <ul style="list-style-type: none"> ➤ Edition: 5th ed., ➤ Edition: Expanded ed., ➤ Version: English Standard Version, ➤ Media: unabridged version, ➤ Media: director's cut, ➤ Ebook: e-book ed.,
6	Number,	Comma	<p>If the source is part of a numbered set, include the corresponding number. Depending on the type of source this may be the volume number, issue number, season and/or episode number. Examples:</p> <ul style="list-style-type: none"> ➤ Item from a multivolume set: vol. 2, ➤ Journal volume and issue: vol. 23, no. 4, ➤ TV series: season 5, episode 10,
7	Publisher,	Comma	<p>The publisher is the organization primarily responsible for producing the source. If multiple publishers or distributors are stated, use the organization with the main responsibility for the work. If more than one organization was equally responsible, list each of their names separated by a forward slash (/). Examples:</p> <ul style="list-style-type: none"> ➤ Oxford UP, ➤ Penguin Press, ➤ Universal / Forty Acres and Mule Filmworks, ➤ BBC America, <p>Do not list a publisher for the following: a periodical, a self-published work, a website whose title is the same name as its publisher, or a website not involved in the creation of the content (see <i>MLA Handbook</i> 5.54, 164-165)</p>
8	Publication date,	Comma or period (depending on whether it is the last element in the citation)	<p>List the date that the source was published as you find it in the source. If a source has more than one date, cite the date that is most meaningful to the version you are using (see <i>MLA Handbook</i> 5.68, 173). Examples of how to format the publication date:</p> <ul style="list-style-type: none"> ➤ Year only: 2020 ➤ Month and year: Jan. 2020 ➤ Full date: 12 July 2019 ➤ Season: spring 2008,

9	Location.	Period	<p>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.).</p> <p>For an online work, you may include the doi, permalink, or URL. If you include a URL remove the http:// or https:// at the beginning.</p> <p>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.)</p>
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Core Elements in Basic Format:

Author's Last Name, First Name. "Title of Source." *Title of Container*, Other Contributors, version, number, Publisher, publication date, location.

Supplemental Elements

There are several elements, which may be included in a works cited entry at the writer's discretion. Supplemental elements may include: **date of access** (for works lacking a publication date or works that may be altered), **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 following the title. Consult the *MLA Handbook* pp. 208-219 for detailed instructions.

Some professors prefer the date of access be included for websites without a clear publication date. Check with your instructor to see what they prefer!

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

King, Maxwell. *The Good Neighbor: The Life and Work of Fred Rogers*. Abrams Press, 2018.

Two authors

Salisbury, Martin, and Morag Styles. *Children's Picturebooks: The Art of Visual Storytelling*. 2nd ed., Laurence King Publishing, 2020.

Three or more authors

Ozanne, Lucie K., et al. "Enabling and Cultivating Wiser Consumption: The Roles of Marketing and Public Policy." *Journal of Public Policy, and Marketing*, vol. 40, no. 2, Apr. 2021, pp. 226–244. *EBSCOhost*, <https://doi.org/10.1177/0743915620975407>.

Multiple works by one author

Morrison, Toni. *Beloved: A Novel*. Penguin, 1998.
 ---. *The Bluest Eye*. Knopf, 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

Bartusik-Aebischer, Dorota, editor. *Environmental Science of Heavy Metals*. Nova Science Publishers, 2020.

Multiple editors

Alamillo, Laura, et al., editors. *Voices of Resistance: Interdisciplinary Approaches to Chicana@ Children's Literature*. Rowman and Littlefield, 2018.

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

Wilson, Emily R., translator. *The Odyssey*. By Homer, W.W. Norton, 2018.

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

Homer. *The Odyssey*. Translated by Emily R. Wilson, W.W. Norton, 2018.

Entry in an Encyclopedia

Mitchell, Jon P. "Ritual." *The Routledge Encyclopedia of Social and Cultural Anthropology*, edited by Alan Barnard and Jonathan Spencer, 2nd ed., 2010, pp. 617-20.

Entry in an eBook Encyclopedia

Blashfield, Jean F. "Sloths." *The Gale Encyclopedia of Science*, edited by Katherine H. Nemej and Jacqueline L. Longe, 6th ed., vol. 7, Gale, 2021, pp. 4054-56. *Gale eBooks*, link.gale.com/apps/doc/CX8124402251/GVRL?u=cclc_sac&sid=bookmark-GVRL&xid=629efdda.

Essay in a collection

Lee, Chang-Rae. "The Faintest Echo of Our Language." *Go Home!*, edited by Rowan Hisayo Buchanan, Feminist Press, 2018, pp. 265-80.

Chapter in an edited book

Loza, Roxana and Tanya González. "A Bone to Pick: Día de los Muertos in Children's Literature." *Voices of Resistance: Interdisciplinary Approaches to Chicana@ Children's Literature*, edited by Laura Alamillo et al., Rowman and Littlefield, 2018, pp. 33-46.

eBook from a database

Deihl, Nancy. *The Hidden History of American Fashion: Rediscovering 20th-century Women Designers*. Bloomsbury Academic, 2018. *eBook Collection (EBSCOhost)*, search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1624695&site=ehost-live&scope=site.

eBook from a website

Montgomery, L. M. *Anne of Green Gables*. Pitman, 1908. *Project Gutenberg*, gutenberg.org/files/45/45-h/45-h.htm.

eBook alternate edition

O'Connor, Patricia. *Woe Is I: The Grammarphobe's Guide to Better English in Plain English*. E-book ed., Riverhead Books, 2009.

Article in a print newspaper

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

Article in a newspaper from a database

Ahumada, Rosalio. "Los Rios Colleges Start Semester Online due to COVID." *Sacramento Bee*, 12 Jan. 2022. *Sacramento Bee Collection*, infoweb.newsbank.com

Article in a newspaper from a website

Gentile, Dan. "San Francisco's Iconic Lands End Labyrinth has been Replaced." *SFGate*, 24 Jan. 2022. www.sfgate.com/places/article/SF-lands-end-labyrinth-replaced-16794120.php.

Article in a print magazine

Parker, James. "John Milton's Hell." *The Atlantic*, Jan.-Feb. 2022, pp. 74-76.

Article in a magazine from a database

Schiermeier, Quirin. "Eat Less Meat: UN Climate-Change Report Calls for Change to Human Diet." *Nature*, vol. 572, no. 7769, Aug. 2019, pp. 291-92. *EBSCOhost*, <https://doi.org/10.1038/d41586-019-02409-7>.

Article in a magazine from a website

North, Anna. "What Is School for?" *Vox*, 3 Feb. 2022, vox.com/22914503/school-closings-covid-closures-pandemic-child-care.

Article in a print journal

Hope, Jeanelle. "'I'm an Artist and I'm Sensitive About My City': Black Women Artists Confronting Resegregation in Sacramento." *American Studies*, vol. 58, no. 3, Oct. 2019, pp. 59-85.

Article in a journal from a database with a DOI

Kroshus, Emily, et al. "Stress, Self-Compassion, and Well-Being during the Transition to College." *Social Science and Medicine*, vol. 269, Jan. 2021. *CINAHL Plus*, <https://doi.org/10.1016/j.socscimed.2020.113514>.

Article in a journal from a database and without a DOI

Altaher, Bassmah B. "The Revival of *The Handmaid's Tale*: Empowering Women's Rights in the Twenty-First Century." *Journal of International Women's Studies*, vol. 21, no. 1, Feb. 2020, pp. 343-52. *ProQuest*, ezproxy.losrios.edu/login?url=https://www.proquest.com/scholarly-journals/revival-handmaids-tale-empowering-womens-rights/docview/2367742123/se-2.

Article from a specialized database (CQ Researcher)

Stub, Sara Toth. "Online Learning." *CQ Researcher*, 1 Apr. 2022, vol. 32, no. 10, pp. 1-30. ezproxy.losrios.edu/login?url=http://library.cqpress.com/cqresearcher/cqresre2022040100.

Webpage (single page on a website)

"Hand, Foot, and Mouth Disease." *Centers for Disease Control and Prevention*, 2 Feb. 2021, www.cdc.gov/hand-foot-mouth.

Website

Cosumnes River College Website. Los Rios Community College District, www.crc.losrios.edu. Accessed 18 Feb. 2022.

Documentary film DVD format

American Experience: Zoot Suit Riots. Directed by Joseph Tovares, WGBH Boston, 2014.

Feature film DVD format

Hidden Figures. Directed by Theodore Melfi, Twentieth Century Fox Home Entertainment, 2017.

Film from database

After Truth: Disinformation and the Cost of Fake News. Directed by Andrew Rossi, HBO, 2020. *Films on Demand*, fod.infobase.com/PortalPlaylists.aspx?wID=237206&xtid=206150.

YouTube video

"CRC Library Pickup Lockers" *YouTube*, uploaded by CRC Library, 8 Mar. 2021, youtu.be/PrL_SXSmplc.

TV episode from a Streaming service like Hulu or Netflix

"The Duke and I." *Bridgerton*, created by Chris van Dusen, season 1, episode 5, Shondaland / Netflix, 25 Dec. 2020. *Netflix*, www.netflix.com.

TV episode from an app

"Dance Mode." *Bluey*, created by Joe Brum, season 2, episode 3, Ludo Studio, 17 Mar. 2020. *Disney+* app.

Government document/Corporate author

"Opioid Medications?" *U.S. Food and Drug Administration*, 29 Mar. 2021. www.fda.gov/drugs/information-drug-class/opioid-medications.

Government document/House of Representatives committee report

United States, Congress, House, House Science, Space, and Technology Committee. *National Science Foundation for the Future Act*. *Congress.gov*, www.congress.gov/117/crpt/hrpt73/CRPT-117hrpt73.pdf. 117th Congress, 1st Session, House Report 117-73.

Tweet

@POTUS. "I have long said America is a nation that can be defined in a single word: Possibilities. In America, everyone should be able to go as far as their hard work and God-given talent will take them. Even to the Supreme Court of the United States of America." *Twitter*, 8 Apr. 2022, twitter.com/POTUS/status/1512576340062621706.

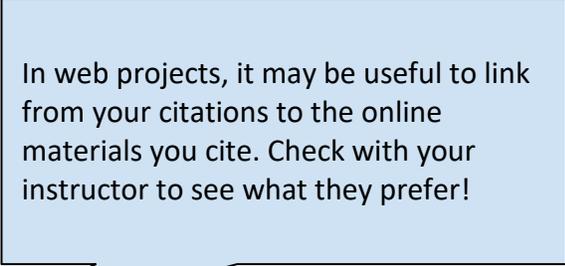
Email

Perez, Rochelle. E-mail to April Austin. 18 Mar. 2022.

Personal interview

Bush, Edward. Interview. Conducted by Emily Bond, 18 Feb. 2022.

Cox, Ryan. Telephone interview with the author. 22 Feb. 2022.



In web projects, it may be useful to link from your citations to the online materials you cite. Check with your instructor to see what they prefer!

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 Michele Tracy Berger. *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.

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.

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.

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.

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.

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.

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 parentheses *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, 9th Edition.** Copies available for check out at the CRC Library (Call # LB2369 .M52 2021).
- **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.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html). This online writing lab provides detailed instructions for writing a research paper and formatting it according to MLA style.

Works Cited in this Guide

MLA Handbook. 9th ed., Modern Language Association of America, 2021.

“Works Cited: A Quick Guide.” *MLA Style Center*, Modern Language Association of America, 2022, style.mla.org/works-cited/works-cited-a-quick-guide/.

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.

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

Guidroz, Kathleen, and Michele Tracy Berger. *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.

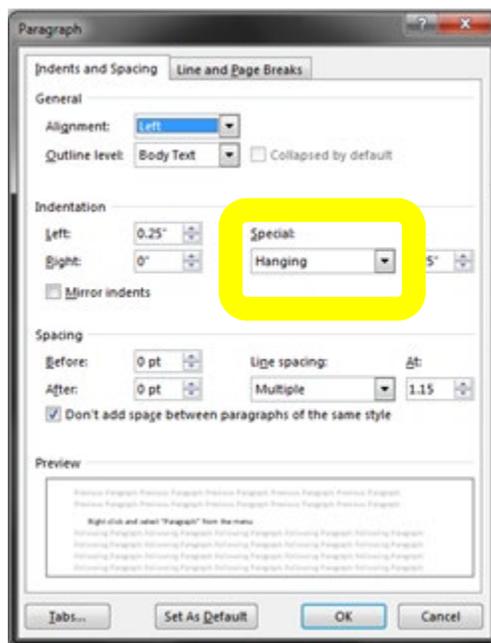
"Jobs & the Economy: Putting America Back To Work." *The White House*, www.whitehouse.gov/economy. Accessed 17 July 2016.

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

