

Make a separate Word document file for your List of Works Consulted and set a specialized format for the file:

- Use Times New Romans 12 for the entire page, including the header and the title.
- Set the file to double-space.
- Use the header to put your name and number in the top right corner of each page.
- At the top of the first page center the words: List of Works Consulted. Hit “enter.”
- Set your margins at one-inch all around and then set a hanging indent at one-half inch.
- Do not underline or number or bold anything on the “List of Works Consulted” pages.
- Follow the directions meticulously—every word, space, italics, and punctuation mark is important.
- And don’t forget—every single bibliographic entry ends with a period!

IMPORTANT NOTE: As you write your entries, separate them into categories:

- Gather all the books together and put them in alphabetical order under a centered subheading Books.
- Gather all the magazines together and put them in alphabetical order under a centered subheading Magazines.
- Gather all the interviews together and put them in alphabetical order under a centered subheading Interviews.
- And so on.
- When you alphabetize, ignore “A, “An, or “The” if it is the first word of the entry.

The examples on the following pages show the information you need to include and the format and punctuation you should follow for several different kinds of entries, based on the *MLA Handbook* (7th edition).

If you use a different kind of resource, ask for help. The *MLA Handbook* gives directions for all different kinds of resources!

The very last pages show what a finished “List of Works Consulted” might look like.