
Hints for Using MLA Citation Style

1. Make the web work for you. Using a web browser such as Netscape or Microsoft Explorer, go to Nueva Library Research web page at <http://NuevaSchool.org/~debbie/library/research/research.html>
 2. Choose the type of source you are citing and fill in the blanks with the appropriate information. Then click on *Submit to View Your Citation* button.
 3. Keep your web browser open but also open MicroSoft Word. You can ALT TAB switch between the two applications. If you use a different word processing program, these commands will not work; however, the same formatting features are probably available (underline, hanging indent, etc.)
 4. In your web browser, once your citation has appeared on the screen, copy it. To do this, move your mouse pointer to the beginning of the citation. Click and hold down the left mouse button and drag your mouse over the entire citation. Once your mouse pointer reaches the end of the citation, let go of the left mouse button. The entire citation should appear in blue.
 5. From the Edit drop down box, click on Copy. Or use the keys CTRL then C to copy the selection.
 6. ALT TAB to your MicroSoft Word document. From the Edit drop down box, click on Paste. Or use the keys CTRL then V to paste the selection.
 7. You must underline or italicize the title of the book, the journal, the magazine, the newspaper, etc.. Mark the selection with your mouse as you did in #4. Then click on the **B** or the **I** selections from your formatting bar at the top of your screen.
 8. You must also create a hanging indent. To do this, select the entire citation. Click on the Format drop down box. Select Paragraph. From the Indents and Spacing section of the Paragraph box, select the Special drop down box. Then select hanging. Click OK. Now your citation will be reformatted with a hanging indent.
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EXAMPLES:

1. This is just a cut and paste from the Nueva web page.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 4th ed. New York: Modern Language Association, 1995.

2. This is a cut and paste from the Nueva web page with the title underlined.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 4th ed. New York: Modern Language Association, 1995.

3. This is a cut and paste from the Nueva web page with the title underlined and with a hanging indent created.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 4th ed. New York: Modern Language Association, 1995.