Accessing the MLA 8th Edition Citation Guide

- Access the UNM-Los Alamos Library website at losalamos.unm.edu/library
- Click on “Services” from the menu on the left.
- Click on “Information Literacy Program.”
- Click on “General Information and Handouts.”
- Click on “MLA 8th Edition Citation Style Guide.”
- Print out a copy if desired, so that you can easily refer to it each time you need to cite a resource.

Downloading Citations from Online Databases

You may download citations from most of the online databases available at UNM-Los Alamos. However, you must double check their accuracy using the MLA Style Guide referenced above.

- A citation icon or link will be available on the open page of a specific article in the database.
  - Find and click on the icon/link.
  - In the resulting window, select “MLA” as the citation style.
    - The citation showing will be for the resource you are citing.
  - Highlight the entire citation.
- Copy and paste the citation into a Microsoft Word document that you will be setting up as your “Works Cited” or “Bibliography” page.
  - You will probably need to reformat the citation to appear as a “hanging-indent” paragraph.
    - Follow the steps below to reformat the citation.
  - Double check the accuracy of the information in the citation (including capitalization, punctuation, etc.) against the citation pattern showing in the MLA Citation Style Guide for the type of resource you are citing (i.e. book, e-book, journal article, online journal article, etc.).
Hanging Indent Formatting in Microsoft Word

Follow the steps below to make a citation appear in “hanging-indent” format in Microsoft Word.

- Place the cursor at the beginning of the citation.
- Make sure that the “HOME” tab in Word is selected at the top of the screen.
- In the toolbar, find the “Paragraph” area.
- Click on the small square box containing the arrow pointing down.
- On the resulting screen, find where it says “Indentation.”
- Under “Special:” select “Hanging.”
- Click “OK.”
- The citation should now be in hanging-indent format.

If you are going to be having more than one citation on the page, once you have established the format for the first citation on the page, each additional citation should automatically format correctly. For any citations that do not automatically format correctly, repeat the steps above.

Caution: **DO NOT** try to create hanging-indent format by tabbing individual lines of text to the right. Everytime you add or insert a new citation, you will end up having to reformat everything else already on the page.