Essays – MLA format

1. This is the #1 statement I hear from students: “I don’t need to source, I changed it into my own words.” (Unknown)
	1. You are WRONG!

This is call PARAPHRASING – express[ing] the meaning of (the writer or speaker or something written or spoken) using different words, especially to achieve greater clarity. (Collins English Dictionary)

Notice that I paraphrased my definition from this: : “A restatement of the text or passage giving the meaning in another form, as for clearness; rewording.” (Collins English Dictionary)

Notice that I have cited this source twice.

HOW?

Step 1: Either paraphrase or quote the text. Remember to begin and end with quotation marks if you are quoting.

Step 2: At the end of your quote, click the references button at the top of Microsoft word. Look for a drop down menu and make sure it is set to MLA, not APA or any other format for citation. 

Step 3: In the middle of the menu, just under the references tab, you will see a button that says “Insert Citation”, click it. Then select the format of the work you are sourcing: Book, Website, Journal Article, or Article in a Periodical (magazine). These will be the most commonly used sources.

Step 4: Fill in all fields. (Or as many as possible) NOTE: You may make mistakes here. Check with your teacher if you are unsure, or can’t find the information you need for all the fields.

Field: A blank area in a form that requires input of information.

Step 5: You are done, and can even use this to create your works cited. There is a button for that too. It may be set to Bibliography… you will need to change it to Works Cited.

