



ELA Virtual Learning

Composition and Reading 2: Annotated Bibliography (4 of 4)

May 12, 2020



Composition and Reading II

Lesson: May 12, 2020

Objective/Learning Target:

Students will understand and apply MLA formatting rules to an annotated bibliography.

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Answer the following questions in your notebook.

Starting Question(s):

1. In your opinion, is formatting necessary?
2. Is a well organized page more likely to persuade a reader of your argument?
3. Should formatting matter as long as the right information is conveyed?



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Learn:

Hopefully you are getting close to wrapping up your annotated bibliography (which is due today). After you have completed all of your annotations, we need to make sure that the entire bibliography is in the proper format. For this assignment, we will be using MLA format. Let's walk through the process step-by-step.



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Learn:

To start, organize all of your annotations alphabetically by the author's last name. This means that you may have to do some cutting and pasting within the document in order to reorganize and get the document into the proper format.



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Learn:

Secondly, we will need to double-space the document if it isn't already. To do this, highlight all of the text within the document, then in the top toolbar go to Format-->Line Spacing-->then click on "Double". This will add a blank line between each line of text in the document.



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Learn:

Lastly, we need to do what is called a “hanging indent” for each citation that we have made. **This only applies to the MLA citation, not to the annotation below the citation.** To do this, highlight the citation, then in the same toolbar that you used to change the line spacing, click on Format-->Align & Indent-->then click on the option at the very bottom that says “Indentation Options.” This should open up a special window within the document that allows you to change the size of indents. At the bottom, below where it says “Special Indent,” there is a drop down box. In this drop down box, click “Hanging”. Then you’re done for that citation! **Please ensure that you do this for all of your citations!**

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Practice:

Make sure you complete the formatting process for all of your citations! [Here is an example](#) for reference (see section 3a).

1. Alphabetical order
2. Double-spaced
3. Hanging Indent



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Wrap-Up:

To answer the question from your warm-up, yes, a well formatted paper makes a reader more receptive to your information. If a reader finds the format easy to read, then they are more likely to focus on the ideas that you are presenting. Formatting may seem a bit stuffy at times, but it exists for a reason.