**LITERATURE MATRIX**

1. Open a blank **Word Document**. Click the **Insert** tab at the top of the page choose **Insert Table**. Make your table **2 rows by 8 columns**.
2. Label the Columns as follows:

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| MLA Citation for Source | In-text Citation |  |  |  |  |  |
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1. Highlight the first three columns and right click. Select **Text Direction**. Choose the **left aligned orientation.**

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1. Fill in the rest of the title row with your headings. If you’re not sure of the subjects of your headings yet, it’s okay. You can always create more columns by right clicking in a column and choosing insert column to the right or left.

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| **MLA Citation for Source** | **In Text Citation** | **Heading 1** | **Heading 2** | **Heading 3** | **Heading 4** | **Heading 5** |
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1. As you encounter sources in your research, add information to your literature matrix. For each entry, fill in the appropriate source information:
* In the first column, fill in the source information in correct MLA format. (This pays off later when you can cut and paste for your Works Cited.)
* In the second column, fill in the correct information for in-text citations. ex. (Brown 3) or (Dove 1-2).
* Add headings as patterns emerge. You should change the order of the columns as your topic develops so that the first column is the beginning of your essay and the last column is the end.
* At first, list headings relevant to just your first source (whatever that may be). As your research becomes more robust, change the headings so that they are relevant to patterns that are emerging across sources.
1. All entries should be direct quotes, paraphrases, or summaries. You may choose to identify each with a (Q), (P), or (S) prior to the entry.