

Page Set-up for Works Cited

1. Open Microsoft Word.
2. Click on “Format” at the top of the screen on the taskbar.
3. Click on “Paragraph.”
4. Set “Special” indentation to “Hanging.”
5. Set “Line spacing” to “Single.”
6. Set “Alignment” to “Left.”
7. Be sure to center the title (Works Cited). Press “Enter” 2 times.
8. Begin typing the first entry, letting your text “wrap” to the next line if you need more than one line.
9. When you have completed typing an entry, press “Enter” 2 times to double space between entries in your Works Cited.
10. Continue typing until you have used all your source cards.

NOTE: Be sure you use the font type and size your teacher requires.

Works Cited (Sample)

- Bradt, Henry. "Animal." World Book Encyclopedia. 2000 ed.
- Cochran, Carrie. Telephone interview. 20 January 2004.
- Feldman, David. Who Put the Butter in Butterfly? New York: Harper & Row, Inc., 1990.
- Hood, Jeff. "Ex-Olympian directs divers." Atlanta Journal-Constitution 9 February 2005: D6+.
- Pozo, Cal. "Basic swing elements." Swing! DVD. Newark, NJ: PPI Entertainment, 1999.
- Row, Sue. Career Information Center: Health. Vol. 7. Chicago: Glencoe, 1987.
- Streisand, Betsy. "Radio Shock Waves." U.S. News & World Report 14 February 2005: 50-51.
- Uhler, John William. Joshua Tree National Park. 1997-2005. 9 February 2005. <<http://www.joshua.tree.national-park.com>>.
- Walsh, Mary. "Spider with a Soul." Human Events. 13 May 2002: 16. eLibrary. 1 Nov. 2004. <<http://www.elibrary.com/education>>.