Standards: 3, 11

Task: **Works Cited Page**

The last page of your research paper is called the *WORKS CITED* page. You may know it as the bibliography or list of sources you used in your paper. On this page you will record in alphabetical order all the sources cited in your paper. "Cited" means you quoted or got information that you paraphrased (*put in your own words*) in the text of your paper. If you did not use a work in your paper, it should not be listed on this page.

Follow these guidelines when writing your WORKS CITED page:

DETAILS, DETAILS!! Little things like period where required, alphabetization, correct capitalization, parentheses, underlining or italics, format of dates, etc. are very important in such citation work. It is not enough just to make it look neat and pretty; it has to follow the formats with careful detail.

To set up the Works Cited page:

- Start with new, clean file.
- Set line spacing to **double spacing**.
- Type the title (**Works Cited** for MLA format) and **center** it. Press **"Enter ↵" once**.
- Set the remaining line to have a **Hanging Indent of ½ inch**:
  - On the **Format** menu, click on **Paragraph;**
  - On "**Indentation**" "**Special**" section, choose **"Hanging"** from the drop box.
  - Make sure the "**By**" box has 0.5" in it. Click "**OK.**"
- This should allow you simply to type the entries and let the computer program handle putting each new entry at the margin, with run-over lines indented.
- Type your first entry, Last Name first, with all the elements needed for the entry. **Remember to end with a period!**
- To type in URLs, it is best to **turn off the automatic hyperlink generator**:
  - On the **Tools** menu, select **AutoCorrect Options;**
  - On the **AutoFormat** tab (also **AutoFormat As You Type** tab), under **Replace**, uncheck the ☐**Internet and network paths with hyperlinks** box.
  - You should now be able to type or paste in a URL without getting the blue-underlined active hyperlink. You should also be able to type in the angle brackets required by MLA form without them being swallowed into the auto-hyperlink.
  - Note: You can also leave the active hyperlink feature on, type in your hyperlink using angle brackets: <http://www.csbsju.edu>, press the space bar to turn it into an active hyperlink, and immediately press **Ctrl-z** to undo this auto-formatting.
- **Hint:** Type in a generic entry such as **Lastname, Firstname. Title of Book.Place: Publisher: Date.** (for MLA). or **Lastname, Initial. *Title of book*.Place: Publisher.** and then save this file with a generic title like: **MLA Works Cited page.doc** Then you can merge or paste it into any paper you write.
- You can type out all your entries in any order, **select or highlight** all the entries with the mouse, and then go to the **Table** menu, **Sort** to alphabetize the whole list.