Works Cited


Accessed 22 March 2013.


FORMAT TIPS

- Works Cited is always on a separate page.
- Include the website URL to be optional, if submitting electronically keep the hyperlink, otherwise remove it, but check with your teacher first.
- The title Works Cited should be the same size font as the list. Do not underline it or type it in bold.
- Double-space consistently, check page setup for spacing before and after paragraph, set it to zero.
- Put the list in alphabetical order according to the author’s last name.
- If there is no author, alphabetize by the title, using the first word that is not “a”, “an” or “the”.
- If there are two authors, the first author’s name is inverted, but the second author’s name is not. i.e. Smith, James and Susan Hall
- If there are more than two authors, use the first name only, then “et al.”
- If a citation is longer than one line, indent every line after the first line of an entry by 5 spaces. Use the “Hanging indent” function. Highlight your entire list. Then under Paragraph, select Line Spacing, then Line Spacing Options. Under Special, select Hanging, and then click OK.
- Italicize the title of each source. Put quotation marks around the title of an article or section contained within a larger work i.e. an encyclopedia article “Greece.” *World Book Encyclopedia*.
- End authors, “article title”, and web address with a period. Leave out http://: A comma follows all other entries.