Quick Works Cited Guide: Using Microsoft Word 2010

Format Your Works Cited Page

1. Click: Home, Times New Roman, 12
2. Click: Page Layout, Margins, 1” on all sides
3. Click: Home, Click: Paragraph, Under Special: Hanging, Under Line Spacing: Double, check box called, “Don’t add space between paragraphs of the same style”
4. UNDERLINE AND BOLD ARE NOT USED ANYWHERE IN THE DOCUMENT!

Rules for Your Works Cited Page

1. List your sources in alphabetical order.
2. Put ONE Space after all (.) periods, (:) colons, and (,) commas.
3. Include page number in header on Works Cited page.
4. Medium: Choose one for each citation (Print, Web, CD, Film, DVD)

*Italicize:* The names of books, plays, poems published as books, pamphlets, periodicals, websites online, databases films, television and radio shows, and individual episodes of television or radio program.

*Use “quotation marks” for:* Titles of articles, essays, stories, and poems published in larger works, chapters of books, pages in websites.

Works Cited [example]


*PETA* *People for the Ethical Treatment of Animals*. PETA. 2009. Web. 8 Jan 2011.


**BOOK SOURCE**

Last Name, First Name. *Title*. Place of Publication: Publisher, Copyright Date.

Medium.

*Example:*


*In-text example:* (Haugen 10). or (Haugen 10-15).

**FREE WEB SOURCE**

Last Name, First Name. *Title of Site*. Publisher/Sponsor of Site. Date of Publication.

Medium. Date Accessed (day mo. year). < Optional URL >.

*Example:*


*In-text example:* (*PETA*).

**ONLINE DATABASE**

Last Name, First Name. "Title of Article." *Name of Source* Publication Date(day mo. Year). *Name of Database*. Medium. Date Accessed (day mo. year).

*Example:*


*In-text example:* (Stephens).