

# 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.

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## Works Cited [example]

Haugen, David M. *Education*. Detroit: Greenhaven Press, 2009. Print.

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

Stephens, Wendy. "Evidence of Student Voices: Finding Meaning in Intellectual Freedom."

*Newsweek* 3 Mar. 2010. *eLibrary*. Web. 08 Jan. 2011.

### BOOK SOURCE

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

Medium.

***Example:***

Haugen, David M. *Education*. Detroit: Greenhaven Press, 2009. Print.

***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:***

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

***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:***

Stephens, Wendy. "Evidence of Student Voices: Finding Meaning in Intellectual

Freedom." *Newsweek* 3 March 2010. *eLibrary*. Web. 8 Jan. 2011.

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