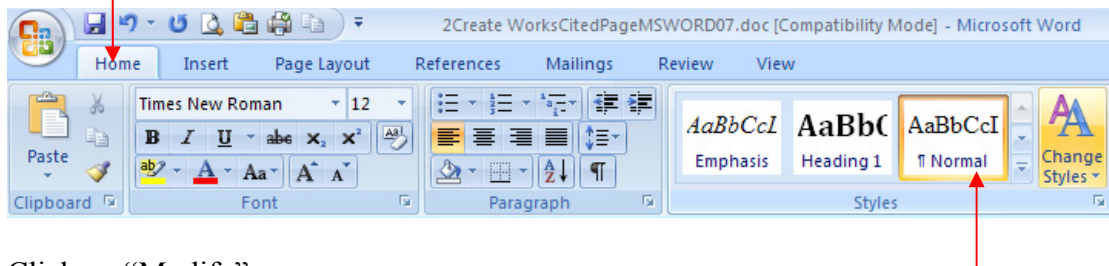
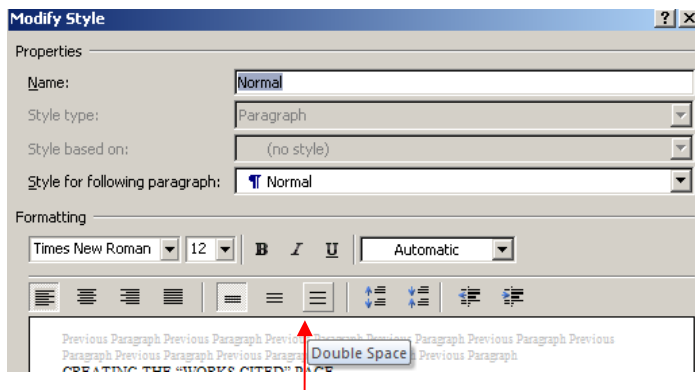


CREATING THE “Works Cited” PAGE in Microsoft Word 2007

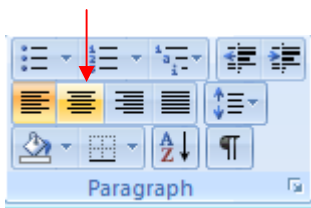
1. Your citations should be at the end of your paper. In order to make a new page for your citations:
Hold down the “Ctrl” key, and hit “enter”
2. Citations should be double-spaced. If you haven’t done this already in your document:
 - a. Go to the “Home” tab (top left of your screen)
 - b. In the “Styles” box, **right-click** on “Normal”



- c. Click on “Modify”
- d. Under “Formatting,” click on the icon for double space

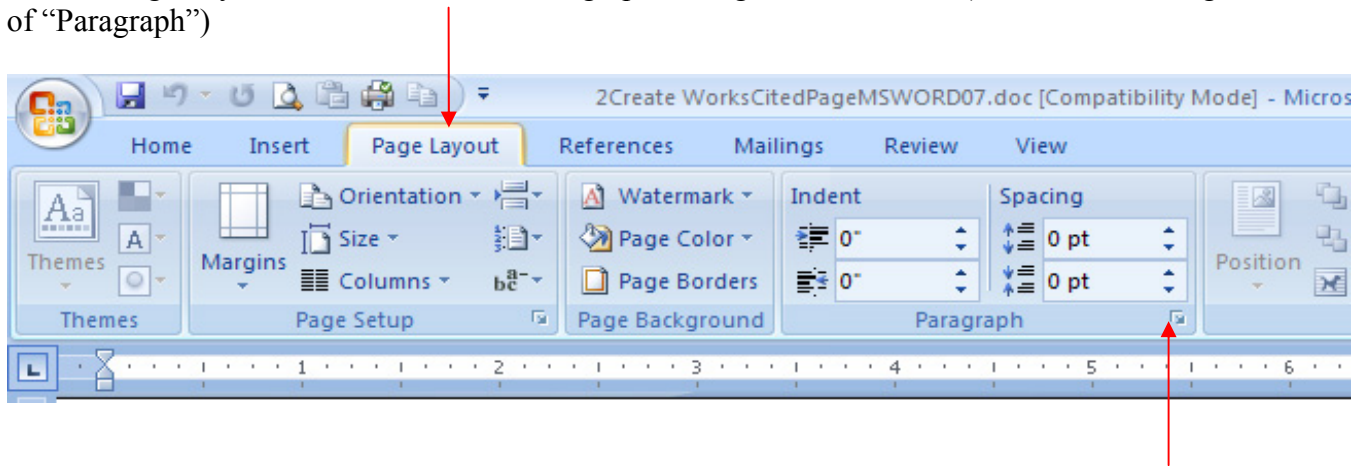


- e. Click “O.K.”
3. Next, you will need to type the title of the page.
 - a. In the “Home” tab go to “Paragraph.” Choose the “center” icon

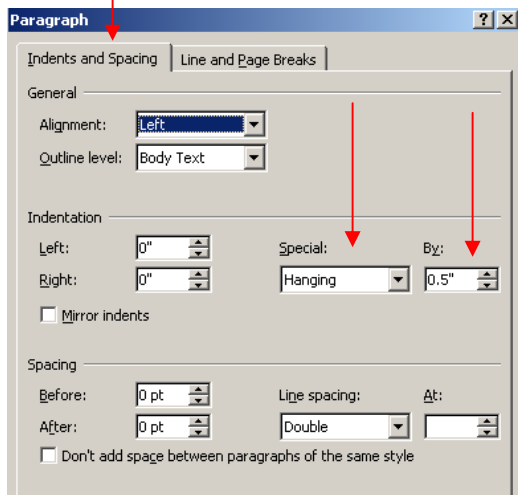


- b. Type the words: Works Cited
- c. Hit “enter”
- d. Choose the “Align Left” icon (located to the left of the “Center” icon)

4. References are typed using a “hanging indent.” This means that the first line of each citation will begin at the left margin, but subsequent lines for that citation will automatically be indented (see the following page for an illustration). The easiest way to create this is to:
 - a. Type all of your citations (remember to alphabetize). If your citation is longer than one line, do not hit the enter key to go to the next line – let the text “wrap” automatically.
 - b. Block all of the citations (Go to the bottom of your citations list. Hold down the “shift” key and use the “up arrow” until all of your citations are highlighted.)
 - c. On the “Page Layout” tab, click on the “Paragraph Dialog Box Launcher” (the arrow to the right of “Paragraph”)



- d. Click the “Indents and Spacing” tab



- e. In the “Special” list under “Indentation,” click on the down arrow and choose “Hanging”
- f. In the “By” box, click on “.5” (this may already be the default)
- g. Hit “O.K.”

DON'T FORGET: CITATIONS MUST BE ALPHABETIZED.

(See the following page for an example of what the Works Cited page should look like)

Works Cited

- Blanco, Richard L., ed. The American Revolution. 2 vols. Hamden, NJ: Garland, 1999.
- Hallin, Daniel C. "Sound Bite News." Journal of Communication 42.2 (2000): 5-24.
- Hoar, William P. "Benign Discrimination?" New American 19.9 (2004): 42-44.
InfoTrac Expanded Academic ASAP. Gale Group. Montgomery College, Takoma Park Campus Library. 23 Oct. 2005 <www.galegroup.com>.
- Krisberg, Barry, and James F. Austin. Reinventing Juvenile Justice. Newbury Park, CA: Sage, 1993.
- Lavelle, Marianne. "Behind the Teen Birth Decline." U.S. News & World Report 8 Nov. 1999: 22.
- Palfrey, Andres. "Choice of Mates in Identical Twins." Modern Psychology 4.1 (2003): 26-40. 4 Jan. 2003 <[http://www.liasu.edu/modpsy/palfrey4\(1\).html](http://www.liasu.edu/modpsy/palfrey4(1).html)>.
- Smith, Mick. "To Speak of Trees: Social Constructivism." Environmental Ethics 21 (1999): 359-360.
- "Staying True to the Resistance." Horizons 17.1 (2005): 48. InfoTrac Expanded Academic ASAP. Gale Group. Montgomery College, Takoma Park Library. 23 Oct. 2005 <www.galegroup.com>.