Formatting Your Works Cited Page

1. Open a new Word document.
2. On the tool bar, click on the centering button.
3. Give your page a title (Works Cited or Works Consulted) and press the Enter key twice.
4. On the tool bar, click on the align left button.
5. On the menu bar, click on Format and choose Paragraph.
6. Under Special choose “Hanging” and for Line Spacing, choose “Double.”
7. Type your citations in alphabetical order, beginning with the author’s last name (or the first citation detail you have).