

Formatting Tips for Using Word to Create the Works Cited

1. To copy and paste the citation from a library webpage resource (Encyclopedia Britannica, Gale Database, ImageQuest, etc.) be sure to use a newer browser, like Chrome. When you paste, you may want to select Merge Format. Make sure the italics show up.
2. Treat each citation like a new paragraph by using Enter between citations.
3. Make the text all the same size and font by highlighting all the citations (and ONLY the citations, not the words Works Cited.) **KEEP THIS AREA HIGHLIGHTED.**
4. Set the font to match your paper (either Times New Roman or Arial) and the size to 12 pt.
5. Under Paragraph options, set the spacing to 2.0 to double space. (Spacing is the up/down arrows.)
6. Under Paragraph options, select the tiny arrow on the lower right to open the paragraph window and get more options. Under Spacing, select “Don’t add space between paragraphs of the same style.”
7. Still in the Paragraph window, look at Indentation. Under Special, select Hanging. Set by to 0.5”. Click OK at the bottom of this window.
8. In the paragraph area under the Home tab, select the AZ. (Assort text by paragraph ascending is the default.) Click OK. The highlighted text you selected in step 3 will sort.
9. Check your work to make sure it is in ABC order. If any citations start with quotation marks, temporarily remove the first marks, do step 9 again to make sure it gets alphabetized, and then put the quotation marks back on.
10. The words Works Cited should be at the top of the page and centered.

Tip: Insert a Page Break to keep your Works Cited on a new page. This will save you from having to change the spacing if you add or delete lines in your paper above the citation. To insert a Page Break, put your curser at the top of your Works Cited page. Go to Insert, select Page Break.

Sample Works Cited

Battle of Williamsburg on the Peninsula between York and James Rivers, 6th May 1862 . Fine

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go.galegroup.com/ps/i.do?p=GVRL&sw=w&u=sale67078&v=2.1&it=r&id=GALE%7C CX3048900197&asid=d243cca04204b865598320bfba32a78b. Accessed 3 Apr. 2017.

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2011. school.eb.com/levels/middle/article/Jamestown/275133. Accessed 3 Apr. 2017.

Kopper, Philip. "Jamestown Colony Shipwrecks." *American Heritage*, Fall 2008, p. 64+. Student Edition,

go.galegroup.com/ps/i.do?p=STOM&sw=w&u=sale67078&v=2.1&it=r&id=GALE%7C A193840788&asid=8e01f574560737794b8f346b605528ce. Accessed 3 Apr. 2017.

"MLA Style – How to Document Information." *Westfield State College Ely Library*. Nov. 2009.

<http://lib.westfield.ma.edu/mlastyle.htm>. Accessed 11 Jan. 2013.

Rebman, Renee. *Life on Ellis Island*. San Diego: Lucent Books, 2000.