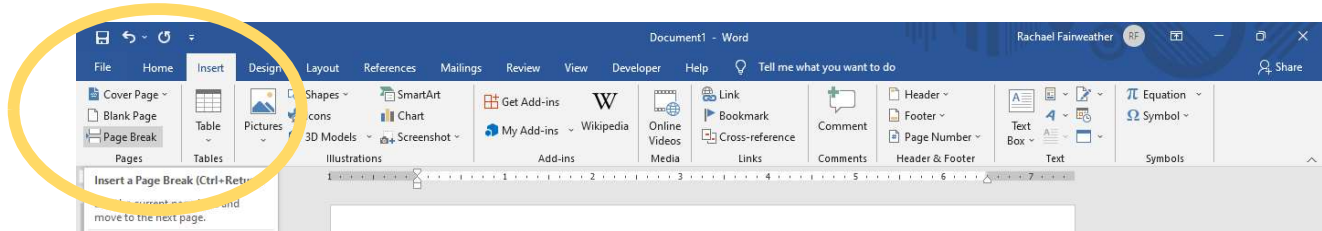# SETTING UP A WORKS CITED PAGE IN MS WORD

STEP 1:

After the last line of the final paragraph of your essay, INSERT a PAGE BREAK. Do not change your margins or double-spacing.
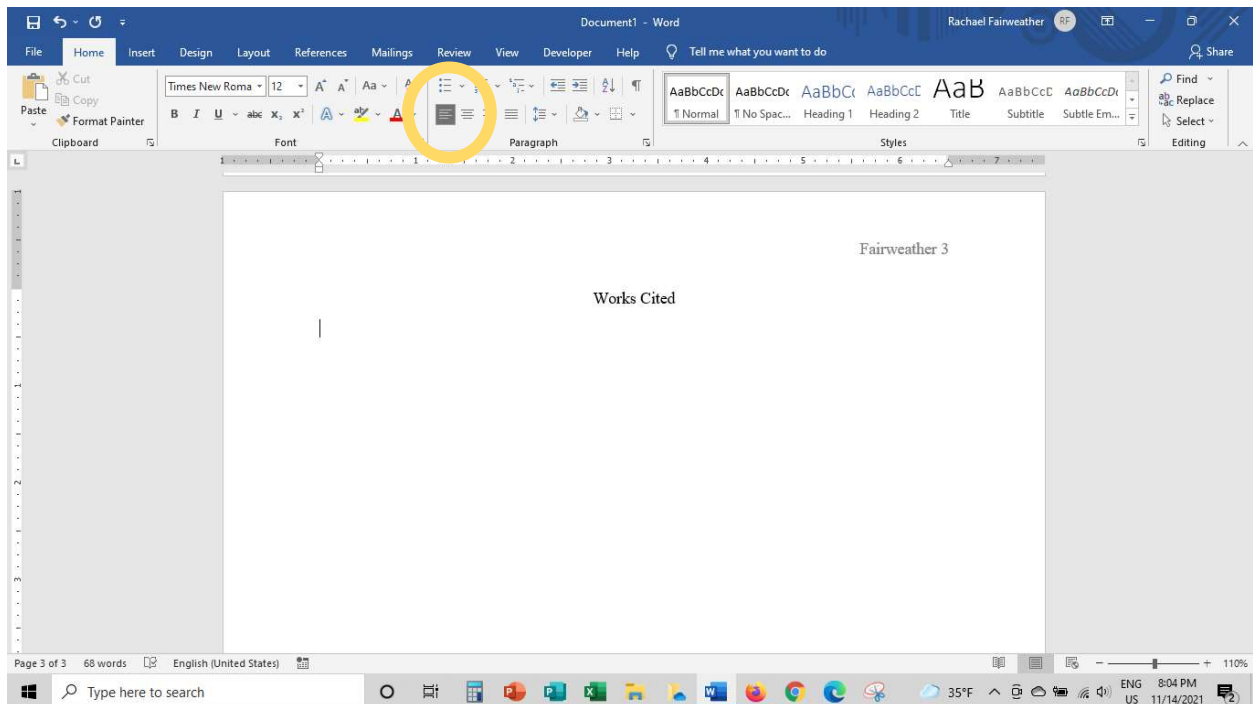

Your Works Cited page begins on the next page immediately after your essay. So, if your essay ends on page 2, your Works Cited page will begin on page 3.

STEP 2:

Begin by CENTERING THE TITLE on the 1st line: "Works Cited" (or "Work Cited" if you are only using one source.)

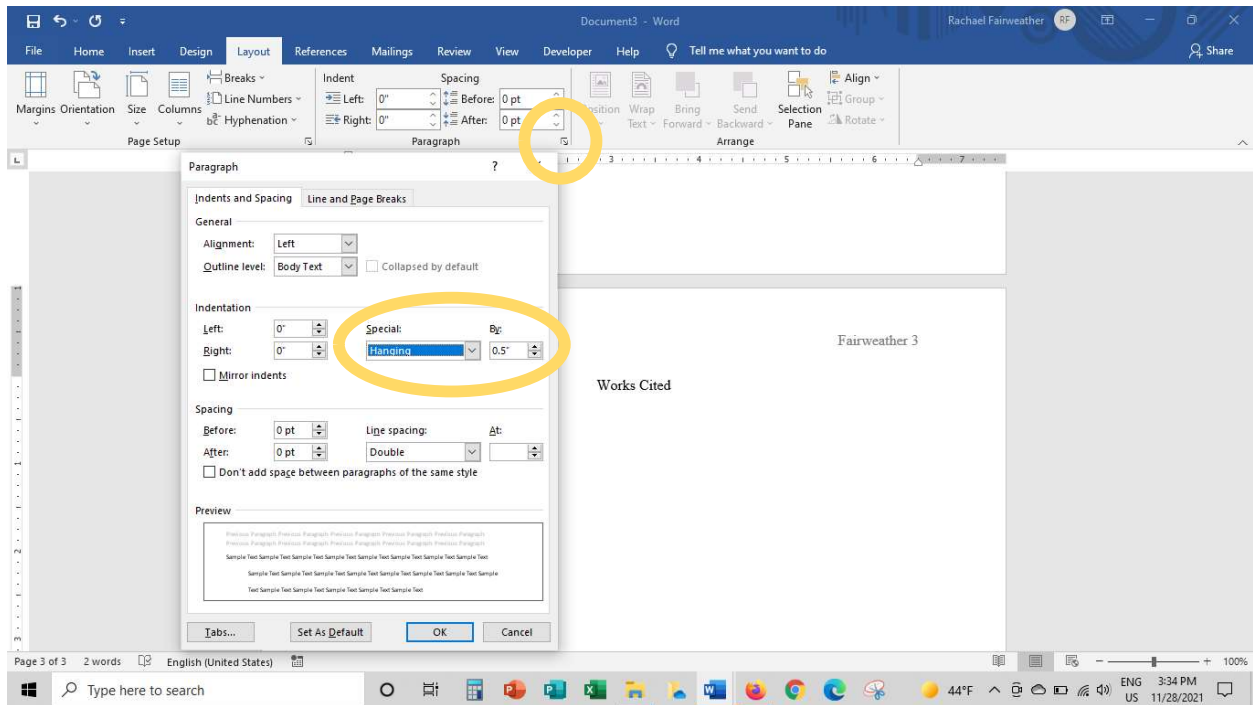Press enter 1 time to move to the 2nd line of the page.

Return the alignment to the right.

STEP 3:

On the LAYOUT tab, open the PARAGRAPH settings.

In the SPECIAL menu, set a HANGING INDENT at 0.5 inch.

STEP 4:

Add your entries. Each source should start on a new line aligned to the right. Sources should be listed in alphabetical order according to the first word in the entry (usually the author's last name). Do not add extra space after the "Works Cited" title or between entries. The automatic double-spacing is all you need.