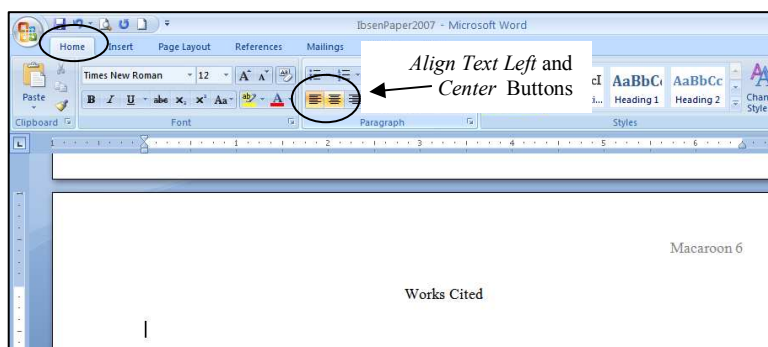
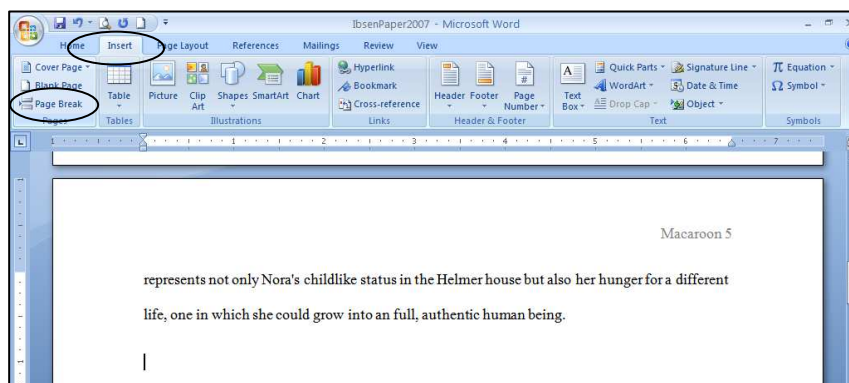


## Creating a Works Cited Page in Microsoft Word 2007

**Adding a Page.** To start your works cited on a new page, click after the last sentence in your paper. Click the *Insert* tab, and click *Page Break*.



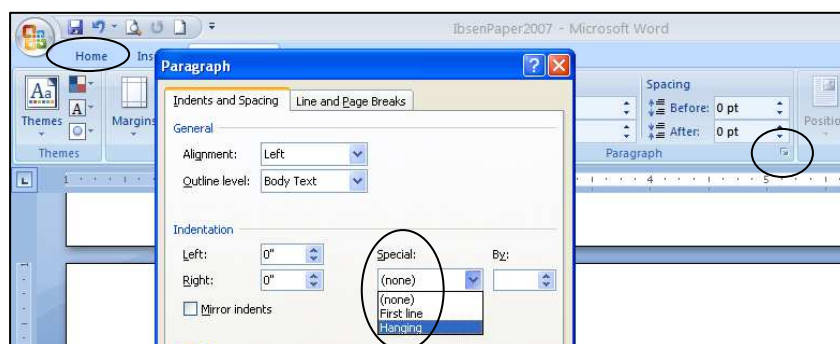
**Typing the Title.** Click the *Home* tab. Click the *Center* button in the *Paragraph* group.

Type the title “Works Cited” without quotation marks in the same font and size as the rest of your paper. Do not underline or boldface. Hit the *Enter* key.

Click the *Align Text Left* button in the *Paragraph* group.

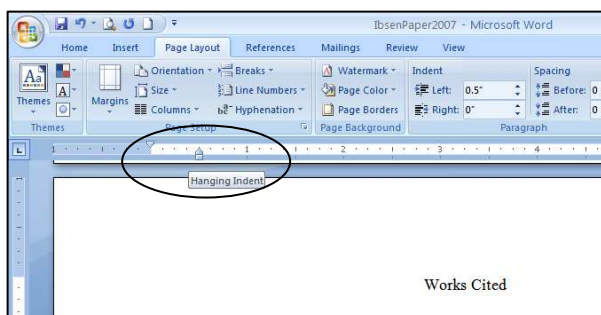
**Setting a Hanging Indent.** The first line of the entry for each source starts on the left margin, but all lines after the first are indented ½ inch. There are two ways to set a hanging indent:

1. Click the *Home* tab. Click the lower right corner of the *Paragraph* group. Set *Special* to *Hanging*, and click *OK*,



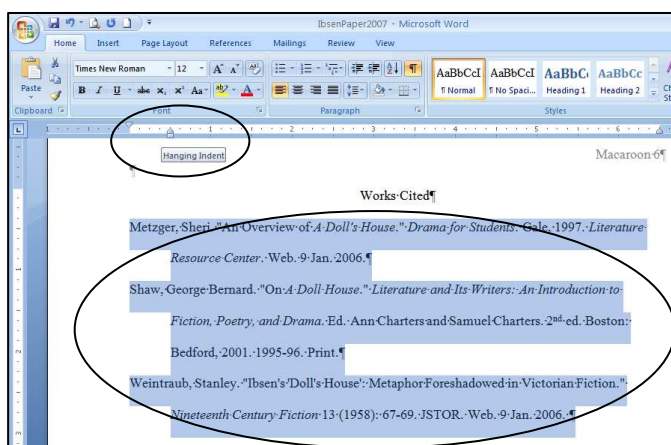
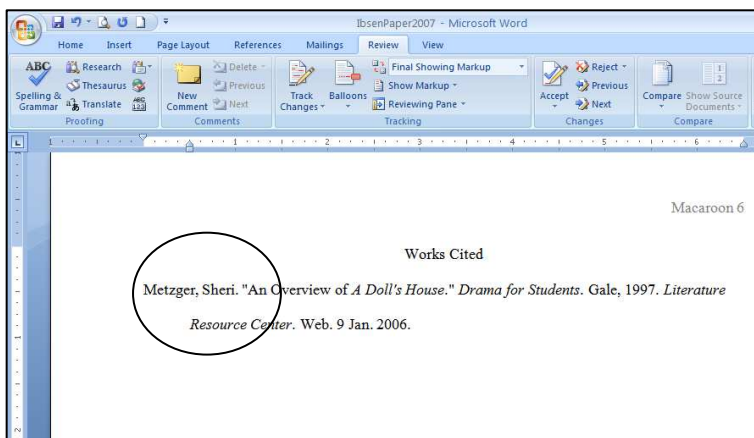
**OR**

- 2.



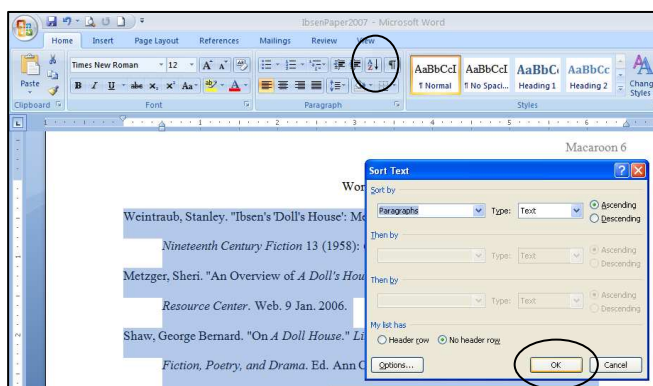
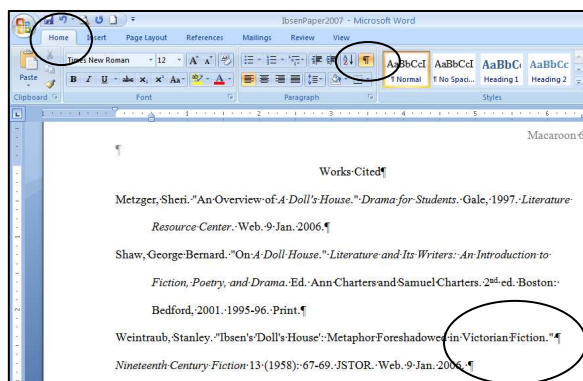
3. Using the mouse, move the pointer to the left margin on the ruler at the top of the screen. Place the tip of the pointer on the lower triangle-shaped indent marker. (The words *Hanging Indent* will appear when the cursor is in the right position.) Drag the lower marker ½ inch to the right. (If you do not see the ruler, click *View*, and click the ruler box.)

**Typing Entries.** Type the entry for your first source. (The Writing Center's *Term Paper Handbook for MLA Format* can help you determine what information is required for various types of sources.) When you get to the end of a line, do **not** hit the *Enter* key. Continue typing and the text will wrap around to the next line, which will be automatically indented. Hit the *Enter* key one time at the end of each entry.



**Setting a Hanging Indent after Typing Entries.** If you have already typed the entries without a hanging indent, drag the mouse over the entries to select them, and follow the directions for “Setting a Hanging Indent” on the other side of this sheet.

If lines that should be indented are not, click the *Show/Hide* button (¶) in the *Paragraph* group on the *Home* tab. Delete the paragraph symbols (¶) at the ends of the lines, keeping one at the end of each entry.



**Sorting Entries Alphabetically.** To automatically sort the entries alphabetically, select all entries in the works cited list, click the *Sort* button in the paragraph group, and then click *OK*.

When the first word in an entry is *a*, *an*, or *the*, the second word is used to alphabetize the entry. If you use the *Sort* feature, you will have to put such entries in order using *Cut* and *Paste*.