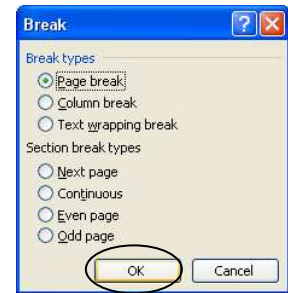
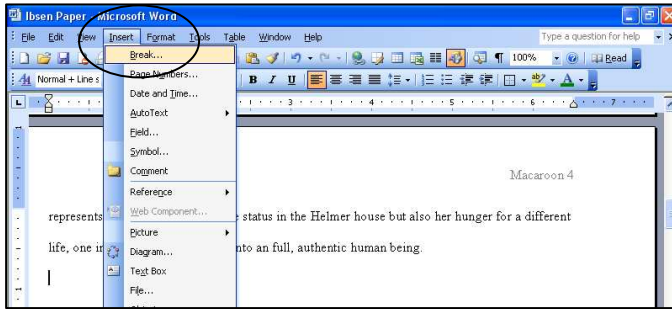


Creating a Works Cited Page in Microsoft Word 2003 (or Earlier Version)

Adding a Page. To add a works cited page to your paper, go to the end of the paper. Place the cursor below the last sentence. Pull down the *Insert* menu, and click *Break*. Then click *OK*.



Typing the Title. Click the *Center* button on the Formatting toolbar.

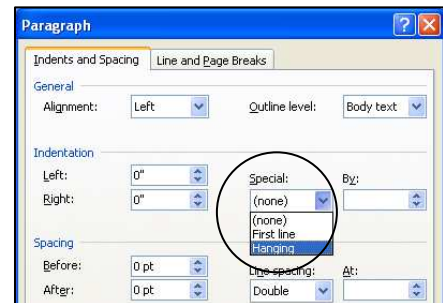
Type the title Works Cited in the same font and size as the rest of your paper. Do not underline or boldface the title. Hit the *Enter* key.



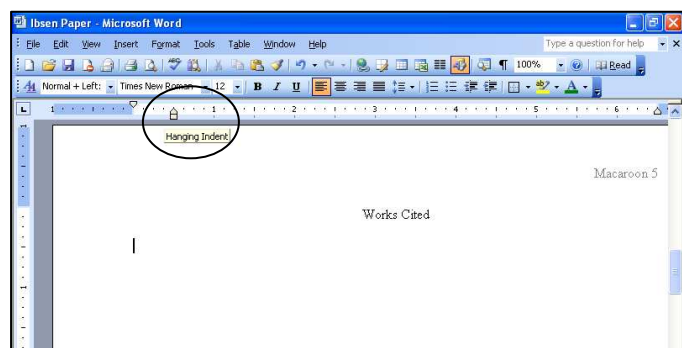
Then, click the *Align Left* button on the Formatting toolbar.

Setting a Hanging Indent. Each of the sources for your paper will have an entry in the works cited list. Each entry should start on the left margin, but all lines after the first should be indented $\frac{1}{2}$ inch. This is called a hanging indent, and there are two ways to set one:

1. Pull down the *Format* menu and click *Paragraph*. On the *Indents and Spacing* tab, set *Special* to *Hanging*, and click *OK*, or

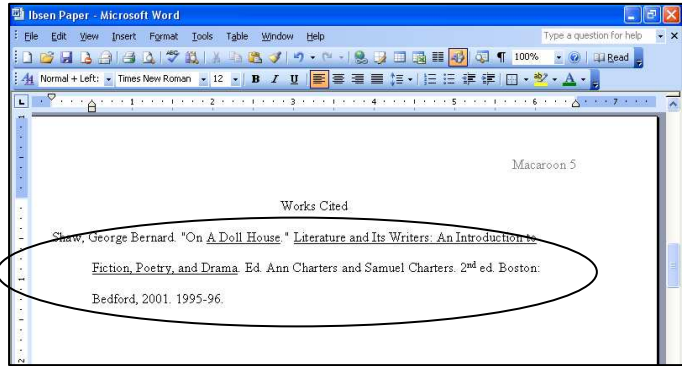


2. Using the mouse, move the pointer to the horizontal Ruler across the top of the screen. (If you do not see the horizontal Ruler, pull down the *View* menu, make sure *Print Layout* is selected, and click *Ruler*.) At the left margin on the Ruler, place the tip of the pointer on the lower triangular indent marker. (The words *Hanging Indent* will appear when the ruler is in the right place.) Drag just the lower marker $\frac{1}{2}$ inch to the right.



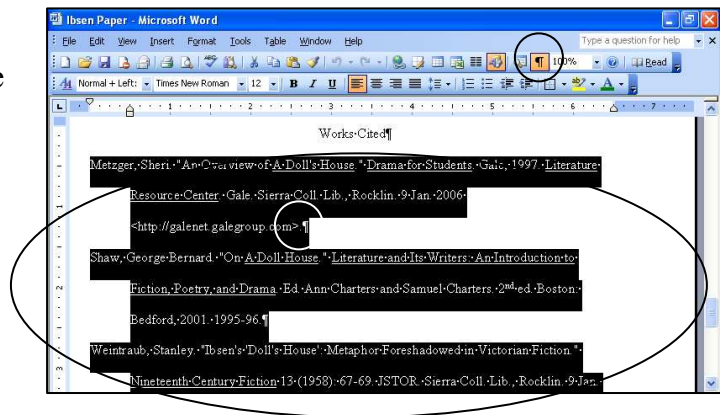
Typing Entries. Type the entry for your first source. (The Writing Center's *Term Paper Handbook for MLA Format* can help you determine what information is required for various types of sources.)

When you get to the end of a line, do **not** hit the *Enter* key. Continue typing and the text will wrap onto the next line, which will be automatically indented. Hit the *Enter* key one time at the end of each entry.

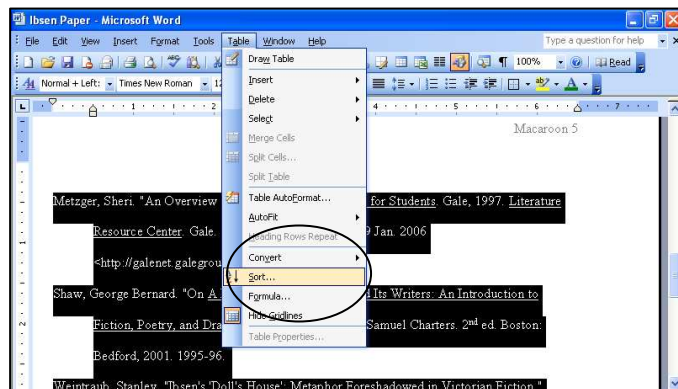


Setting a Hanging Indent after Typing Entries. If you have already typed the entries without a hanging indent, drag the mouse over the entries, and follow the directions above.

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



Sorting Entries Alphabetically. The entries in your works cited list should be in alphabetical order by the first word, usually the author's last name. To automatically sort the entries alphabetically, select all entries in the works cited list. Pull down the *Table* menu, and click *Sort*. Then click *OK*.



When an entry begins with a title, and the first word 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*.