

1. Format your Works Cited page:

- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.
 - To do this, highlight the entire citation.
 - Click the "Home" tab. Click the small arrow in the bottom left corner of the "Paragraph" box. Under "Indentation" select "Hanging" from the dropdown menu.
 - Do this for each source cited.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- Highlight all text and set to the same font, size and color (black). This will also be the font for your paper. For this paper, you can use Calibri size 11 OR Times New Roman size 12.

2. List entries in alphabetical order:

- Entries are listed alphabetically by the author's last name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name.
- If you have cited more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first.
- If you have cited more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first.

3. Scroll down to see a sample Works Cited page.

4. Visit this web page to double check your work or for more specific instructions:

<http://owl.english.purdue.edu/owl/resource/747/05/>

Works Cited

- Galloway, Evan. "The Placebo Effect: Pain is Just a State of Mind." *Today's Science*. Facts On File News Services, Nov. 2011. Web. 4 Mar. 2012. <<http://www.2facts.com/article/s1900091>>.
- "How Safe Is Natural Medicine?" *Today's Science On File*: n. pag. *Today's Science*. Facts On File News Services, 30 Nov. 1998. Web. 4 Mar. 2012. <<http://www.2facts.com/article/s0701700>>.
- McDougall, Christopher. *Born to Run: A Hidden Tribe, Superathletes, and the Greatest Race the World Has Never Seen*. New York: Alfred A. Knopf, 2009. Print.
- "Mysterious Disorder May Be Overdiagnosed." *Today's Science On File*: n. pag. *Today's Science*. Facts On File News Services, 31 May 1996. Web. 4 Mar. 2012. <<http://www.2facts.com/article/s0401960>>.
- "Prozac Zeroes in on Serotonin." *Today's Science On File*: n. pag. *Today's Science*. Facts On File News Services, 30 Nov. 1994. Web. 4 Mar. 2012. <<http://www.2facts.com/article/s0300630>>.