



In Microsoft Word, complete the following steps:

1. Click "Format"
2. Click on "Paragraph" and select "Double"
3. Click on "Special" and select "Hanging"
4. Click on the "Center" tab on the tool bar
5. Type the words "Works Cited" and then hit "Enter"
6. Click on the "Align Left" tab on the tool bar
7. Type the first source
8. Be sure to alphabetize sources by the first word of each entry (usually the author's last name) ignoring the articles (a, an, the)
9. Do not hit "Enter" until you have finished typing each source; the computer will automatically go to the next line for you.