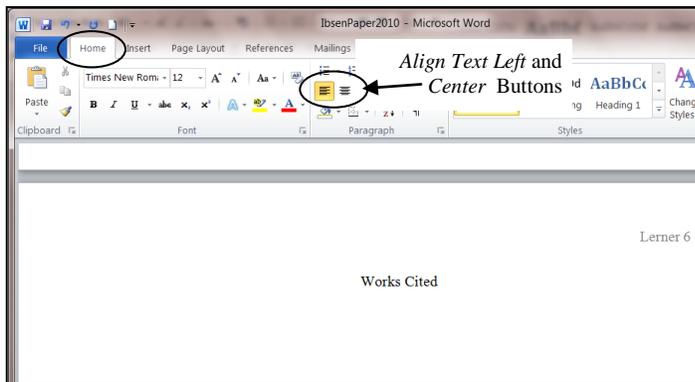


Creating a Works Cited Page in Microsoft Word 2010

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*.



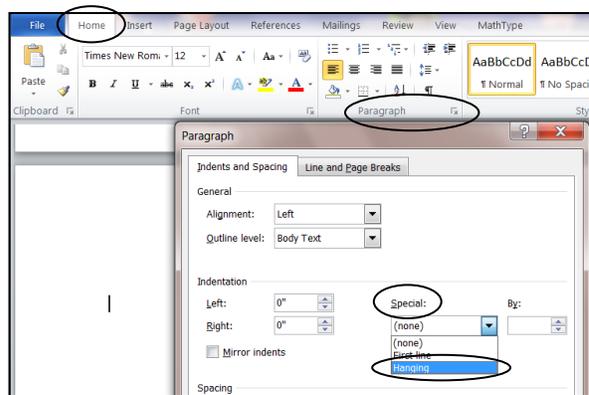
Typing the Title. Click the *Home* tab. Click the *Center* button in the *Paragraph* group.

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

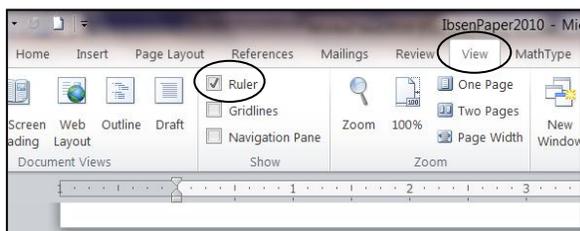
Click the *Align Text Left* button in the *Paragraph* group.

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

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

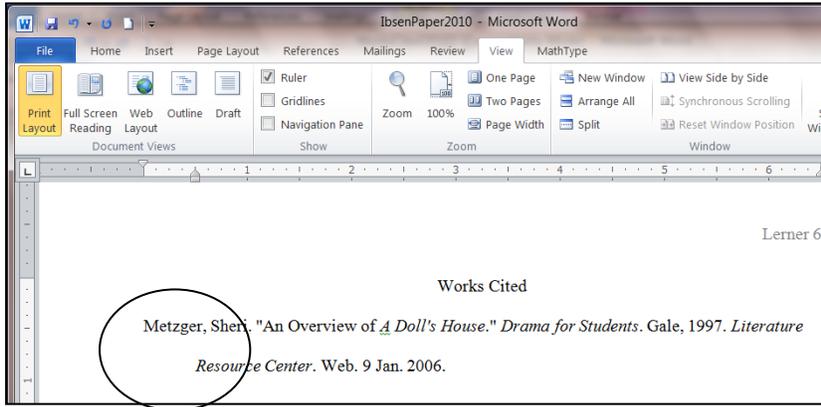
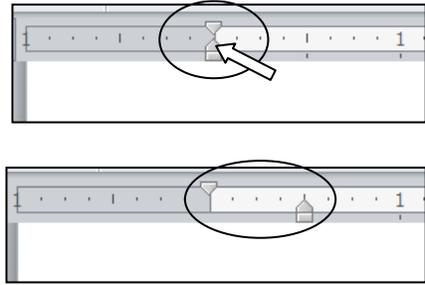


OR



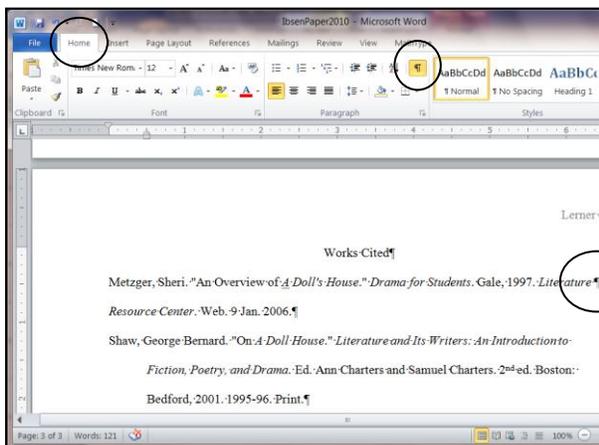
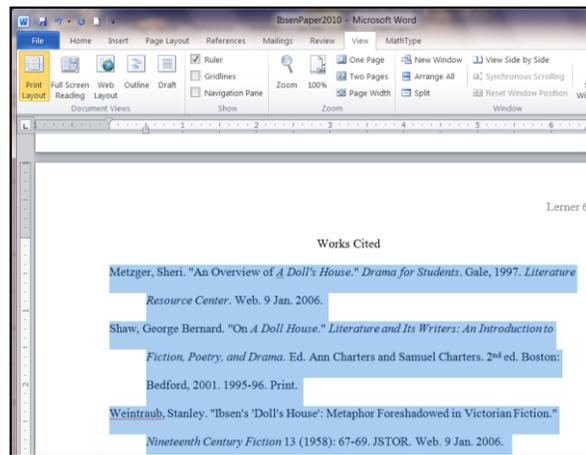
- 2a. Click the *View* tab. Click the *Ruler* box. A ruler will appear at the top of the area where you type.

- At the left margin on the ruler, place the tip of the pointer (cursor) 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 1/2 inch to the right.



Typing Citations. Type the information about your first source.* 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 citation.

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



If a line that should be indented is 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 ¶ symbol at the end of each citation.

Delete ¶ symbol that is **not** at the end of a citation.

* The Writing Center's *Term Paper Handbook for MLA Format* can help you determine what information is required for various types of sources.