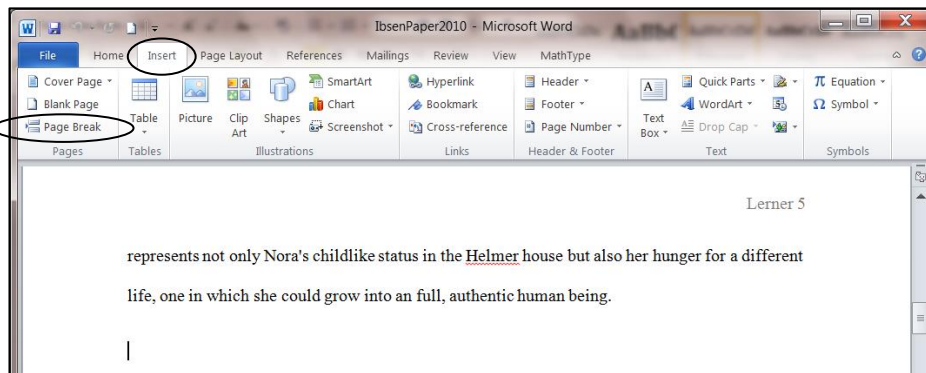


Creating a Works Cited Page in Microsoft Word

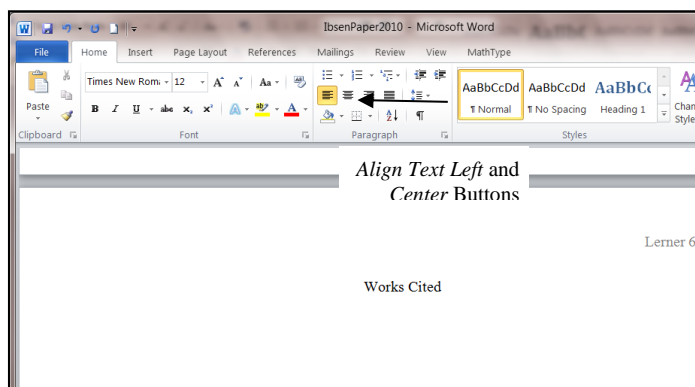
Adding a Page

1. To start your works cited on a new page, click after the last sentence of your paper.
2. Click the *Insert* tab and click *Page Break* in the *Pages* group. (Or click *Pages* and choose *Page Break*.)



Typing the Title

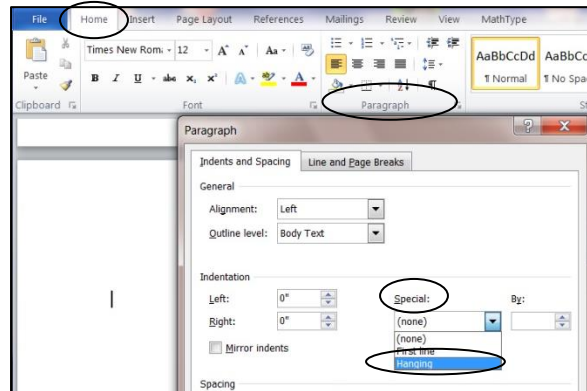
1. Click the *Home* tab.
2. Click the *Center* button in the *Paragraph* group.
3. Type the title "Works Cited" without quotation marks in the same font and size as the rest of your paper. Do not use italics or bold.
4. Hit the *Enter* key.
5. Click the *Align Left* button in the *Paragraph* group.



Setting a Hanging Indent (Option 1)

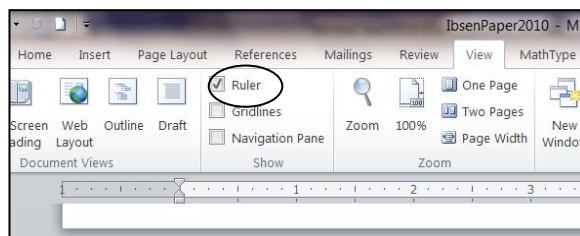
The first line of each citation starts on the left margin, but all lines after the first are indented ½ inch. There are two ways to set this hanging indent:

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

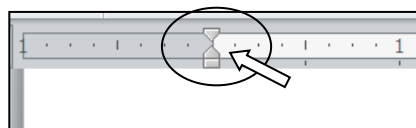


Setting a Hanging Indent (Option 2)

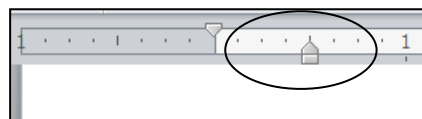
1. Click the *View* tab. Click the *Ruler* box. A ruler will appear at the top of your document.



2. 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.)

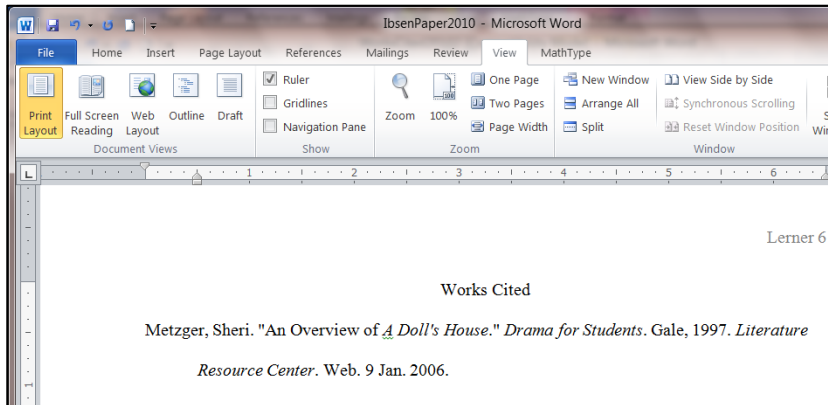


3. Drag the lower marker ½ inch to the right.



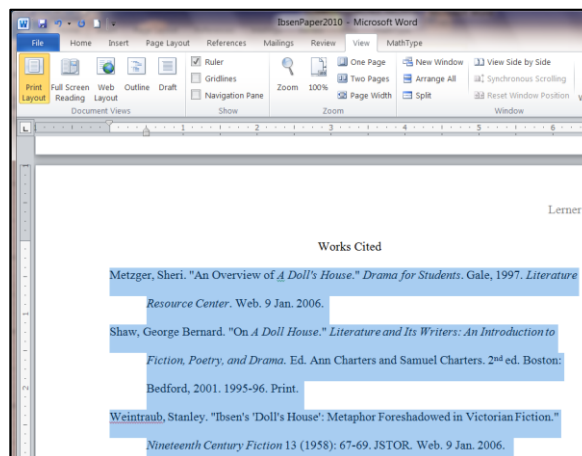
Typing Citations.

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.

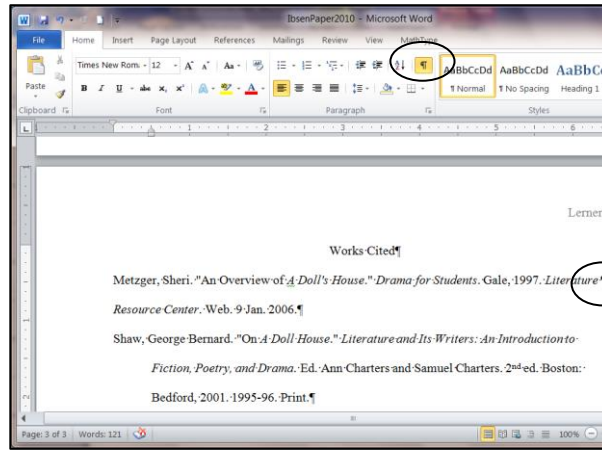


Setting a Hanging Indent after Typing Citations.

- 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.

Updated March 2021. The instructions on this handout apply to Microsoft Word 2019 and Office 365. Your desktop may look different depending on your computer's settings, as well as the version of Word.