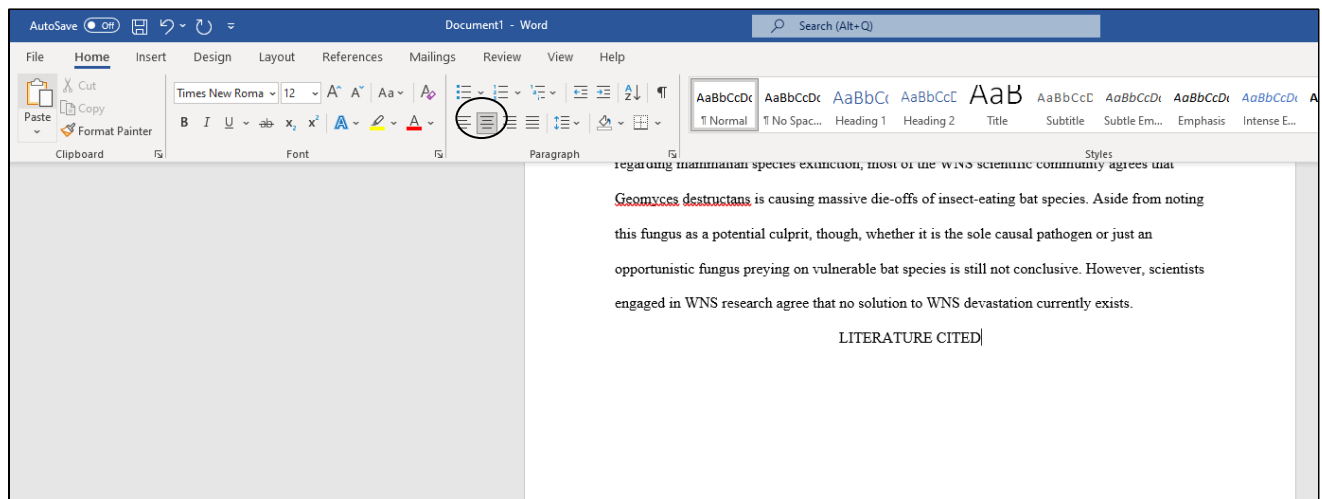


Creating a Literature-Cited List (CSE, 8th Edition) in Microsoft Word

Placement and Title

1. Your literature-cited list goes directly below the last line of your essay.
2. Click the *Home* tab.
3. Click the *Center* button in the *Paragraph* group.
4. Type the title “LITERATURE CITED” in all upper case letters. (Alternatively, the CSE style accepts the headings REFERENCES, END REFERENCES, REFERENCE LIST, or CITED REFERENCES for all works cited in the paper.)
5. Press the *Enter* key.
6. Click the *Align Left* button in the *Paragraph* group.

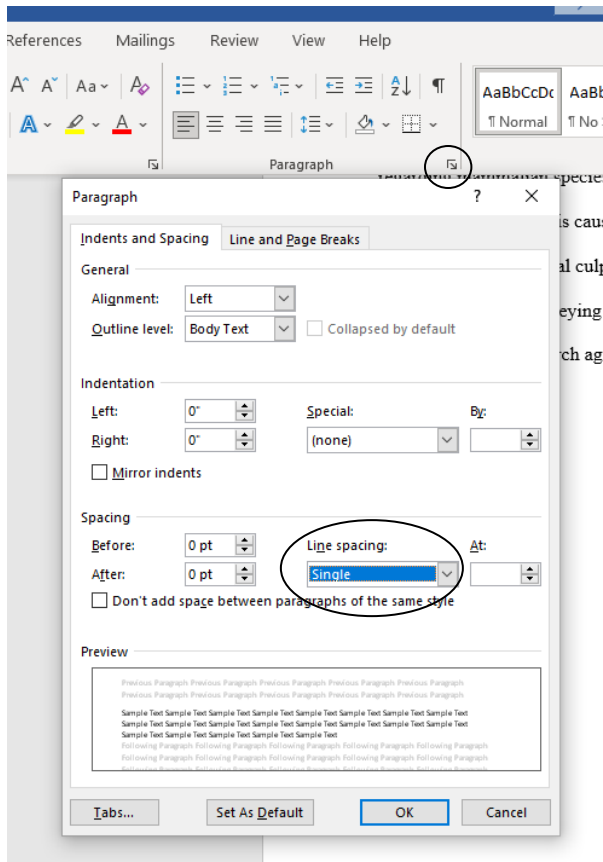


Spacing

The literature-cited list is single-spaced with an additional space between each source. To change your settings from double- to single-spaced:

1. Go into paragraph settings by clicking the arrow in the lower right hand corner of the paragraph group.
2. Change the line spacing with the drop down menu from double to single.

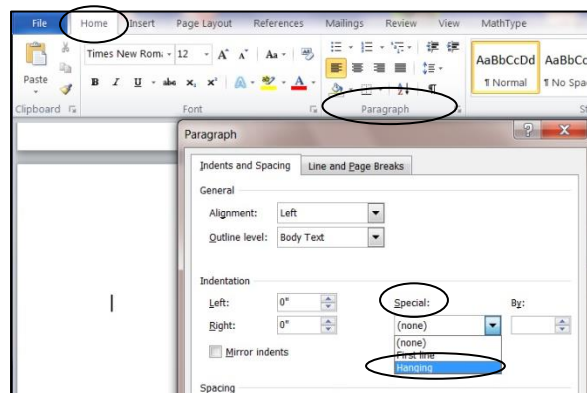
(See screenshot on the next page.)



Setting a Hanging Indent (Option 1)

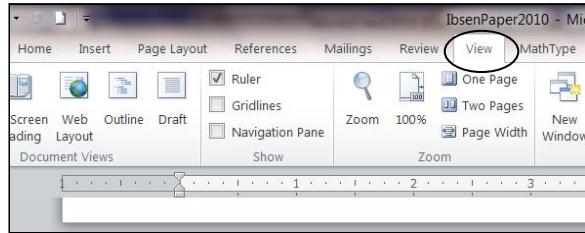
The first line of each citation starts on the left margin, but all lines after the first are indented $\frac{1}{2}$ inch. There are two ways to set this hanging indent:

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*.

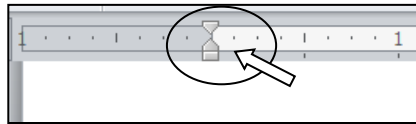


Setting a Hanging Indent (Option 2)

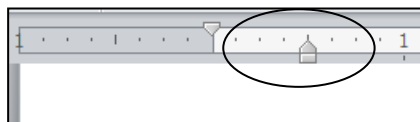
1. Click the *View* tab. Click the *Ruler* box. A ruler will appear at the top of your document.



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** press the *Enter* key. Continue typing and the text will wrap around to the next line, which will be automatically indented. Press the *Enter* key two times at the end of each citation.

opportunistic fungus preying on vulnerable bat species is still not conclusive. However, scientists engaged in WNS research agree that no solution to WNS devastation currently exists.

LITERATURE CITED

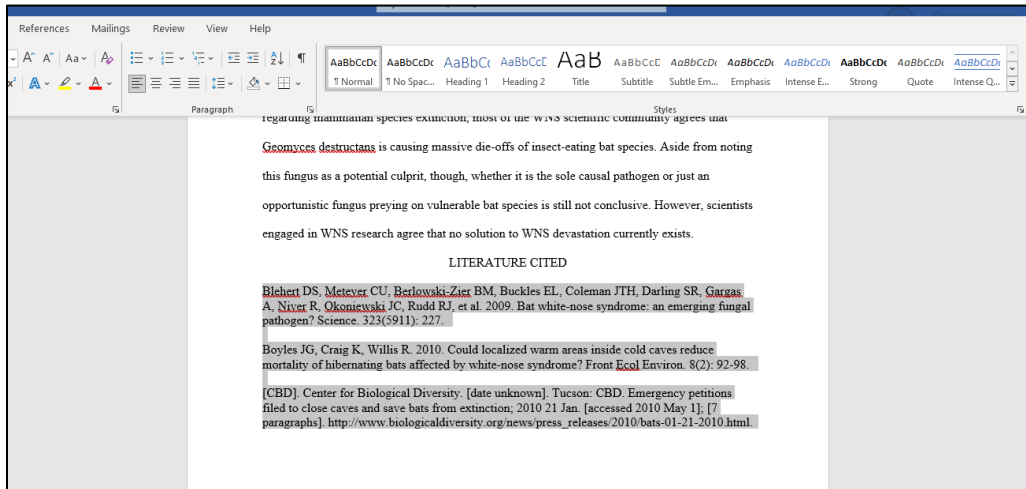
Blehert DS, Meteyer CU, Berlowski-Zier BM, Buckles EL, Coleman JTH, Darling SR, Gargas A, Niver R, Okoniewski JC, Rudd RJ, et al. 2009. Bat white-nose syndrome: an emerging fungal pathogen? *Science*. 323(5911): 227.

Boyles JG, Craig K, Willis R. 2010. Could localized warm areas inside cold caves reduce mortality of hibernating bats affected by white-nose syndrome? *Front Ecol Environ*. 8(2): 92-98.

[CBD]. Center for Biological Diversity. [date unknown]. Tucson: CBD. Emergency petitions filed to close caves and save bats from extinction; 2010 21 Jan. [accessed 2010 May 1]; [7 paragraphs]. http://www.biologicaldiversity.org/news/press_releases/2010/bats-01-21-2010.html.

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 above directions for “Setting a Hanging Indent.”



- If a line that should be 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.

