

The Works Cited Page

Format

1. Create your Works Cited page on a new page at the end of your assignment. (Instructions below)
2. Center the title, Works Cited, at the top of the page. (1" margins all around; NO bold, italics, increased font size, etc.)
3. Alphabetize the entire list by the first word of each entry, whether it's an author's last name or the title of the work itself. *If a title, ignore any articles (a, an, the) and alphabetize by the next word in the title.*
4. Use the hanging indent format for each entry. (Instructions below)
5. Double space everything on the page.

Emulate (imitate) the formatting on [this sample Works Cited page](#).

- Please note that the sample WC page uses multiple types of sources (not just articles/pages in websites).
- Also, if an entry is missing an author's name, it starts with the next chunk of information available (the title of the article).

"Why so exacting? Why do I have to do it that way?" you may ask. "What's the big deal about what it looks like? Who cares whether I've got periods and commas in those specific places?!"

Answer:

- The MLA gives us a world-wide standard (like a shorthand or code of sorts).
- Writing out the meaning of every part of the code would be a ridiculously long and tedious addition to every work of research someone writes.
- So, when everyone follows the same *standard* rules, then everyone else around the world can decode the information accurately.
- In this shorthand code, the placement of every chunk of information has meaning. Each period and comma carries meaning. Whether a title is within quotation marks or is italicized communicates specific information about the work.
- If you're not precise about the code, you will create confusion and misinform your readers.
- **Added incentive:** *When you follow the rules of the code, you score 100% on the documentation portion of your assignment grade!* If you don't, you will have to revise and resubmit the assignment, losing valuable points and time--yours and mine. *And no one will be happy about that.*

Google Doc Instructions

At the end of your paper, either use the Page Break function, or if unable to do so (Chromebook users), hit Return until you come to a new page (not an ideal or elegant solution because if you edit anything above the new page, you have to adjust the spacing again).

To Insert a Page Break--

1. Place your cursor in the document where you want to begin a new page.
2. Click on **Insert** (top menu).
3. Scroll down and hover over **Break** for the menu of break options to appear.
4. Choose **Page Break**.

To Create a Hanging Indent--

1. Highlight the entire entry.
2. Click **Format** in the top menu.
3. Hover over **Align & indent**.
4. Click on **Indentation options** at the bottom of the menu that appears.
5. Under **Special indent**, click on the down arrow and choose **Hanging**.

Sample formatted entry:

Ni, Preston. "How to Increase Your Emotional Intelligence--6 Essentials." *Psychology Today*, Sussex

Publishers, 5 Oct. 2014,

www.psychologytoday.com/us/blog/communication-success/201410/how-increase-your-emotiona

[l-intelligence-6-essentials](http://www.psychologytoday.com/us/blog/communication-success/201410/how-increase-your-emotional-intelligence-6-essentials). Accessed 2 Mar. 2021.

Quick Tip: to avoid ugly line spacing issues with long URLs (like above), approximate how much of the address can fit on the previous line, place the cursor there, hold the **Shift** key, and hit **Return** (makes a "soft" return), like so--

Ni, Preston. "How to Increase Your Emotional Intelligence--6 Essentials." *Psychology Today*, Sussex

Publishers, 5 Oct. 2014, www.psychologytoday.com/us/blog/communication-success/201410/

[how-increase-your-emotional-intelligence-6-essentials](http://www.psychologytoday.com/us/blog/communication-success/201410/how-increase-your-emotional-intelligence-6-essentials). Accessed 2 Mar. 2021.

Looks much neater and makes it easier to read!