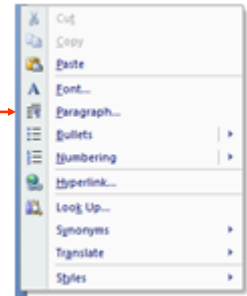


Formatting a Works Cited and Consulted Page



- 1** * Set the font to Times New Roman and the size to 12 pt.
Type the title of the page— Works Cited and Consulted — and format it so that it is centered. Press enter to start a new line.

- 2** * Right click to bring up the formatting menu.
* Select the “Paragraph” option to set up the spacing and indenting for the page.



- 3** Set the options as follows:

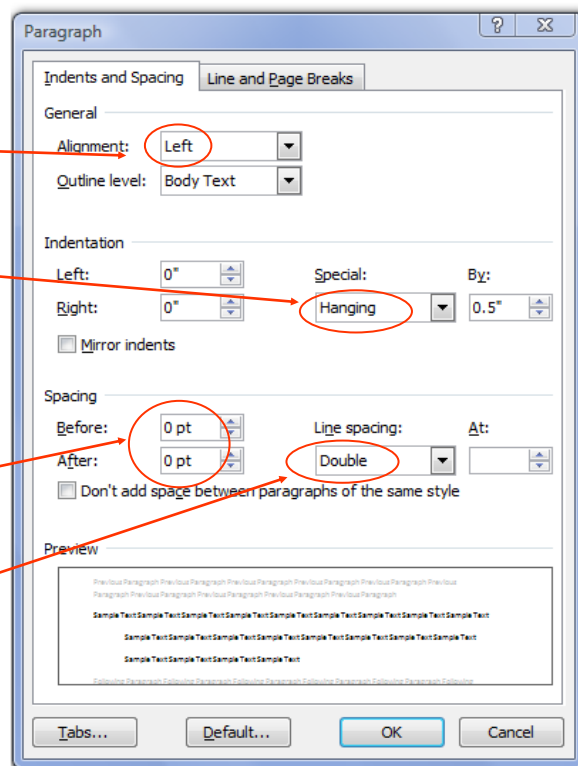
* Alignment = Left

* Indentation = Hanging

* Spacing

* Before and After = 0

* Line Spacing = Double



- 4** * Open your citation guides. Copy and paste the draft citations into your Works Cited & Consulted page.

* **Copy and paste your citations using the plain text “A” option, replace any missing italics, delete double punctuation, placeholders or unused items.**

* Remember to paste the citations in alphabetical order by the first word of the citation— except A, An, The.

- 5** * Highlight all of your citations, and reset the font, size, and color.
Font= Times New Roman Size: 12 pt. Color: black