Formatting a Works Cited and Consulted Page



*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. 🙇 Baste A Eont. *Right click to bring up the formatting menu. -16 Paragr *Select the "Paragraph" option to set up the spacing and indenting for the page. Look Up **B** Set the options as follows: 2 23 Paragraph Indents and Spacing Line and Page Breaks General *Alignment = Left • Alianment: Left -Outline level: Body Text *Indentation = Hanging Indentation * Left: 0" Special: By: 0.5 Right: 0" Hanging -÷ Mirror indents *Spacing Spacing Before: Line spacing: 0 pt At: After: Double * • 0 pt *Before and After = 0

Default... Cancel 4^* Open your citation guides. Copy and paste the draft citations into your

*Line Spacing = Double

Don't

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.

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