Formatting a Works Consulted Page Using Word

Font= Times New Roman  Size= 12 pt.

1. *Type the title of the page—Works 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 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.