How to Create your Works Cited Page

1. Change your font to Times New Roman (12 pt), and double check that all margins are 1 inch. Then, make sure your paper is double spaced.
2. Type “Works Cited” in the center of the top of your page, and press enter.
3. Go to “insert,” and click on header. Choose the first option. Press the “tab” button twice to send your cursor to the upper right hand corner.
4. In the header, write your last name followed by a page number. The page number will follow logically in the order of your paper. For example, if your paper has 3 pages, your works cited page will be labeled page 4. For right now, simply use page #4. You may need to double check that your font is still in Times and your size is still 12 pt. If not, you need to change it.
5. Go to www.bibme.org, and enter in the information on your source cards.
6. Copy and paste the information from bibme onto your Works Cited page.
7. Put all your entries into alphabetical order.
8. If entries go on to a second line, you must INDENT the SECOND line of the enrty. For example:

Bell-Rehwoldt, Sheri. Careers for the Twenty-First Century - Law (Careers for the Twenty-First Century). New York: Lucent books, 2005.

Indent here SECOND line

1. Then, press enter, and type “Created at [www.bibme.org](http://www.bibme.org).”
2. Double check all of your work. See sample works cited page on back.