Any time that you quote, paraphrase or even mention or make reference to someone else’s work or ideas, you must do a works cited entry.

We do this to avoid plagiarism, yes, but also to foster an atmosphere of research – if you like some information from the essay, and want to see the article (or whatever) it came from in more depth, you can!

**Rules for Works Cited pages.**

1. Starts at the very top of the next page after the end of your essay.
2. The words Works Cited are centered at the top of the page. Cap W, Cap C. Remember the s. No funky fonts or colors or bold, etc. Same font and size as the rest of the essay.
3. Entries are arranged in alphabetical order by whatever starts the entry. (Don’t alphabetize a, an & the. Also, watch out for programs that alphabetize quote marks.)
4. Whole page is double-spaced, no extra returns anywhere.
5. All entries use hanging indents – first line is flush left, all subsequent lines are tabbed five spaces.

GoogleDocs does not yet have an auto-hanging indent, so you have to do it manually there.

In Word. Highlight the entries. In the Home tab, go

to the Paragraph section, go to the little arrow in the lower right, under Special, choose “Hanging.” You might have to open the ruler (in the View tab) and mess around there too, if Word is not playing nice.

ASD;FL KJASDF;LKASD;F LKAS;DFLKAS;DFLKAS;DLFK AS;FD LKAS;F LKAS;F LKAS;F LKAS ;FLK AS’;FLKASF; LKSAD;FLKASD;FL KAS;DF LKas’;dlf kas;dlf kas;df lkslf kas;dfl kas;fl kas;flk

A;sdf lkas;lf ka;dfl kas’fl kas;flkas;fl kas;fl kas;fl kas;dflk as;lfdk as;fl kasd;

Asd’;f lkas;flkasf lkasf lkas;fl kas;fl kas;f lkas;f lkas;f lkas’;f lkas;flka

Asjdfal;s kasf;dlkj as;dlkfj as;dlfkj asd;lfk jas;ldfkj as;ldfkj as;ldfk jasd;lfkj asd;lfkj as;dlfkj as;ldkf jas;ldfkj as;dlfk j

A;sldkfj a;slkdfj a;slkdfja;sl dkfja;sldkfja;s lkdfja;slkj fa;sld kfjas;ldkfjas;dlkj