Creating a Works Cited page:

Why is it necessary?
- It gives credit to the authors whose ideas you used.
- Without it, you have been plagiarizing their ideas.

Where does it go?
- On the last page of your essay, but on a page by itself.

What does it look like?
- **Hanging indent**—this will look like the opposite of a paragraph.
    - To create a hanging indent, see the instructions below.
- **Alphabetical order**—look at the first letter of the entry.

> Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009.
>
> "Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund.* Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.
>
> Dean, Cornelia, "Executive on a Mission: Saving the Planet." *New York Times.* New York Times, 22 May 2007. Web. 25 May 2009
>
> Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003. Web. 10 May 2006.

How do I create it?

First, have your articles/sources printed out or open in different tabs on your computer

Find your source:
- Go to http://www.citationmachine.net/mla/cite-a-book
- Click on the type of source you used: book, magazine, newspaper, website, journal, film.
- In the white space toward the top, type the name of the article or web address (URL).
    - If possible, copy and paste the URL to save time and typing
- Click the orange button that says "Search Websites"
- Choose the appropriate article and click the orange box that says "Select"
- The website then tells you what it found and couldn't find. Read through it and click the orange bar at the bottom that says "Continue to final step"

Enter source information:
- Fill in the appropriate boxes. Many will be filled in already.
- The publisher is the group/organization that put the website together
    - often found at the bottom of the website
- When everything is accurately filled in, click "Make Citation"

Create the works cited page:
- Copy and paste your citation on your works cited page (at the end of your paper).
- Do not number your entries.

- o Remember - hanging indent and alphabetical order.
- Sometimes the information is unclear and difficult to find. Do your best.

Hanging indent:
1. Be sure you are on the **Home tab**
   a. this is where you would choose fonts, font sizes, etc.
2. At the bottom of the "ribbon", or bar, select the <u>little arrow </u>in the bottom right corner that lets you bring up the **Paragraph dialogue box**
3. It should already have the **Indents and Spacing tab** selected for you.
4. Go to the **Indentation** section (about halfway down).
5. Go to **Special**
6. Click the drop-down menu.
7. Select **Hanging**

Fill out as much of the table as you can based on the source information you have in your possession. Find the other information for the lab on Thursday.

Source	A	B	C	D
Article Title				
Author's Full Name				
Website Title				
Publisher				
URL	Google the site if needed once back in the lab, then copy and paste this into citation machine. Don't bother writing it at this point.			
Published Date				
Accessed Date				