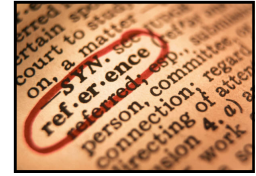


Works Cited Tips

[Formatting instructions for Microsoft Word 2007]



- The title Works Cited should have no formatting [no underlining, bolding or font change].
- The entries should be arranged alphabetically by the authors' family names.
- A work for which no author or editor is available is listed by the title of the work, alphabetized by the first word that is not “an”, “a”, or “the”.
- The Works Cited list is double-spaced.
- The first line of each entry begins from the left-hand margin, and all later lines are indented five spaces (or use a hanging indent).
- In all entries, two spaces follow a period, one space follows a comma, and one space follows a colon.
- Your name and page number should be included on the top right hand corner of the page as a Header.

Instructions on how to set up formatting

- *Click on “insert” on the ribbon; scroll over to “Header” ; click blank*
- *Scroll over to the “position section” at the top and click on “Insert Alignment Tab”*
- *Click on “right” then ok*
- *Type name space and then go to the top left and click on page number, scroll down to “Current Position” select “plain number”*
- *Then on the far right at the top click “Close Header and Footer”*
- *Now we are ready to add the title. On the Home tab scroll over to the paragraph section and click on the alignment centre icon. Then type Works Cited –on formatting [no bolding; no underlining; no font changes} then hit enter twice*
- *On the Home tab scroll over to the paragraph section and select the alignment to the left icon.*
- *Now we are ready to format the indentation and spacing for our works cited*
- *Go to the ribbon again and click on the “Page Layout” tab; go over to the paragraph section and click on the small icon in the bottom right corner; the paragraph dialogue box will pop up. Look under indentation and click under “special” and select “hanging”; then look under spacing and click on “double” spacing; click ok.*
- *Put all your MLA chits in alphabetical order and begin typing each chit exactly as you wrote it paying attention to the punctuation and formatting on the chit.*

- de Mentionner, Pierre. "Japanese Canadians interned..." [photograph]. Canada Through the Decades: The 1980's. Calgary: Weigl Educational Publishers Limited, 2000. 23.
- Glenbow Archives/NA-5055-1. "A stenographer's pool at the Canadian..." [photograph]. Canada: A Nation Unfolding. Toronto: McGraw-Hill Ryerson Limited, 2000. 49.
- Morton, Nelson. "World War I." 2009. The Canadian Encyclopedia. 19 September 2009
<<http://www.thecanadianencyclopedia.com/index.cfm?PgNm=TCE&Params=A1SEC865782>>.
- Nelson, Sheila. A Nation is Born: World War 1 and Independence 1910—1929. Broomall: Mason Crest Publishers, 2006.
- Parker, Janice. Canada Through the Decades: The 1980s. Calgary: Weigl Educational Publishers Limited, 2000.
- Sullivan, Stacy, and Altin Rraxhiml. "A Case of Alarming Anarchy" Newsweek 24 March 1997: 48: Middle Search Plus EBSCO
Host. Emily Carr Secondary School Library. 12 September 2009 <<http://search.ebscohost.com>>.