Works Cited

To create a works cited list (which is a bibliography of all your sources listed alphabetically), create a page break after your last page (click under the insert menu—then click on “break”, then page break), and at the top of the page put the phrase “Works Cited” in the middle of the page. Down below it you will list your pieces as follows:


Young, Jeffrey R. “The Fight for Classroom Attention: Professor vs. Laptop: Some Instructors Ban Computers or Shut Off Internet Access, Bringing Complaints from Students.” Cottich 13-16.

You will notice that there is a funky sort of indentation. That is achieved by typing all the works cited entries and separating them only by hitting the “enter” key. Then you highlight all of your entries with your mouse and hit “Ctrl” key and the “t” key at the same time.