

# Works Cited Page

**H**AS ANYONE ever stolen one of your ideas and made it sound like it was his or her idea? Stealing protected ideas, especially in the academic and business worlds, will result in trouble. You must give credit to other writers when you use their ideas in your paper. You will learn how to create a Works Cited to assist with attribution to sources utilized in your writing.



## Objective:



Prepare a Works Cited.

## Key Terms:



alignment

autotext

Bibliography

centered horizontally

double-spaced

formatting

hanging-indented

hard page break

hard return

header

keyboard shortcut

left aligned

margins

MLA format

*MLA Handbook*

plagiarism

References/Sources

soft return

sort

spacing after  
punctuation

title case

word wrap

Works Cited

## Creating a Works Cited

A Works Cited creates a record of other writers you have read and referenced in your own writing. **MLA format** is the layout developed by the Modern Language Association for uniformity in keying reports and Works Cited. The **MLA Handbook** is a compilation of instructions and samples describing the formatting of reports and bibliographies according to the guidelines created by the Modern Language Association. Different rules exist for entering citations on the Works Cited. The way you enter a citation depends on the type of citation. The *MLA Handbook* contains the rules.

## TERMINOLOGY

Certain terms and ideas may be helpful for you to consider when creating a Works Cited. You will read about topics such as keyboard shortcuts, page breaks, word wrapping, returning, autotext, spacing, formatting, and headers.

### Keyboard Shortcuts

A keyboard shortcut can help you be more efficient in formatting your Works Cited. A **keyboard shortcut** is a combination of keys that speed up the formatting process. It can be used before or after typing the primary text.

### Page Breaks

The Works Cited must be separated from the rest of the document. A **hard page break** is something used to separate the Works Cited from the preceding report. To create a page break, access the Insert menu bar. Click on Break and then on Page Break. Otherwise, use the keyboard shortcut by holding down the Ctrl key and pushing the Enter key.

### Word Wrap and Returning

A **word wrap** is something that allows the material being keyed to flow from line to line until the end of the paragraph or the place at which the text is to end. When entering a citation in the Works Cited, you keep typing, and the computer moves your text from line to line automatically on your screen. A **soft return** is a word wrap that allows type to flow from line to line without striking the Enter key. When you want to create a space between lines, you use a **hard return**—the use of the Enter key to force a new line of type. It is used to separate citations in the Works Cited.

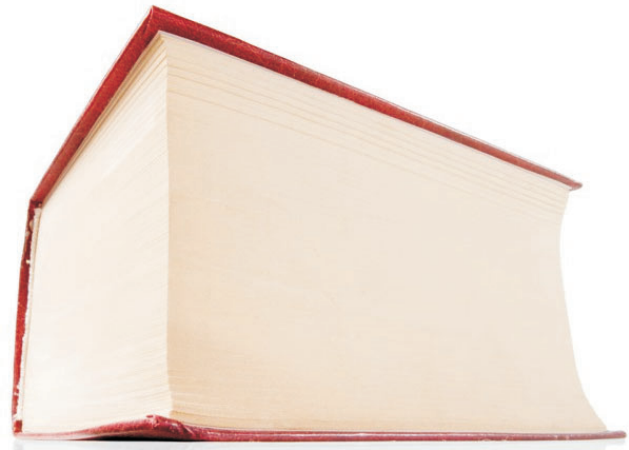


FIGURE 1. The rule book for MLA is extensive.



FIGURE 2. Knowing keyboard shortcuts saves time.

## Autotext

Microsoft Word comes with numerous predefined autotext entries. If you want to create your own, a dropdown list on the AutoText toolbar will give you options. **Autotext** is a feature that adds text automatically when you type a few characters.

## Spacing

**Spacing after punctuation** is one strike of the spacebar after all forms of punctuation, except when there is an abbreviation within which periods occur. So leave a space between sentences, but there should be no spacing after each of the periods within an abbreviation (e.g., *C.O.D.*). Proper spacing is essential in creating the Works Cited.

## Formatting Works Cited

Works Cited is the Modern Language Association (MLA) term for the bibliography of a report. A **Works Cited** is a list of sources/materials incorporated within the paper. “Works Cited” has replaced **Bibliography** and **References/Sources**, which were used in older formats. Works Cited, Bibliography, and References/Sources all mean basically the same thing—a list crediting other publications and sources for information or ideas used in the paper. To start a new page, hold the Ctrl key and strike the Enter key.

Works Cited is the title of the page and is keyed in **title case**—the first letter of each significant word is capitalized. Do not use quotation marks, italics, or underlining. The title should be **centered horizontally**—a format in which the information is placed between the left and right margins with equal white space on each side. Access the Format menu, and select Paragraph. Then select Indents and Spacing from the dropdown menu. Select General, and change the alignment to Centered. Formatting is essential to a Works Cited. **Formatting** is selecting text and changing the alignment, font size, and/or other variables.

## Margins and Spacing

All four **margins** (space that surrounds the content of a page) of the Works Cited should be 1 inch, which may be different from the rest of the paper’s margins. Select File from the menu bar. Then select Page Setup from the dropdown menu under File. Since 1 inch is not the default for left and right margins, change those to 1 inch so they will be the same. The Works Cited should be **double-spaced** or with one blank line between each line of keyed text. The keyboard shortcut to double-space is holding down the Ctrl key and “2” key. Otherwise, select Format from the menu bar. Choose Paragraph from the dropdown menu and then double.

## Alignment

The **alignment** (placement of printed material relative to a page) of overall Works Cited is left aligned. A paper that is **left aligned** is formatted with hanging-indented paragraphs. To format for left alignment, access the Format menu and select Paragraph. Then select Indents

and Spacing. Under General and then under Alignment, select Left. The keyboard shortcut to left align text is Ctrl + “L.”

Treat each bibliographic/resource entry as a paragraph in itself in hanging-indented format. **Hanging-indented** (hanging paragraph) is a paragraph with all lines but the first line indented 0.5 inches. The amount of the indentation defaults to 0.5 inches in Microsoft Word. To format in hanging-indented, click on Format on the menu bar, select Paragraph from that dropdown menu, select Special, and then select Hanging. The keyboard shortcut to format for hanging indent is Ctrl + “T.”

### **Header on Works Cited**

A **header** consists of information typed in the top margin. It should contain your last name at the right margin. Follow your name with one space. Then select Insert and Page Number so page numbers will automatically change as pages are added.

## **THE PURPOSE OF THE WORKS CITED**

---

A Works Cited is created to avoid plagiarism. **Plagiarism** is the improper use of another person’s writing or ideas (intellectual property). Plagiarism can happen by accidentally forgetting to include quotation marks or references when using material from another source, or it can happen by knowingly copying an entire paper and claiming it as your own.

The consequences of plagiarism may include a failing grade on a paper, a failing grade in a class, probationary status, or expulsion. Plagiarism in music or literature may result in a lawsuit. A Works Cited, though, is created to give credit to those who authored resources and materials incorporated in your paper.

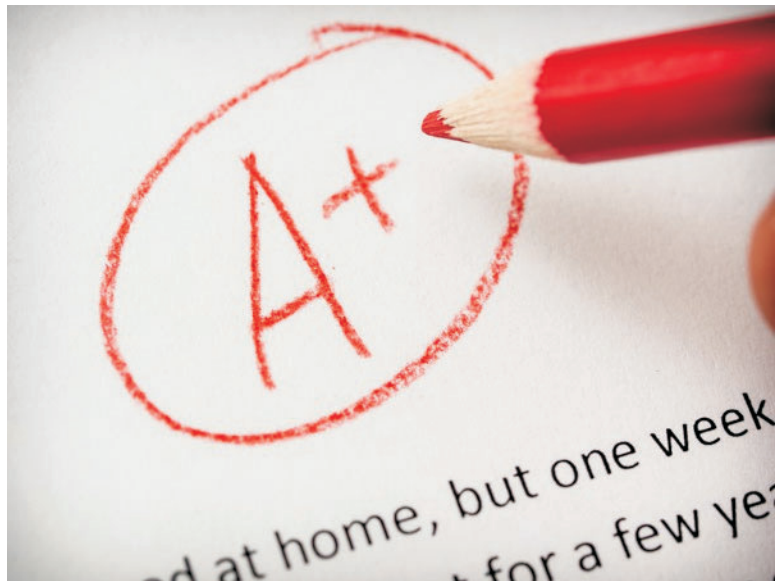


FIGURE 3. A Works Cited may help you avoid plagiarism.

## **PREPARING THE WORKS CITED IN MLA**

---

To prepare your Works Cited in MLA, it is best to have the most recent *MLA Handbook*. Online sources may not be current, and some may be incorrect.



## FURTHER EXPLORATION...

### ONLINE CONNECTION: Citing Electronic Sources

Since 21st century digital technology has become so accessible, newer rules exist for citing different types of sources (e.g., online journals, Web sites, and eBooks). These technologies create some challenges. For example, in traditional hardback books printed by the same publisher, a quotation would appear on the same page for every book. With eBooks and eBook readers, sometimes the pagination is not clear. So it may be difficult to know on which page a quote may appear. Therefore, the citation must specifically list which eBook and which eBook reader, along with the detailed numbers for how to find the quote. Even with these challenges, groups (e.g., MLA) still strive to create uniform rules for how to write digital citations. For examples of writing digital citations into your Works Cited, explore the following resource: <https://owl.english.purdue.edu/owl/resource/747/08/>.

### General MLA Formatting Rules

Use the same margins (1 inch on all sides) and the same header as the report body. At the right margin of the header, type your last name followed by a space followed by the page number. All text is double-spaced, but do not include extra lines between resource entries. In addition, all punctuation is followed by one space.

### Formatting the Works Cited

For the title, use these two words: Works Cited. Type in title case, and center the title horizontally. Do not use quotation marks, italics, or underlining. Strike Enter after keying the title of the page, and left align the rest of the page. Follow the *MLA Handbook* closely for the MLA format of each type of entry.

Let each entry word wrap with a soft return until all information about the source has been keyed. Use a hard return to separate the entries. **Sort** (arrange items in sequence) all entries in ascending alphabetical order. (Do not include the title of the page in the sort.)

### Summary:



A Works Cited creates a record of other writers you have read and referenced in your own writing. MLA format is the layout developed by the Modern Language Association for how to create the Works Cited. The *MLA Handbook* explains the rules for how to enter different types of citations. By following the guidelines and creating an appropriate Works Cited, you will earn better grades on your papers, and you may avoid plagiarism.

## Checking Your Knowledge:

---



1. Why is a Works Cited important to include in your paper?
2. What is the keyboard shortcut to center your text?
3. What is a hanging-indented paragraph, and how would it look when entering a four-line citation on the Works Cited?
4. To which margin are your citations aligned on the Works Cited?
5. In what order are your sources listed on the Works Cited?

## Expanding Your Knowledge:

---



Find three types of sources: a book, a journal article, and an online blog. With these three sources, create an MLA formatted Works Cited. Practice using keyboard shortcuts. Some were discussed, but find others online.

## Web Links:

---



### Citation Generators

<http://www.easybib.com/>

### How to Avoid Plagiarism

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

### Purdue Online Writing Lab

<https://owl.english.purdue.edu/owl/resource/747/01/>

### Examples of MLA Citations

<http://www2.liu.edu/cwis/cwp/library/workshop/citmla.htm>