

# WORKS CITED CHECKLIST

- Works Cited heading should be centered one inch from the top, with the W and the C capitalized. Do not underline, bold, or place in all caps or quotation marks. Citations begin directly after one space is skipped. Heading should be same size as entries – typically Times New Roman 12 pt.
- Arrange entries in ALPHABETICAL order.
- NEVER number the works cited entries.
- Double-space ENTIRE LIST.
- Indent (and double space) SECOND line of text and all

ADDITIONAL lines in the same entry.

- Watch the periods! All entries should have periods at the end.
- When using parenthetical citation, use the FIRST word of citation in your parenthetical (McNeice 23). If two citations have the same first word – use the first word that is different. See –below – you would use Life and Smile in your parentheticals.

McNeice, Shannon. Life is Great. New York: Grolier Pub., 2002

McNeice, Shannon. Smile Every Day. New York: Grosset Inc., 2002.

## MODEL WORKS CITED (Your works cited should look like this:)

### Works Cited

Dawe, James. Jane Austen Page. 15 Sept. 1998 <<http://nyquist.ee.ualberta.ca/~dawe/austen.html>>.

“Elephant.” Encarta Encyclopedia. CD-ROM. 2000 ed. California: Microsoft, 2000.

France. Orem, UT: CultureGrams, 2000.

Gorman, Roger. Russia. New York: Grolier Pub. Inc., 2000.

Gruber, Samuel. “Shark.” World Book Encyclopedia. Chicago: World Book, Inc., 1999.