A Correctly Formatted Works Cited should...

(follow these directions like a checklist BEFORE printing out your Works Cited page)

A Correctly Formatted Works Cited should (use this as a checklist)...

\_\_\_\_\_1. Check your margins! Make sure the ruler is showing on your page so you can see the right/left and top/bottom margins. One inch all around!

\_\_\_\_\_2. Have the words Works Cited centered at the top of the page (do not center the actual citations...just the heading Works Cited).

\_\_\_\_\_3. ALL type (even Works Cited) should be 12 point font. (And NOT bolded.)

\_\_\_\_\_4. Be in alphabetical order by the first word of the entry. Numbers come first when putting things in alphabetical order and you should ignore the articles “A,” “An,” and “The.”

\_\_\_\_\_5.Indentall lines **after** the first line of each entry.

\_\_\_\_\_6. Capitalize the first letter of titles, pages and authors.

\_\_\_\_\_7. Double-space the page. \*\*\*Be sure to remove extra spacing between citations!

\_\_\_\_\_8. Remove all hyperlinks. There shouldn't be any blue, underlined links. \_\_\_\_\_9. There should not be any bullets, pictures, borders, etc. on the page.

EXAMPLE ON BACK

Works Cited

"Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*.

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Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of

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