1. Highlight all of your citations. They will need to remain highlighted for each of the following steps.

2. Select the font style to match the rest of your paper; select the font size 12.

3. **Steps 3 & 4 for MS Word only:** Now open the paragraph menu by clicking on the small arrow in the lower right corner of the “Paragraph” section of the “Home” tab.

4. This dialog box will open. Select “Hanging” in the “Special” section and “Double” from the “Spacing” section. You may also need to select the box “Don’t add space...” Then click “OK”.
5. **Step 5 for Google Docs only:**

A. Complete steps 1 and 2 on the front page of this handout.
B. With your citations still highlighted, select “Double” from the spacing icon drop down menu.
C. Then use the blue formatting symbols in the ruler just above your document to create a handing indent.

1. First drag the blue triangle to the right until it lines up with the half-inch mark. (The blue rectangle will automatically move with it.)
2. Then drag the blue rectangle back to where it started, to the zero mark where the gray meets the white. It should look like this:

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**Remaining steps for all:**

6. Put your citations in alphabetical order by the first word of each citation, ignoring A, An, or The.
7. OPTIONAL: You may choose to insert a space before or after a slash (/) to reduce extra white space in the line above the URL. This is recommended only when printing, as it will break the hyperlink. Ask your instructor if unsure.
8. Type the words “Works Cited” at the top of the page and highlight them to **center just those words**.
9. The Works Cited list needs to start on a new page. If needed, insert a page break just before the words “Works Cited”. Your list should look something like this:

   **Works Cited**


   *It’s a Wonderful Life*. Directed by Frank Capra, performances by James Stewart and Donna Reed, RKO, 1946.