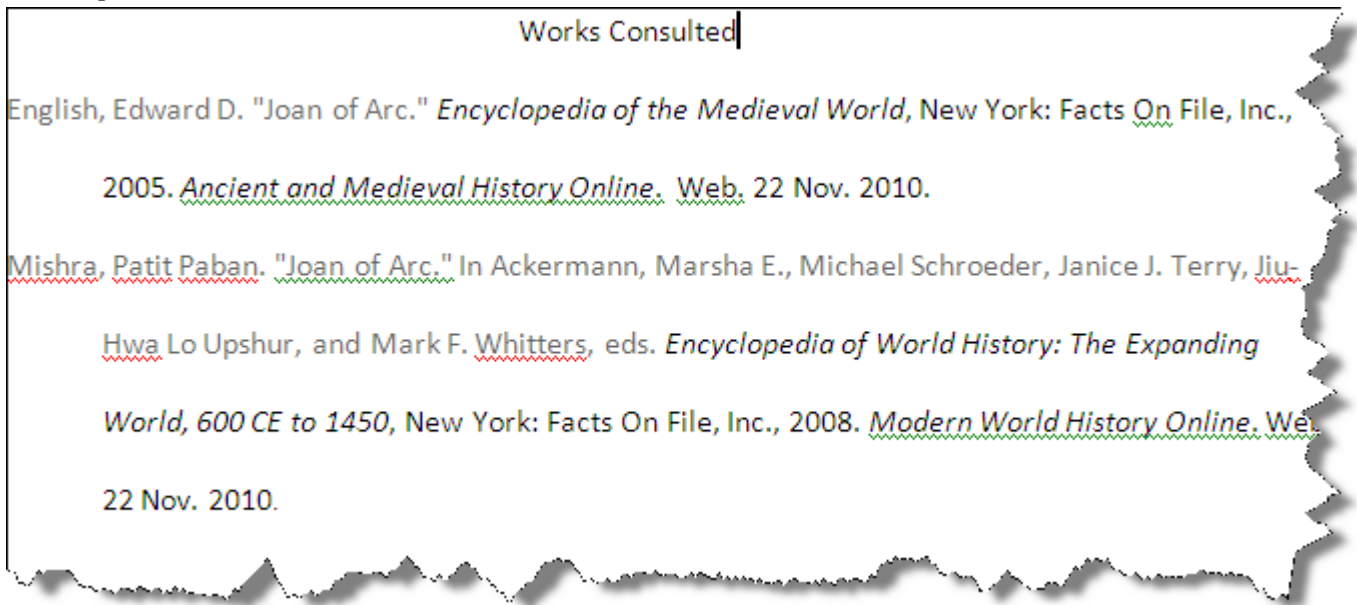


Name:

Block:

Sample Works Consulted



Important Checklist:

1. Page heading centered on top of page
2. Watch indenting—first line goes to the left margin. Indent all other lines of the citation.
3. Date accessed in proper format— Day Month Year (23 Nov. 2010)
4. Period at the end of every citation
5. Title of article or webpage enclosed in quotation marks
6. Title of database or website italicized
7. All entries are in correct alphabetical order

To Set Indents

Select citations on document

Under “Paragraph” settings,
 “Indents and Spacing”
 Set Special as “Hanging”
 Set “Line Spacing” as
 “Double”

