

HOW TO CREATE A WORKS CITED PAGE

There are two steps to preparing a works cited page:

- I. Open a clean Word document or Google Doc
 - a. Center the cursor
 - b. Type WORKS CITED
 - i. all capital letters,
 - ii. 14 font,
 - iii. bolded,
 - c. Enter twice,
 - d. Send the cursor back to the left,

- II. Using Easy Bib, create the bibliographies
 - a. Paste the bibliographies into your WORKS CITED page,
 - b. Select All > 12 point font,
 - c. Put the bibliographies in alphabetical order by first word,
 - d. Indent the second line (and all additional lines),
 - e. Double space **between** bibliographies (the bibliography is single spaced).