Information:

Each entry provides complete and correct information.

There is a period at the end of each entry.

Five spaces/labeled once.

Indent margin. All subsequent lines of the entry are indented one inch from the first line of the entry.

The first line of each entry is flush with the left-hand margin. The author is given, it is listed according to the title.

Items on the Works Cited page are arranged in alphabetical order by the last name of the author. If no author is given, it is listed according to the title.

One inch margins on all four sides.

Approved by instructor. 12 pt. font size.

New Times Roman font (or other easy to read font)

The Works Cited page is double spaced.

Of the paper:

"Works Cited" centered at top of page.

The Works Cited Page