EDITING WORKS CITED

* for 1 inch margins ALL AROUND PAGE!
* for header (Is it there? Is it at right margin? Is it same font and size as rest? Is it only last name? Does it have one space between name and number? Are pages numbered correctly?)
* Whole page DOUBLE SPACED?

* NO extra space between entries (Fix by going Format 🡪 paragraph 🡪 Spacing before = 0, Spacing after = 0)
* Title says Works Cited (centered, capital W, capital C, no bold, no italics, no underline, no all caps – should look like rest of paper); should be on the FIRST LINE of paper. Return only ONCE after the title to start entries.
* Font should be Times New Roman, 12 pt
* Entries ALPHABETIZED by last name of author (Do not alphabetize by A, An, The). NO NUMBERS.
* Author’s LAST name typed first.
* 3 HARD sources (books, magazines) and 1 internet = MINIMUM. If you have more internet, the ratio is 1 internet to 2 hard sources. Multiply number of internet sources x 2 to get number of required hard/book sources.
* Entries are typed MARGIN TO MARGIN (NOT COLUMN)
* Be sure to FINISH the line before starting new one (put a space in URL to prevent short lines)
* Last name, first name of author. (NOTICE PUNCTUATION THROUGHOUT) Book Title or *Book Title*. City where published (if small town, include state abbrev): Publishing Company, Year. Print. (NOTICE ORDER)
* BE SURE 2nd and subsequent lines are indented (hanging indent)
* For internet, need to add last update, url, date accessed, Web. (Check source card.) (MAKE SURE TO PRINT INTERNET SOURCE TO TURN IN WITH ENVELOPE.)
* Make sure that EVERY ENTRY on this page IS IN YOUR PAPER!
* Make sure that EVERY SOURCE in the paper is ON WORKS CITED!