



# Works Cited Checklist

*A checkmark indicates a problem.*

## The Page

- One-inch margins—top, bottom, both sides
- Times New Roman #12 font
- Works Cited title—centered, no underline, no Work Cited
- All entries hanging indent
- Double-space
- No extra lines between entries—double-space throughout
- Citations in alphabetical order
- Only works cited or referenced in the essay appear on the Works Cited page

## Works Cited Citations

- No extra spaces. Example “The Title ” .
- Nothing should be in all capital letters, like THIS.
- Capitalize all words in the *book* or “article” title except articles and prepositions.
- Format for dates: dd Mmm. yyyy. Example: 10 Apr. 2012.
- All information present, including “Web.” and “n.d.” if no date (without quotation marks)
- Include the Web site page title (in italics) and the Web publisher. Note: These may be the same: *New York Times*. New York Times,
- Period follows all components except for publisher. Comma follows publisher: *Time.com*. Time Inc.,
- No hotlinks—URL format: <www.thesitename.com>.
- All URLs are broken at a slash (/) if line breaks are needed.
- Entries are not numbered.