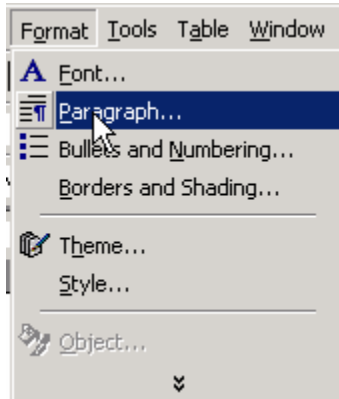


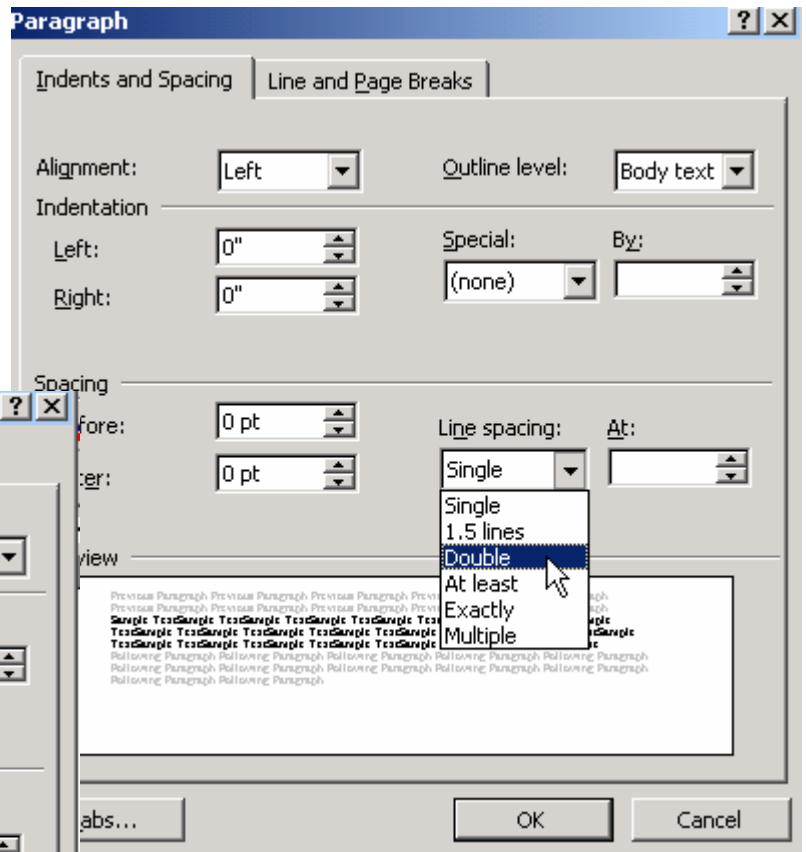
Notes on Works Cited Page



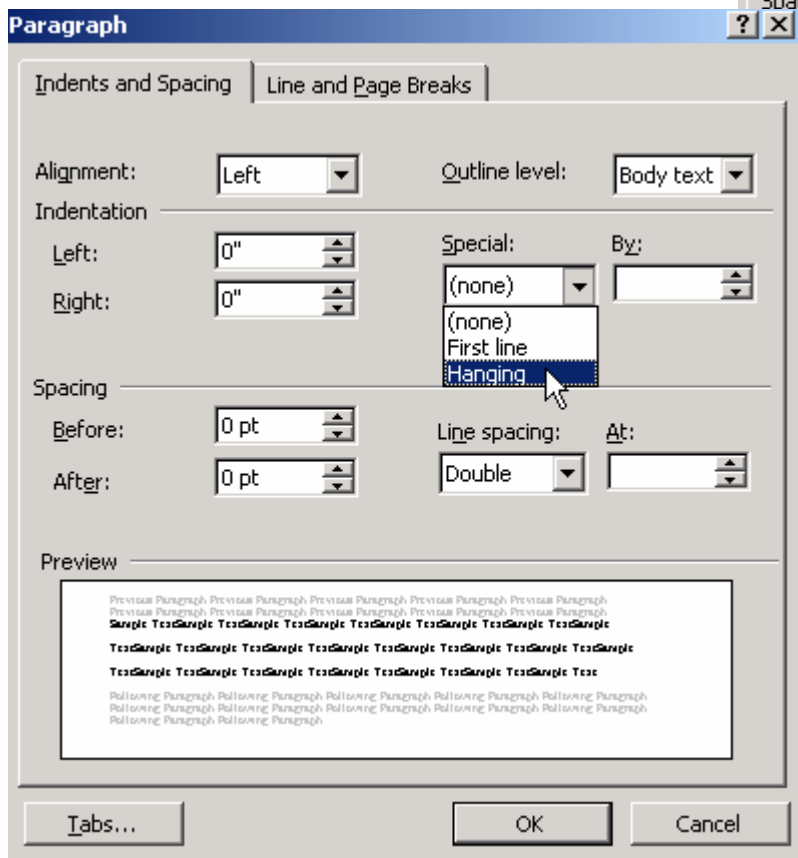
Step 1: Before typing anything, go to **FORMAT**.

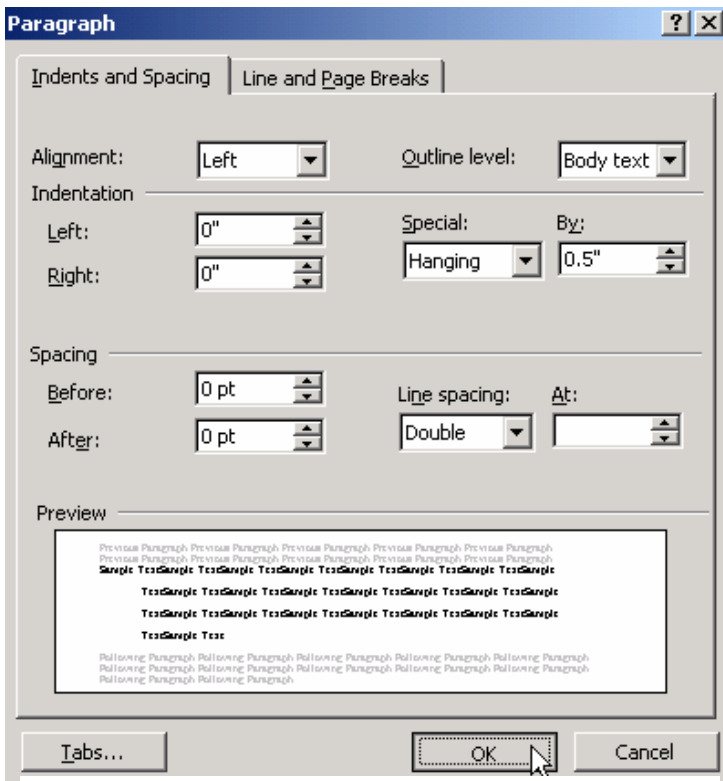
Step 2: Move down and click on **PARAGRAPH**.

Step 3: Go to **LINE SPACING** and click on **DOUBLE**.



Step 4: go to **SPECIAL**, drop down, and click on **HANGING** indentation.





Step 5: Click OK to apply.

Step 6: click on **CENTER** alignment.



Step 7: type Works Cited.



Step 8: Press **ENTER**

Step 9: Click on **ALIGN LEFT**.

Step10: Type your first entry.

Works Cited

Ecke, Richard. "Obesity, Complication Costly." Great Falls Tribune 27 January 2004: A1.

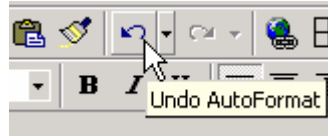
NewsBank. 12 February 2004 <<http://infoweb.newsbank.com>>.

Instructions for Removing Hyperlinks

After you type a web address, MS Word will automatically change it to a hyperlink:

Example: <http://infoweb.newsbank.com>

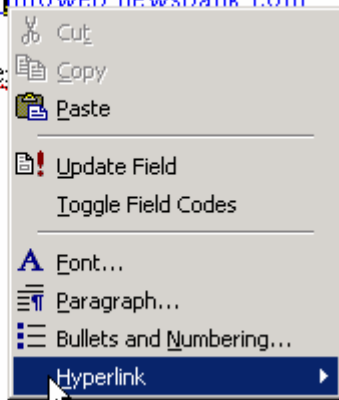
METHOD 1: Press **UNDO**, right after Bill Gates changes it on you.



16 February 2004 <http://infoweb.newsbank.com>

'Schools." [Knight Ridder](#)

[galegroup.com](#)

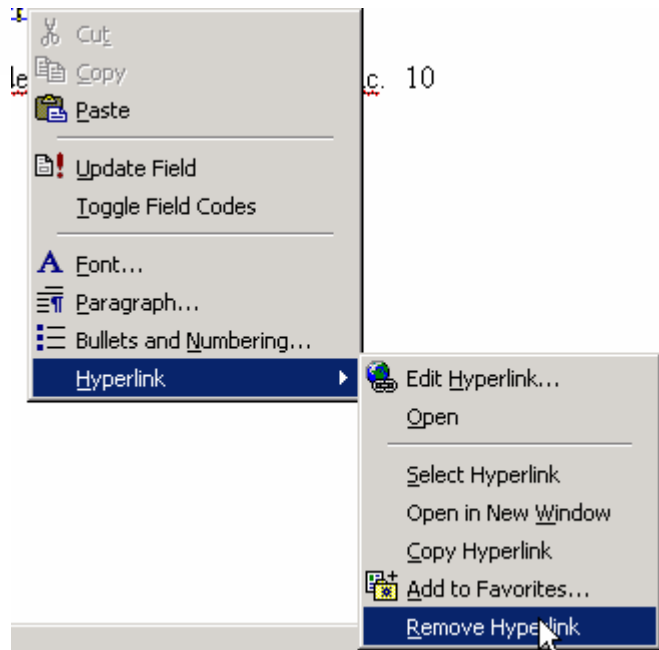


METHOD 2

Step 1: Right mouse click on the link.

Step 2: move down to **HYPERLINK**.

Step 3: click on **REMOVE HYPERLINK**.



Works Cited

- “AOA Fact Sheet.” Obesity.org 3 December 2004. American Obesity Association. 5 December 2004
<<http://www.obesity.org/subs/fastfacts/aoafactsheets.shtml>>.
- Ecke, Richard. “Obesity, Complication Costly.” Great Falls Tribune 27 January 2004: A1.
NewsBank. L.C.H.S., St. John, IN. 12 February 2004 <<http://infoweb.newsbank.com>>.
- Graham, Judith. “U.S. Sets off Furor in Anti-Obesity Fight.” Chicago Tribune 20 January 2004, final ed.: 1. NewsBank. L.C.H.S., St. John, IN. 20 January 2004 <<http://infoweb.newsbank.com>>.
- Lazarus, William. “Fat Waists Thinning Hoosiers’ Wallets.” The Times 23 January 2004, final ed.: A1.
- Martin, Andrew. “Studies Employ Trickery to Find out Why U.S. so Fat.” Chicago Tribune 2 January 2004: 1. NewsBank. L.C.H.S., St. John, IN. 16 February 2004
<<http://infoweb.newsbank.com>>.
- Moore, Paula. “Get Junk Food out of Schools.” Opposing Viewpoints Resource Center. Gale. Argo H.S. Lib., Summit, IL. 10 February 2004 <<http://infotrac.galegroup.com>>.
- Schlosser, Eric. Fast Food Nation: The Dark Side of the All-American Meal. Boston: Houghton Mifflin, 2001.
- Spake, Amanda and Mary Brophy Marcus. “A Fat Nation.” U.S. News and World Report 19 August 2002: 40. Newspaper Source. EBSCOhost. Argo H.S., Summit, IL. 15 February 2004
<<http://search.epnet.com>>.
- “Warning: Portions May be Larger than They Appear.” Good Housekeeping November 2002: 37.
InfoTrac. Gale. L.C.H.S., St. John, IN. 17 February 2004 <<http://infotrac.galegroup.com>>.

NOTES:

- Works Cited page is the last page of your paper.
- Double space entire Works Cited
- Make sure you indent every line but the first one of each entry
- Make sure you alphabetize the entries.
- Notice where the periods go.
- Make sure that the URLs look like the ones above. Remove hyperlink. This normally can be done by pressing the UNDO button after the computer automatically creates hyperlink.

Works Cited Formats

Notes:

- In MLA form, the day precedes the month and there is no comma: 23 March 2006.
- In MLA form, you indent all but the first lines.
- Books are underlined; articles are quoted

BOOK

Citation: Author. Title. Place of publication: publisher, year of publication.

In-text citation: (Fleming 32).

Fleming, Thomas. Liberty! The American Revolution. New York: Viking, 1997.

Magazine Article

Citation: Author. "Title of Article." Title of Magazine Date of Publication: pages.

In-text citation: (Wheat 32).

Wheat, Alynda. "Beyond the 'Law.'" Entertainment Weekly 10 March 2006: 32 – 33.

Newspaper Article

Citation: Author. "Title of Article." Name of Newspaper Date of Publication: Pages (include section)

In-text Citation: (Peterson 2A)

Peterson, Karen S. "Turns out We Are 'Sexually Conventional.'" USA Today 7 Oct. 1994: 1A+.

Encyclopedia or Dictionary

Citation: "Name of Entry." Title of Encyclopedia. Edition year.

In-Text Citation: ("Volcano")

"Volcano." World Encyclopedia. 1984 ed.

Encyclopedia or Dictionary Online:

Citation: Author. "Name of Entry." Title of Encyclopedia. Date of Access <Electronic address>

In-text Citation: ("Sesquipedalian")

"Volcano." Wikipedia: The Free Encyclopedia. 27 March 2006 <<http://en.wikipedia.org/wiki/Volcano>>.

"Sesquipedalian." Dictionary.com. 23 March 2006 <<http://dictionary.reference.com/search?q=sesquipedalian>>.

Online Article on EbscoHost

Citation: Author. "Title of Article." Name of original publication Date of Publication: original pages (if included). Database Name. EBSCOhost. Our School name, City, State. Date of Access <<http://search.epnet.com/>>.

In-text Citation: (Leigh)

Dayton, Leigh. "Warning: mega-*volcano* is overdue." The Australian 12 July 2002, first ed.: 5. Newspaper Source. EBSCOhost. Argo High School Library, Summit, IL. 26 March 2006 <<http://search.epnet.com/>>.

Online Article on Opposing Viewpoints

Citation: Author. "Title of Article." Opposing Viewpoints Resource Center. Gale. Argo H.S. Lib., Summit, IL.
Access date <<http://infotrac.galegroup.com>>.

In-text Citation: (Kemp)

Kemp, Jack. "America Should Grant Birthright Citizenship to Children of Illegal Immigrants." Opposing Viewpoints Resource Center. Gale. Argo H.S. Lib., Summit, IL. 26 March 2006
<<http://infotrac.galegroup.com>>.

Article in a Specialized Reference Work

Citation: Author. "Title of Article." Title of Book. Editor of Book. Edition. Volume. Place of publication:
publisher, year of publication. Pages.

In-Text Citation: ("Night")

"Night." Novels for Students. Ed. Marie Rose Napierkowski. Vol. 4. Detroit: Gale, 1998. 234-35.

In-Text Citation: (Hennessy 83)

Hennessy, Michael. "W. H. Auden." Critical Survey of Poetry. Ed. Frank N. Magill. Vol. 1. Pasadena: Salem, 1991. 80 – 89.

Essay/Article/Short Story in Anthology

Citation: Author. "Title of Entry." Title of Book. Edition. Editor of Book. Place of publication: publisher,
year of publication. Pages.

In-Text Citation: (King 417-19)

King, Robert. "Should English be the Law?" The Presence of Others. Ed. Andrea Lunsford and John Ruskiewicz. New York: Bedford, 2000. 409-21.

Works Cited – Online Entries

- **Format of On-Line Entry**

Author or editor. "Title." Book title. Printed version information. Site title. Volume or issue number. Date posted. Name of subscription service, library name and location. Listserv name. 00 pp. Sponsoring organization. Date accessed <Electronic address>.

The above is the generic entry for all online sources. Omit whatever information you can't find. All information shifts left when you omit.

Examples:

- **Web Site (Professional)**

ESPN.com. 10 Nov. 1999. ESPN Internet Ventures. 24 Nov. 1999 <<http://espn.go.com>>.

- **Article Within a Web Site**

Devitt, Terry. "Flying High." The Why Files. 9 Dec. 1999. University of Wisconsin, Board of Regents. 4 Jan. 2000 <<http://whyfiles.news.wisc.edu/shorties/kite.html>>.

- **Article Within a Web Site (Anonymous)**

"Becoming a Meteorologist." Weather.com. 12 Nov. 1999. The Weather Channel. 24 Nov. 1999 <http://weather.com/learn_more/resources/metro.html>.

Note: When line length forces you to break a Web address, always break it after a slash mark.

- **Web Site (Personal)**

Hamilton, Calvin J. Views of the Solar System. 12 Nov. 1999 <<http://solarviews.com/eng/homepage.htm>>.

Note: When a professional or personal site has no title, use the description "Home page" without an underscore.

- **Article from On-Line Computer Service (Also in Print)**

Williams, Vanessa. "D.C. Votes to Limit Teenage Drivers: Council Sets 18 as Minimum Age for Full License." Washington Post 3 Nov. 1999, final ed.: A1. National Newspapers. ProQuest. Gateway Technical College, Elkhorn Campus Library. 12 Nov. 1999 <<http://proquest.umi.com/pdqweb>>.

Note: When you use a library to access a subscription service, include the name of the database if known (underlined), the service, and the library, all before the date of access. Then give the Internet address for the home page of the service, if you know it.

Source: above information is from The Write Source <<http://www.thewritesource.com/mla.htm>>.