**Formatting a Work Cited Page Practice**

**Directions:** Key the work cited below following the formatting rules printed in bold print. Assume that the work cited is the 2nd page of the report, inserting the number “2” in the top, right aligned, and ½ inch from the top of the page. Save the document as “WorkCited1” and print the work cited.

Top margin 2 inches

**Page #**

**Insert the page# ½ inch from the top of the page and right aligned**

WORK CITED

Right margin 1 inch

Left Margin 1 inch

**QS**

Flynn, Meredith and Mandell, Steven L. Microcomputers Concepts, Skills and Applications. St. Paul: West Publishing Col, 1991

**DS**

**SS**

Brenan, Kathleen M.; Mandel, Steven L.; and Breeman, Lori A. Introduction to Computers and BASIC Programming. St. Paul: West Publishing Col, 1991.

**SS**

Bottom margin 2 inches

**Work Cited Notes to Remember**

* The work cited is a listing of works you cited in the report.
* Center the title, WORK CITED, in all caps, and leave a quadruple space between the title and the first entry.
* The first line of each entry should be aligned with the left margin. Continuation lines are indented 5 spaces from the left margin. (Hanging Indent)
* Separate the main parts of an entry with a period.
* Single space entries; double space between entries.
* Alphabetize the entries according to the last name of the author.
* Underline or italicize book, magazine, and newspaper titles and place quotation marks around the titles of articles, poetry, or essays
* The work cited page is at the end of the report.