Works Cited Checklist

Be sure to check off all the items below to be sure that your paper is perfectly formatted!

Works Cited must include:

_____ 1” Margins (top, left, right, bottom)
_____ The words “Works Cited” centered at top of page
_____ Your last name and page number in the upper-right-hand corner (use header)
_____ 12 point Times New Roman font
_____ Double spacing
_____ Hanging indent of ½ inch (default value) for each entry
_____ Entries in alphabetical order
_____ All titles in italics (NEW)
_____ Format tag for each entry (NEW)

_____ Each entry must be cited at least once in your document &
_____ Each in-text citation must be referenced in the Works Cited list

Check for missing or incorrect information and for incorrect punctuation.

Always double check your links to be sure they work and, if the URL has been shortened, to be sure that the reader can get to the article you are citing using the information in your works cited entry!

Worksheet adapted for Sonora High School from the work of M. Slim
rev. 12/1/2009

EXAMPLE:

Jacobson 6

Works Cited


