



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

Emanuel, George. *California Indians: An Illustrated Guide*. Walnut Creek, CA: Kings River Press, 1992.

Print.

Frank Jr., William F. "Colin Powell Says It Almost Right." *National Review* 28 Aug. 2000. *eLibrary*. Web.

13 Sept. 2000 <<http://proquesst.umi.com>>.

Jagenforf, Moritz. *Tales From the First Americans*. Morristown, NJ: Silver Burdett Company, 1979. Print.

Kelly, Michael. *Native American Talking Signs*. New York: Chelsea House Publishers, 1998. Print.

"Maidu Culture." *Konkow Valley Band of Maidu*. Web. 7 Dec. 2004

<<http://www.maidu.com/maidu/maiduculture/culture.html>>.