**How to Create a Works Cited Page**

**What is a works cited page?** A works cited page is a separate page at the end of your research paper or project. It is a list of resources (i.e. books, articles, etc.) that you have referenced in the body of your paper or project.

Our school subscribes to Noodle Tools, a program that will assist you in creating your works cited list. There are other free resources online that will help you create your citations. When using the databases for research, a citation is typically provided for you.

**Remember:**

* Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
* Double space all citations, but do not skip spaces between entries.
* Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.
* Citations should be listed alphabetically by the first word in the citation (ignore first words such as ***The, A, An****,* etc.).

**Example:**

**Noodle Tools—Step by Step Guide**

**HOW TO ACCESS NOODLE TOOLS:**

* Visit noodletools.com
* Click LOGIN.
* On the right side of the screen, **enter your @bmchsd.org email** and click **SIGN IN WITH GOOGLE.**
	+ **\*\*\*If you have never used Noodle Tools before, select “Create New Account,” and then “I am a student or library patron.”**
	+ **When asked for the school’s username & password, type in calhounhs/calhounhs**
	+ **Follow the prompts to update and save your profile.**

**ONCE YOU HAVE LOGGED IN:**

* **"My Projects"** page will be displayed.
* Click on the **“+New Project”** button.
* Select the citation style to **MLA** and the citation levelto **Advanced.**
* In the description bar type in a name for your project and then click **SUBMIT.**

**ADDING SOURCES TO YOUR WORKS CITED LIST:**

* Open up the project you are working on
* Along the top of the page, select the **SOURCES** tab
* Click **“+Create new citation”**
* Follow the prompts to select the type of source you have used
* Fill in the blanks that appear making sure that spelling and capitalization are correct for each source.

**HINT #1:** For **DATABSES,** there is a **QUICK CITE** option where you can copy and paste a pre-formatted citation.

**HINT #2:** For book sources, you can **enter the ISBN number (the barcode on the back of the book)** and Noodle Tools will automatically fill in the resource information for you.

* Once you’ve entered the information for your source, click on **“Submit.”**

**ONCE ALL SOURCES HAVE BEEN ADDED:**

Click on **“Print/Export”** button. You may export the list to Google Docs and will be prompted for your Google login information.