



Fig. 12. The top of the first page of a works-cited list.

flush with the right margin (see fig. 12). Center the title, *Works Cited*, an inch from the top of the page. Double-space between the title and the first entry. Begin each entry flush with the left margin; if an entry runs more than one line, indent the subsequent line or lines one-half inch from the left margin. This format is sometimes called *hanging indention*, and you can set your word processor to create it automatically for a group of paragraphs. Hanging indention makes alphabetical lists easier to use. Double-space the entire list, both between and within entries. Continue the list on as many pages as necessary.

### 5.3.3. Arrangement of Entries

Entries in a works-cited list are arranged in alphabetical order, which helps the reader to find the entry corresponding to a citation in the text. In general, alphabetize entries in the list of works cited by the author's last name, using the letter-by-letter system. In this system, the order of names is determined by the letters before the commas that separate last names and first names. Spaces and other punctuation marks are ignored. The letters following the commas are considered only when two or more last names are identical. The following examples are alphabetized letter by letter. (For more information on alphabetizing foreign names, see 3.8.)