**Bibliography/Works Cited Formatting Sample**

Below is an example of a properly formatted Works Cited. Note the formatting characteristics:

* Entries are in alphabetical order—arranged by the author’s last name if there is an author, or by the first key title word if there is no author.
* Author’s names are written in the **Last, First** format.
* The individual source entries are single-spaced, and left justified with a hanging indent (a feature you can find in the paragraph menu in Word)
* There is double spacing between entries.
* Titles of articles or site pages are in quotation marks.
* Titles of magazines, books, or root websites are in italics.

**Works Cited**

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       *http://www.duracell.com/au/main/pages/learning-centre-what-is-a-battery.asp.*

McCracken, T*. “* Battery Cartoon 7254: A Thief in a Garage*.”* Cartoon. *http://www.mchumor.com/transportation\_battery.html.* McHumor.com. Web. 23 Oct. 2013

Here is a sample Works Cited that is correctly formatted: