# Works Cited

*All citations should be in alphabetical order*

*Title should be centered*

Mahoney, J. (2011, May 2). *Teacher's Guide to Adoption*. Retrieved from Family Helper: http://www.familyhelper.net/ad/adteach.html

"The Documentary | One Week Job." *One Week Job | Discover Your Passion*. Web. 02 May 2011. <http://www.oneweekjob.com/documentary/>.

"Youth Gambling (Research and Resources) - BC's Partnership for Responsible Gambling." *British Columbia Partnership for Responsible Gambling*. Web. 02 May 2011. <http://www.bcresponsiblegambling.ca/problem/youth5.html>.

*All citations should be the same font and font size. Arial 12 works well.*

**How to Create a Works Cited Using Microsoft Word:**

1. Open a new Microsoft Word document
2. Select the References menu
3. Find “Citations and Bibliography”. Under Styles choose “APA”

Click on “Manage Sources” and then choose “new.” At the top of the screen you will select the “Type of source.” You can then start to fill in the source information. Your source might be a book, magazine, journal, website or others.

1. For web-sites you will need to hunt for the information you need to fill in the blanks…sometimes it is difficult to find the author or the date that the web-site was created. Choosing the “About” tab on web-sites can help to provide this information. Fill in as much as you can.
2. When you have entered all of the information save it by clicking “Ok” in the bottom right corner. Click “New” to enter your next source.
3. Once you’ve entered all of your sources, close the window. Now choose the “Bibliography” drop down menu on the “References” tab. You will be choosing the “Works Cited” option. When you click on it all of your sources SHOULD be on the page in the correct order. Check that this is so.