Works Cited

Did you take notes from a cartoon on **BrainPOP**? Follow this format to cite:

"Title of Video." *BrainPOP*, BrainPOP LLC., 2015. Date accessed.

Example:

 "Photosynthesis." *BrainPOP,* BrainPOP LLC., 2015. 18 January 2016.

Did you take notes from a free **website**? Follow this format to cite:

Author's last name, firstname. "Title of Web Page." *Title of Website*, Sponsor or Publisher, Date Accessed, URL.

Example:

Brain, Marshall, et al. "How Batteries Work." *How Stuff Works*, InfoSpace LLC., 19 January 2016,

 http://electronics.howstuffworks.com/everyday-tech/battery.htm.

Did you take notes from Encyclopedia Britannica or other **database**? Copy and paste the citation from the citation tool.

Example:

"Battery." *Britannica School.* Encyclopædia Britannica, Inc., 2016. Web. 20 Jan. 2016.

How to Create a Hanging Indent in Google Docs

1. Make sure the Google Docs **ruler** is visible.
2. Click "**View**" and make sure "**Show Ruler**" is checked.
3. On the ruler line, there is a light blue rectangle at the left margin, which represents the location of the **First Line Indent**.
4. Underneath the light blue rectangle is a light blue inverted triangle, which shows the location of the **Left Indent**. Hover the cursor over each shape, and its function will be displayed.
5. **Select** the Text you want indented (ie, the body of a Works Cited list).
6. On the ruler, drag the **Left Indent** (light blue inverted triangle) to the right as far as you want the text to be indented (for a Works Cited list, this should be .5 inch).
7. The **First Line Indent** marker (light blue rectangle) will also move, so you must drag that back to the left margin and the hanging indent will be created.