

How to Write



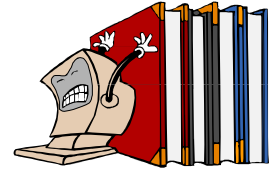
A List of Works Cited

Name: _____ Teacher: _____

Library

The Purpose of a Works Cited List:

- Shows the reader the original source of information
- Allows the reader to locate more information or to verify facts; you must provide enough information to allow the reader to locate your research
- Gives credit to the authors whose ideas are used
- To allow the information to be found again



Punctuation

Italicized Titles:

- Books
- Magazines
- Encyclopedias
- Web pages
- Online programs or database name Examples: *EBSCO Animals*, *SIRS Discoverer*
- Name of subscription service – *EBSCOhost*

Titles that should be in quotation marks:

- Magazine articles
- Encyclopedia articles
- Online encyclopedia articles
- Web page articles
- POWER Library articles



Other important points:

- The information about each individual source is called a citation.
- A completed list of works cited contains citations, which are listed alphabetically.
- If an article (a, an, the) is the first word of the title, go to the second word to alphabetize.

This information is based on the MLA style. For materials not listed here, refer to:

MLA Handbook for Writers of Research Papers (7th Edition) or

<http://owl.english.purdue.edu/owl/resource/747/01/>

Book with one author

Information needed:

Author (last name first). *Title*. Place of publication(city): Publisher, Copyright date. Print.

Example:

Lockwood, Sophie. *Zebras*. Mankato, MN: Child's World, 2008. Print.

Book with two authors

Information needed:

First author (last name, then first), and second author (first name then last). *Title*. Place of publication: Publisher, Copyright date. Print.

Example:

Wood, Linda C., and John Bonnett Wexo. *Zebras*. Poway, CA: Wildlife Education, 2000. Print.

General encyclopedia

Book version

Information needed:

Author (last name, then first). "Article Title." *Encyclopedia Title*. Edition. Print.

Example:

Hoyt, Reginald A. "Zebra." *World Book Encyclopedia*. 2008 ed. Print.

Internet version

Information needed:

Author (last name, then first). "Article Title." *Encyclopedia Title*. Publishing company & copyright date. Web. Date used.

Example:

Hoyt, Reginald A. "Zebra." *World Book Online Reference Center* 2005. Web. 13 Oct. 2008.

Magazine Article

Information needed:

Author (last name, then first). "Article Title." *Title of Magazine* Date of Publication: Page Numbers. Print.

Example:

Silverman, Buffy. "No Place to Hide." *Click* Sept. 2005: 13-16. Print.

Online Database Article (Includes POWER Library)

Information needed:

Author (last name, then first). "Title of Article." *Publication Name*. Publication Date: page numbers. *Database name*. Web. Date of access.

Example:

Evans, Sarah. "Zebras". *Animal Action*. Aug. 2008: 23-25. *SIRS Discoverer*. Web. 18 May 2009.



Internet web site

Information needed:

Author (if given). "Title of article if using one". *Title of Overall Web Site*. Name of institution or organization affiliated with the site (if not available use N.p. for no publisher). Date of publication. Web. Date of Access.

Example:

Zebra". *National Geographic*. National Geographic Society. 2009. Web. 18 May 2009.

NOTE:

Internet search tools such as netTrekker and Google do not belong in the citation. Wikipedia is not a reliable resource, because it may be edited.

Sample of a completed list of works cited on next page →

Works Cited

Evans, Sarah. "Zebras". *Animal Action*. Aug. 2008: 23-25. *SIRS Discoverer*. Web. 18 May 2009.

Hoyt, Reginald A. "Zebra." *World Book Encyclopedia*. 2008 ed. Print.

Hoyt, Reginald A. "Zebra". *World Book Online Reference Center*. World Book, Inc., 2009. Web. 18 May 2009.

Silverman, Buffy. "No Place to Hide." *Click* Sept. 2005: 13-16. Print.

Wood, Linda C., and John Bonnett Wexo. *Zebras*. Poway, CA: Wildlife Education, 2000. Print.

"Zebra". *National Geographic*. National Geographic Society. 2009. Web. 18 May 2009.

Note:

This example of a list of works cited contains one of each of the following sources (in order from top to bottom):

Article from an online database (POWER Library – SIRS Discoverer)

Article from a print encyclopedia

Article from an online encyclopedia

Article from a magazine

Book by two authors

Article from a website

Works Cited Checklist



- _____ 1. If typing, double-space between the heading and the first citation (source). Double-space the entire list, both between and within entries.
- _____ 2. Use a plain font like Times New Roman or Ariel - black ink, 12 point (unless your teacher has specified another font).
- _____ 3. Center the words Works Cited (this is your heading).
- _____ 4. List citations (sources) in alphabetical order. These are not centered - they are left justified. (Ignore "a", "and" and "the" when alphabetizing titles.)
- _____ 5. If no author was given in your source, ignore this part of the citation, and go on to the next word.
- _____ 6. Do not indent the first line of a citation. Indent second line, third line, etc. (Indent ½ inch.)
- _____ 7. Each citation should include all punctuation. Check for capitals, commas, periods, quotation marks, italics. Use the example at the bottom of each works cited form for help.
- _____ 8. All dates should follow this format: day month year.
(For example, the last day of January would be typed 31 Jan. 2008.)
- _____ 9. Missing information:
For POWER Library and magazine articles, if no page numbers were given, use n. pag (for no pages).
For a web site without a publisher given, use n.p. (for no publisher).
For a website without a date of publication, use n.d. (for no date).
* Capitalize the N when it follows a period. Use a lowercase n when it follows a comma.
- _____ 10. Each entry ends with a period.