
A works-cited page is printed at the end of the paper and presents the full bibliographic information for every source cited in the body of the paper. Do not include sources that you may have consulted, but did not use in your paper. It should appear at the end of the paper on a separate sheet and should list all works you have quoted or referred to in the body of your paper. Remember to document anything that is taken from a source other than your own brain.

Paper Format

- Top, bottom, and side margins should be one inch
- Quotations longer than four lines should be indented one inch from both margins
- Use only 8 ½ x 11 inch paper
- Use a header in the upper right hand corner with your last name followed by page number.
- Font should be Times New Roman 12 pt.

Typing and Spacing of Works Cited Page

- All entries are listed alphabetically by author. If the author is unknown, use the title.
- Do not use articles (A, An, The) when alphabetizing titles. Alphabetize by the next word.
- The entire list should be double spaced, both within and between entries.
- Within each citation there are two spaces after a period (.) or a colon (:) and one space after a comma (,) unless otherwise instructed by teacher.
- First line of each entry should begin at the margin. Second line (and following) should be indented by five spaces (hanging indent).
- Works Cited page must be paginated.
- *Italicize* the names of
  - Books, plays, poems published as books
  - Pamphlets
  - Periodicals
  - Websites
✓ Online Databases
✓ Films, television and radio shows
• Use “quotation marks” for:
  ✓ Titles of articles, essays, stories, and poems published in larger works
  ✓ Chapters of books
  ✓ Pages in websites
  ✓ Individual episodes of television or radio program

Parenthetical Citations

• All short direct quotes, long direct quotes, paraphrases, and summaries need to be cited.
  ✓ "Short direct quote" (citation) – If the quotation is no more than four lines, enclose the passage in quotation marks and incorporate it into your text. Place the sentence period outside of the parentheses containing the citation.

  “…….was considered to be a master genius” (Spalding 82).

  ✓ If the author’s name if used in the sentence, you do not need to repeat the name in the parenthetical citation, only the page number.

  Spalding referred to him as a master genius (82).

  ✓ Long direct quotes (more than four lines) – If the quotation is more than four lines, set it off from the text of your paper by beginning a new line, indenting one inch (ten spaces) and typing the quotation double-spaced, without adding quotation marks. Place the period before the parentheses.

PRINT

Book – One Author

Last Name, First Name. Title. Place of Publication: Publisher, Copyright Date.

Medium.

Works-cited example:


In-text example: (Haugen 44)
**Book - Two or Three Authors**

List names in same order as on title page. Do not alphabetize. Cite only first author last name first.

Last Name, First Name, and First and Last Name(s). *Title*. Place of Publication: Publisher, Copyright Date. Medium.

*Works-cited example:*


*In-text example:* (Lamont and Musser 44)

**Book - More Than Three Authors**

Last Name, First Name, et al. *Title*. Place of Publication: Publisher, Copyright Date. Medium.

*Works cited example:*


*In-text example:* (Brown et al. 135)

**Book - No Author**

*Title*. Place of Publication: Publisher, Copyright Date. Medium.

*Works-cited example:*


*In-text example:* *(Education 53)*
Book with Editor - No Author

Editor’s Last Name, First Name, ed. Title. Place of Publication: Publisher, Copyright Date. Medium.

Works-cited example:


Print.

In-text example: (Brandt 252)

Article in a Collection or Book (Opposing Viewpoints)

Last name, First name. "Title of Article." Title of Collection. Ed. Editor's Name(s).

Place of Publication: Publisher, Year. Page range of entry. Medium.

Works-cited example:

Little, Annie. “Year Round School is Beneficial.” Education: Opposing Viewpoints.


In-text example: (Little 252)

Magazines

Author’s Last Name, First Name. "Title of Article." Name of Periodical.

Date (day mo. year): Page range of entry. Medium.

Works-cited example:


In-text example: (Cohen 48)
Newspapers

Author’s Last Name, First Name. "Title." Name of Newspaper Date (day mo. year),
Edition: Section Pages. Medium.

Works-cited example:

Early Edition: WK1 or (WK1+). Print.

If the newspaper article is more than one page, follow the page number with a (+) plus to indicate the additional pages.

In-text example: (Doe 1) or (Doe 1+)

Encyclopedias

Article inside the encyclopedia…..

Last Name, First Name. "Title of Article." Encyclopedia Name. Edition if stated.
Date. Medium.

Works-cited example:


In-text example: (Johnson)

Dictionaries

Using a definition from a specific dictionary…..


In-text example: (“Education”)
WEB

World Wide Website (Entire Website)

Author’s/Editor’s Last Name, First Name. Title of Site. Publisher of Site. Date of Publication. Medium. Date Accessed (day mo. year). <Optional URL>.

Works cited example:


In-text example: (PETA)

When citing information found on the web, URLs are optional. Check with your teacher.

Page from a Website
(Including online magazines, journals or newspapers)

Author’s/Editor’s Last Name, First Name. "Title of Article." Online Source

Publication Date (day mo. year). Medium. Date Accessed (day mo. year).

<Optional URL>.

Works-cited example:


In-text example: (Bradley)
On-Line Database:

Cite articles from online databases (e.g. Student Resources in Context, eLibrary Curriculum Edition, Culturegrams) and other subscription services just as you would print sources. In addition to this information, provide the title of the database italicized, the medium of publication, the date of access and the URL (Optional URL).

Author’s Last Name, First Name. "Title of Article." Name of Source Volume number (if available) Publication Date: page number(s). (if available) Name of Database. Medium. Date Accessed (day mo. year). <Optional URL>.

Biography Resources in Context works-cited example:


In-text example: (“Maria Montessori”)

CQ Researcher works-cited example:


In-text example: (Clemmitt)
**Culturegrams works-cited example:**


*In-text example:* (“Haiti”)

**eLibrary Curriculum works-cited example:**


*In-text example:* (Stephens)

**eLibrary Science works-cited example:**


*In-text example:* (“Climate”)
Gale Virtual Reference Library works-cited example:


In-text example: (“Well’s”)

Global Issues in Context works-cited example:


In-text example: (Langman)

Grolier works-cited:


In-text example: (Mathews)
**History Study Center works-cited example:**


*In-text example:* (“Separate”)

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**Issues & Controversies works-cited example:**


*In-text example:* (“Online”)

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**ProQuest Learning: Literature works-cited example:**


*In-text example:* (“Adams, Henry”)

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**Salem Health works-cited example:**

Martinelli, Sarah Crawford. “Genetic Engineering.” *Genetics & Inherited Conditions.*


*In-text example:* (Martinelli)

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**Salem History works-cited example:**


*In-text example:* (Windhausen)

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**Salem Science works-cited example:**


*In-text example:* (Zabilka)
Student Resources in Context works-cited example:


  In-text example: (Brinkley)

Today’s Science works-cited:


  In-text example: (“2009”)

Worldbook works-cited:


  In-text example: (Picus)
**World News Digest** works-cited example:


In-text example: (“Education”)

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**E-Mail**

Author’s Last Name, First Name. “Subject Line”. Message to: recipient. Date of the message (day month. year).

Work-cited example:


In-text example: (Ketzer)
**NON-PRINT**

**Personal Interview**

Interviewee’s Last Name, First Name. Personal Interview. Date (day mo. year).

*Works-cited example:*


*In-text example:* (Ayers)

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**Films or Movies (in the theater)**

*Title.* Dir. First and Last name of Director. Perf. First and Last name of Actor(s).

Studio, release year. Medium.

*Works-cited example:*


*In-text example:* (Avatar)
Unpublished Lecture, Speech, and Oral Presentation

Author’s Last Name, First Name. “Title.” Location. Date (day mo. year). Description.

**Works-cited example:**

Ayers, Ryan. “Fun with Citation”. Orchard Park High School. Library Media Center, Orchard Park, NY. 10 Jan. 2010 Class lecture.

**In-text example:** (Ayers)

Films or Movies (DVD, VHS)

*Title*. Dir. First and Last name of Director. Perf. First and Last name of Actor(s). Studio, Release Year. Medium.

**Works-cited example:**


**In-text example:** (*Titanic*)
Works Cited (Example)


Ayers, Ryan. “Fun with Citation”. Orchard Park High School. Library Media Center, Orchard Park, NY. 10 Jan. 2010  Class lecture.


Information for this guide was taken from:
