

## Works Cited

### **Q: When should I create a Works Cited?**

**A:** Works Cited (or Bibliography) should be written any time you use information from another source. This includes books, magazines, newspapers, the Internet, amongst other resources.

**Unless you are the creator of the work, you must give credit to the original author/owner.** If you do not, you are plagiarizing another person's work and can be held accountable for your actions.

### **Q: What about pictures & images? (From print or internet sources.)**

**A:** Many students use pictures (scanned or copied from the Internet) in their projects. These must be cited.

### **Q: What date should I use & how should I write it?**

**A:**When selecting a copyright date, use the most recent date listed.

When writing out the date, use Military Format. i.e. Oct. 29, 2004 becomes 29 Oct. 2004. Use the 3 letter abbreviation for the month. Note: NO COMMAS!

If no date is found, use n.d.

### **Q: How do I format the Works Cited Page?**

When typing your citations, remember that the first line is flush with the margin and that the second line is indented 5 spaces. See the Mr. Ptak or Ms. Mease on how to do this easily.

A Works Cited Page is also alphabetized by the author's last name. If there is no author, use the first word of the title. (Note: Skip the words A, An or The.)

Format of this page: Each citation will give the format and then an example of a proper citation.

**Rule of Thumb: If you did not create it, cite it.**

## Print/Book Resources

### Book by one author:

Author-Last Name, First Name. Title: Subtitle. City of Publication, State: Publishing Company,  
Copyright Date.

Welty, Eudora. One Writer's Beginnings. Cambridge, MA: Harvard UP, 1984.

### Book by two or three authors: (Note the change in format of the 2nd & 3rd Authors.)

Author Last Name, First Name, and Author First Name Last Name. Title: Subtitle. City of  
Publication, State: Publishing Company, Copyright Date.

Leghorn, Lisa, and Katherine Parker. Woman's Worth. Boston, MA: Routledge, 1981.

Kelly, Alfred H., Winfred A. Harbison, and Herman Belz. The American Constitution: Its  
Origins and Development. New York, NY: Norton, 1983.

### Book by more than three authors:

Author Last Name, First Name, et. al.. Title: Subtitle. City of Publication, State: Publishing  
Company, Copyright Date.

Moore, Mark H., et al. Dangerous Offenders: The Elusive Target of Justice. Cambridge, MA:  
Harvard UP, 1984.

**Selection from an Anthology:** (Each chapter is written by a different author.)

Author of Chapter-Last Name, First. "Title of Chapter." Title of Book. Name of Editor(s), Ed.

City of Publication, State: Publishing Company, Copyright Date. Pages.

Fiske, John. "Madonna." Ways of Reading: An Anthology for Writers. Eds. David Bartholomae and Anthony Petrosky. Boston, MA: Bedford, 1993. 158-177.

## Reference Materials

### Article in a reference book/Encyclopedia:

**Signed:** Often found at the END of the ARTICLE , NOT the title page.

Author Last Name, First. "Article Title." Encyclopedia Name. Copyright Date ed.

Johnson, Peder J. "Concept Learning." Encyclopedia of Education. 1971 ed.

### Unsigned:

"Article Title." Encyclopedia Name. Copyright Date ed.

"Ireland." Encyclopedia Britannica. 1974 ed.

### Book in a Multi-Volume Reference Set:

Author Last Name, First. Title: Subtitle. Number of Volumes. City of Publication, State:

Publishing Company, Year of Publication.

Piotrowski, Nancy A., ed. Psychology Basics. 2 vols. Salem Press: Pasadena, California, 2005.

## **Periodicals (Magazines or Newspapers)**

Note: Use the Military Format for Dates!

September 7, 2006 becomes 7 Sept. 2006.

You may write an abbreviated form for the Month. (September becomes Sept.)

### **Article in monthly or bimonthly periodical:**

Author Last Name, First Name. "Title of Article." Periodical Title Date Day Month Year: Pages.

Roosevelt, Anna. "Lost Civilizations of the Lower Amazon." Natural History Feb. 1989: 74-83.

### **Article in a newspaper:**

Author Last Name, First Name. "Article Title." Periodical Title [City of Publication, State] Date

DATE MONTH YEAR: Pages.

Manegold, Cathrine S. "Becoming a Land of the Smoke-Free, Ban by Ban." New York Times

[New York City, New York] 22 Mar. 1994, late ed.: A1+.

### **A Review of a Book, Magazine Article, Movie, etc.**

Author Last Name, First Name. "Title of Review (If available)." Review of Title of work being reviewed, by Author of Actual Work (First Name Last Name). Name of Periodical. Date

DATE MONTH YEAR: Pages.

Urdike, John. "No Brakes." Review of Sinclair Lewis: Rebel from Main Street, by Richard Lingeman. New Yorker 4 Feb. 2002: 77-80.

## Computer and Internet: Non-Database

URL is short for "Uniform Resource Locator" or the Web Address.

### CD-ROM:

Author-Last Name, First. "Title of Article." Source. Date DATE MONTH YEAR. Source On disc. CD-ROM. Publisher. Date DATE MONTH YEAR.

Angier, Natalie. "Chemists Learn Why Vegetables Are Good for You." New York Times 13 Apr. 1993, late ed.: C1. New York Times Ondisc. CD-ROM. UMI-ProQuest. Oct. 1993.

### Web Page:

Author Last Name, First Name. "Title of Document." Name of Home Page. Date Web Page Created. Owner of Site. Available DATE MONTH YEAR. <http://URL of the page>.

Harden, Mark. "Picasso the Legend." The Artchive. 6 Nov. 2000. Mark Harden's Artchive. Available 31 Mar. 2006. <http://www.artchive.com/artchive/P/picasso\_postww2.html>.

### Entire Web Page (Use by PERMISSION Only):

Name of Home Page. Editor (If available). Date Created. Owner of Site. Available Date Month Year <http://URL of the HOME page>.

Victorian Women's Writers Project. Ed. Perry Willett. 14 April 1999. Indiana U. Available 10 Oct. 2008. <http://www.indiana.edu/~letrs/vwwp/>.

### Home Page for a College Course:

Professor -Last Name, First Name. Title of Course. Course Home Page. Dates of the Course.

Name of Department, University Name. Available DATE MONTH YEAR <http://URL of the Page>.

Childs, Gwen V. Cell Biology. Course Home Page. 8 June 2005. Biomedical Sciences. U of Texas Medical Branch. 10 Oct 2008. <http://cellbio.utmb.edu/>.

**Online Book:**

Author-Last Name, First Name. Title: Subtitle. City of Publication, State: Publishing Company, Copyright Date. Name of Web-Site. Available DATE MONTH YEAR <<http://URL of the Page>>.

Paine, Thomas. Rights of Man: Being an answer to Mr. Burke's attack on the French Revolution. London, England: James Watson, Hokyoke and Co., 1856. Google Book Search. 7 Sept. 2008. <http://books.google.com>.

## Computer and Internet: Databases

### Online Databases: Non-Magazine

Author – Last Name, First. "Title." Database. Date Created DATE MONTH YEAR. Database Provider. Name of Library. Available DATE MONTH YEAR <<http://URL of the Service's Homepage>>.

"Edwin Armstrong." American History. 2006. ABC-CLIO. Dansville High School. 7 Sep. 2006 <<http://www.americanhistory.abc-clio.com>>.

### Online Database: Magazine

Author Last Name, First Name. "Title and Subtitle of Article." Original Source of Article. Date of Article DATE MONTH YEAR: Page(s). Name of Database. Name of Database Provider. Name of Library. Available DD MM. YYYY. <<http://URL of the Service's Homepage>>.

Phillips, Charles. "September 10, 2001." American History Oct. 2006: 15-16. EbscoHost MasterFile Select. Dansville High School. 7 Sept. 2006 <<http://web.ebscohost.com>>.

### A Review of a Book, Magazine Article, Movie, etc.

Author (of Review) Last Name, First. "Title of Article." Review of Title of Book, by Author First Name Last Name. Original Source of Article. Date of Publication DATE MONTH YEAR: Page(s). Available DATE MONTH YEAR <<http://URL of Web Site>>.

Zvirin, Stephanie. "Youth Series Fiction in Brief." Review of The Penultimate Peril by Lemony Snicket. Illus. by Brett Helquist. Booklist. 1 December 2005: 47. Ebscohost MasterFile Select. Dansville High School Available 7 September 2006. <<http://web.ebscohost.com>>.

### **Online Database: Book**

Author Last Name, First. "Title." Title of Book. Editor. City of Publication: Publishing Company, Copyright. Pages. Database Name. Database Provider. Name of School. Date Available. <<http://URL of Web Site>>.

Smith, Curtis C. and Lynda Schrecengost. "Le Guin, Ursula K(roeber)." Contemporary Novelists. Ed. Neil Schlager and Josh Lauer. 7<sup>th</sup> ed. Detroit: St. James Press, 2001. 602-605. Gale Virtual Reference Library. Gale. Genesee Valley BOCES SLS (GLSW BOCES). 10 Oct. 2008  
<<http://go.galegroup.com/>>.

### **Video Streaming**

Title. Distribution Company. Copyright Date. Name of Database. Date Accessed <<http://URL of Web Site>>.

Liberty's Kids: Common Sense. PBS. 2002. PowerMediaPlus.com. 7 September 2007.  
<http://www.powermediaplus.com>.

## Multi-Media

### Radio or Television Program:

Title of Episode. by Author-First Name Last Name. Name of Program. Name of Network. Radio station or TV channel call letters, City of station. Broadcast date DD MMM YYYY.

The Little Sister. Writ. and dir. Jan Egilson. With Tracy Pollan and John Savage. Prod. Rebecca Eaton. American Playhouse. PBS. WGBH, Boston. 7 April 1986.

### Film or Video recording:

Title. Screenplay by Author- First Name Last Name. Director First Name Last Name. Producer, Year of Production.

Like Water for Chocolate [Como agua para chocolate]. Screenplay by Laura Esquivel. Dir. Alfonso Arau. Perf. Lumi Cavazos, Marco Lombardi, and Regina Torne. Miramax, 1993.

### Interview:

Name of Person- Last Name, First. Format of Interview. Date Month Year.

Friedman, Randi. Telephone interview. 30 June 1989.

### Lecture:

Lecture Author – Last Name, First. “Title of Lecture.” Location. Date Month Year.

Bradley, Vicki. "Marriage." Agnes Arnold Hall, U of Houston. 15 Mar. 2003.

## Government Documents

Author-Last Name, First. Title. Session of Government. City of Publication: Publisher, Year.

Washburne, E.B. Memphis Riots and Massacres. US 39th Cong., 2nd sess. H. Rept. 101.

Washington: GPO, 1866.

If the author of the document is not known, then cite the agency.

Country. Government Agency. Title of Publication. City of Publication: Publishing Agency,  
Year.

United States. Cong. House. Memphis Riots and Massacres. 39th Cong., 2nd Session, House of  
Representatives. 101. Washington: GPO, 1866.

### Government Document From the Internet:

Country. Government Agency. Title. Date Published DD MMM YYYY. Available DD MMM  
YYYY <<http://URL of document>>.

Canada. Office of the Auditor General of Canada and the Treasury Board Secretariat.

Modernizing Accountability Practices in the Public Sector. 6 Jan. 1998. Available 7 June  
2003 <[http://www.tbs-sct.gc.ca/rma/account/OAGTBS\\_E.html](http://www.tbs-sct.gc.ca/rma/account/OAGTBS_E.html)>.

## Images/Pictures

### Image from a Print Resource:

Photographer-Last Name, First Name. Title of Image. Year. Title of Book. by Author First Name  
Last Name. City of Publication: Publisher, Year. Page.

Abell, Sam. Japan. 1984. National Geographic Photographs: The Milestones. By Leah Bendavid-  
Val, et al. Washington, DC: National Geographic, 1999. 232.

### Image from an Internet Resource:

Creator-Last Name, First Name. "Title of Image." Format. Web-Site name. Date Accessed.  
<<http://URL>>.

Schulz, Charles. "Peanuts Collection - Snoopy Cuddling Woodstock." Cartoon. Art.com. 25 Apr.  
2004 <<http://www.art.com/asp/sp.asp?PD=10037710&RFID=814547>>.

### **Internal Documentation**

A Works Cited (or Bibliography Page) shows where the information for your project was taken from. It allows you the opportunity to better defend your work should questions arise.

Parenthetical documentation, also known as end notes or in-text citation, points to a specific part of a specific source that was used.

Format: (Author's last name pages).

If more than 1 source is used from a specific author, use a portion of the title as well.

Format: (Tolkien, *The Two Towers* 55-56).

Example: Medieval Europe was a place both of "raids, pillages, slavery, and extortion" and of "traveling merchants, monetary exchange, towns if not cities, and active markets in grain" (Townsend 10).

If you include an author's name in the sentence, do not repeat the name in the parenthetical page citation:

Tannen has argued this point (178-85). **OR**

This point has already been argued (Tannen 178-85).

If the quotation is lengthy (more than four lines of text), use the form of block quotation (double-spaced, no quotation marks):

Mahon adds insight to our understanding of the War of 1812:

Financing the war was very difficult at the time. Baring Brothers, a banking firm of the enemy country, handled routine accounts for the United States overseas, but the firm would take on no loans. The loans were in the end absorbed by wealthy Americans at great hazard--also, . . . at great profit to them. (385)

If you are quoting an author who has been quoted by another author, indicate both names: (Cather qtd. in McClave)

### **Works Cited:**

Gibaldi, Joseph. MLA handbook for writers of research papers. Sixth edition. New York: The Modern Language Association of America, 2003.

Lee, I. "How to Write a Bibliography - Examples in MLA Style." A research guide for students. 28 Oct.2004. A Research Guide.com 17 Oct. 2008 <http://www.aresearchguide.com/12biblio.html#5>.