Creating a Works Cited Page

The following guidelines and sample works cited will assist you in formatting your works cited.

* Begin your Works Cited **on a separate** **page** after the last page of your research paper
* There should be a **1 inch margin** on all sides of the page
* Use **Times New Roman 12 point font**; nothing in bold, only titles in italics
* **Center** the words Works Cited at the top of the page as a heading
* **Doublespace** all lines
* All entries should be listed in a **hanging indent format;** to create a hanging indent in Word 1997-2003
	+ Place the cursor in the first entry, select *Format*, then *Paragraph*.
	+ Under Indentation, use the *Special* drop down box to select *Hanging*.
* Arrange the items in your Works Cited **alphabetically by author’s last name**
* If an entry has no author, arrange it by the first word of the title (exclude the words *a*, *an*, and *the*)
* Each in-text citation must be referenced in the Works Cited list
* Each entry in the Works Cited list must be cited at least once in text



Each entry in hanging indent format!

1 “ Margins

Works Cited

A

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Order

“Alexander the Great”. *Historic World Leaders*. 1994. *Biography Resource Center*. Web. 16 May 2009 <www.galegroup.com>.

Titles of books, magazines, and databases are in *italics*

Collins, Ronald K. L., and David M. Skover. *The Trials of Lenny Bruce: The Fall and Rise of an American Icon*. Naperville: Sourcebooks, 2002. Print.

Double-spacing between and within citations

“Genetics and the Law.” *Encyclopedia of Bioethics*. New York: Macmillan, 1995. 967-976. Print.

Grieve, Tim. “Catherine the Great.” *BBC: Historic Figures*. Web. 5 Oct. 2007 <www.salon.com>.

Truncate URLs

King, Stephen. *Black House*. New York: Random, 2001. Print.

Pepin, Ronald E. *Literature of the Twelfth Century*. Lewiston: Edwin Mellen Press, 1988. Print.

Include CITY of publication only!

“Tigers”. *New Encyclopaedia Britannica*. 1997. 767. Print.

All in Times New Roman 12 point font

1 “ Margins

Using Parenthetical Citations

As well as helping you to avoid plagiarism, the purpose of using parenthetical citations in a reference paper is

* to briefly let your reader know that you are using the words or ideas of another author
* to direct your reader to a complete citation of the work you are using in your Works Cited list
* to identify the location of the borrowed information in that work as specifically as possible

The parenthetical citation generally consists of two parts ( see variations on these basic rules below:

* *the authors name* directs your reader to an entry in your “Works Cited” list*,*
* *a page or paragraph number* directs your reader to a specific section of the work.

You must cite your source when you use a direct quote **AND when you rewrite or paraphrase** the information.

### Format of the Parenthetical Citation

* The author’s name and the referenced page numberof a printed source are included in parentheses at the end of the sentence that references that source. Ending punctuation should come after the closing parentheses.
* If the author’s name has been used previously in the paragraph (see example 2 below) then only the page number is needed in the parenthetical citation.
* If a quotation is used that is longer than four lines in length, a block quotation format should be used:
	+ Indent one inch from both margins
	+ Continue to use double-spacing in the quotation
	+ **Do not use quotation marks** in a block quotation
	+ Type a space after the concluding punctuation mark of the quotation and insert the parenthetical reference with no punctuation following the citation

### Variations on the Basic Rules

The following examples can be used as guidelines for common types of citations. More complete rules can be found in the *MLA Handbook for Writers of Research Papers*, 7th ed. by Joseph Gibaldi (available in Ready Reference in the library).

|  |  |
| --- | --- |
| **Type of citation** | **Example** |
| **Author’s name in reference** | This argument has been developed elsewhere (Magny 67-69). |
| **Author’s name in text** | Magny develops this argument (67-69). |
| **Two or three authors in reference** | The most notorious foreign lobby in Washington is the “Sugar Mafia” (Howe and Trott 134). |
| **Four or more authors** | The study was extended for two years, and only after results were reviewed did the researchers publish their findings (Blaine et al. 35). |
| **Encyclopedia article, no author** | The word crocodile has a surprisingly complex etymology (“Crocodile” 34). |
| **Unpaged Internet site, no author** | After her exile to Venezuela, Allende began to write her first novel (“Isabel”). |
| **Work listed by title in Works Cited list (no known author)** | As of 2001, at least three hundred towns and municipalities had considered legislation regulating use of cell phones while driving (“Lawmakers” 2). |
| **More than 1 work by author** | According to police reports, there were no skid marks indicating that the distracted driver who killed John and Carole Hall had even tried to stop (Stockwell, “Man” 4). |
| **An indirect source (source within a source)** | According to Richard Retting, “As the comforts of home and the efficiency of the office creep into the automobile, it is becoming increasingly attractive as a work space (qtd. in Kilgannon A23). |
| **Multiple references within a sentence** | Sadinsky points out that in the late Renaissance, Machiavelli contended that human beings were by nature “ungrateful” and “mutable” (1240), and Montaigne thought them “miserable and puny” (1343). |
| **Two or more sources cited** | The dangers of mountain lions to humans have been well documented (Rychnovsky 40; Seidensticker 114; Williams 30). |



The following sites were used in the creation of this document:

“Guidelines for MLA Parenthetical Citations.” 9 Dec. 2006 <http://karn.ohiolink.edu/~sg-ysu/mlaguide.html>.

“Humanities: Documenting Sources.” 8 Dec. 2006 <http://www.dianahacker.com/resdoc/humanities/intext.html>.

“Signal Your Commentary on a Source.” 8 Dec. 2006 <http://www.uhv.edu/ac>.