

## Basic Rules for the Works Cited Page:

- List alphabetically by author's last name. If there is no author, use the first word of the *title* excluding *a*, *an*, or *the*. Do not number entries.
- Like the entire paper, the *Works Cited* page is in Times New Roman 12 pt., 1" margins, & double-spaced. Indent five spaces after the first line.
- Capitalize all words in titles except articles (*a*, *an*, *the*) conjunctions (*and*, *but*, *or*) and short prepositions (*at*, *by*, *to*, *in*) unless they begin the title or subtitle. Use *italics* instead of underlining.
- Abbreviate all months except May, June and July.
- If the author is the same for more than one entry, alphabetize by title, and state the author's name as ---. after the first entry.
- Give page numbers for chapters in anthologies, volume numbers for encyclopedias. For scholarly journals, list volume and issue numbers.
- Web addresses are optional, but recommended at WRHS. Only go to the .com for database URLs. Every entry needs a format marker (Web, Print, DVD, etc.).

## SAMPLE WORKS CITED

Jones 7

### Works Cited

Benson, Jackson J. *The True Adventures of John Steinbeck, Writer: a Biography*.

New York: Viking, 1984. Print.

---. *Looking for Steinbeck's Ghost*. Reno: University of Nevada, 2002. Print.

"Croatia." *World Geography*. ABC-CLIO, 2010. Web. 30 Sept. 2010.

<<http://worldgeography.abc-clio.com/>>.

Drotman, Peter. "AIDS." *World Book Encyclopedia*. 2006. 163-65. Print.

Landow, George P. "Wages and the Costs of Living." *The Victorian Web*:

*An Overview*. Dec. 2003. Web. 30 Sept. 2010.

<<http://www.victorianweb.org/economics/wages.html>>.

LaRoe, Lisa M. "LaSalle's Last Voyage." *National Geographic* May 1997:

72-83. Print.

*Skittles Commercial*. YouTube. 3 Dec. 2007. Web. 30 Sept. 2010.

<<http://youtube.com/watch?v=2XXAQxpvHUc>>.

## CREATING THE WORKS CITED &



## PARENTHETICAL CITATIONS IN THE MLA STYLE



### What is a "Works Cited" page?

Works Cited lists every source used in your work in alphabetical order. It's always at the end. WRHS uses the MLA or Modern Language Association Style.

### Why is this necessary?

When you write a paper, you get information from many places, i.e. books, databases, or websites. It's important to list all those places in your paper. These authors gave you information, and you have to give them credit. You give them that credit through a Works Cited page and through Parenthetical Citations.

### Does the Works Cited relate to "parenthetical citations?"

Yes. Parenthetical citations - (Smith 5) - refer to the source of the information preceding it within the work. These correlate directly with the citations on the Works Cited page.

### Is a Works Cited the same thing as a "bibliography" and how do I create an "annotated bibliography?"

A bibliography lists sources you used and reviewed. The annotation provides a summary of what you read, and can include how you *used* the source, what you *learned* from it, and *why you chose* to include or not include this source from

Created by Mrs. Jourdain, Library Media Director, Sept. 2010

## EXAMPLES OF COMMON MLA CITATIONS

### Print Encyclopedia:

"Adams, Abigail Smith." *Notable American Women, 1607-1950*. Vol. 1. Cambridge: Belknap, 1971. 6-9. Print.

### Print Book by a Single Author:

Benson, Jackson J. *The True Adventures of John Steinbeck, Writer: a Biography*. New York: Viking, 1984. Print.

### Print Book by two or more authors:

Gielgud, John, and John Miller. *Acting Shakespeare*. New York: Scribner, 1992. Print.

### Magazine Article:

LaRoe, Lisa M. "LaSalle's Last Voyage." *National Geographic* May 1997: 72-83. Print.

### Personal Interview:

Slater, Barbara. "Interview with Mrs. Ross." Telephone interview. 13 Nov. 2009.

**Note:** Databases sometimes provide the citation for you. Double-check for accuracy. The date a web source was updated comes BEFORE the date of download, with the word "Web" in between them. If there is no author or date listed, leave it out. The "date of download" below is September 30, 2010.

### Database Article:

Catherine, Kordich J. *Bloom's How to Write about John Steinbeck*. New York: Chelsea House, 2007. *Bloom's Literary Reference Online*. Web. 30 Sept. 2010. <<http://www.fofweb.com>>.

### Webpage:

Landow, George P. "Wages and the Costs of Living." *The Victorian Web: An Overview*. Dec. 2003. Web. 30 Sept. 2010. <<http://www.victorianweb.org>>.

### Image Found Online:

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*. Web. 30 Sept. 2010. <[http://artchive.com/artchive/K/klee/twittering\\_machine.jpg.html](http://artchive.com/artchive/K/klee/twittering_machine.jpg.html)>.

### Online Video Clip:

Skittles Commercial. *YouTube*. 3 Dec. 2007. Web. 28 Sept. 2010. <<http://youtube.com/watch?v=2XXAQxpvHUc>>.

## PARENTHETICAL CITATION

**Parenthetical citations** (aka *in-text citations*) acknowledge where your paraphrased or quoted material can be found within a source. These short notations are enclosed in parenthesis and are placed at the end of a sentence (or phrase) and before the comma or period. If you are using a direct quotation, place your parenthetical reference after the end quote, but before the period. Try using a lead-in to indicate that you are including source material. If you use a lead-in and mention the name of the author and title, you need only enter a page number.

### **Examples of lead-ins include the following:**

Researchers find that...

According to Richard Morris...

### **BASIC FORMS OF PARENTHETICAL DOCUMENTATION:**

- Work with one author: (Morris 483).
- Classic poem: (Homer 4. 2-15).
- Classic verse play: (Shakespeare 1.1.179-186).
- Work with two authors: (Smith and Jones 72).
- Work with a group as author: (President's Commission on Energy 315).
- Work with no page numbers (most online sources): (Chandler).
- Book with no author, use title: (*Writer's Market* 66).
- Article with no author, use title: ("Alternative Energy").
- Citation from the Bible: (1 Chron.21.8).

Immediate subsequent references require only a page number.

### **Where do I go for more help?**

Always ask your teacher when you are uncertain as to how to cite a source. You can also consult the WRHS Writing and Research Manual. If that is not possible, try Purdue's Online Writing Lab ([owl.english.purdue.edu](http://owl.english.purdue.edu)) or Easybib.com.

## **EASYBIB.COM**

**Easybib.com** is a free online citation generator. Register for a free account to create and edit your Works Cited lists from any computer with Internet access. Easybib uses the Library of Congress for book citations. Enter the ISBN number of the book. Be sure to check for the proper copyright year and author. Enter volume numbers and titles for encyclopedia entries. For websites, double check your site for authors and the date updated. For database articles, paste in your copied citations so your entries are all together. Proofread! When you're ready, save your Works Cited to your desktop, copy/paste, or email.