

Works Cited

- A works cited page is a list of all the resources used in a report or in research.
- The works cited is inserted at the end of the project or assignment.
- Always write **Works Cited** at the top of the page in bold type.
- Alphabetize your sources using the author's last name first, or by the title if there is no author given.
- When alphabetizing, do not use "a", "an", or "the" at the beginning of a title.
- Begin each entry flush with the left margin. If your entry runs more than one line, indent the second, third, etc. lines five empty spaces (usually one "tab" key).
- Capitalize all of the important words in the title.
- If the city is famous, do not use the state. If you use the state, always abbreviate.
- Do not include "House", "Corp.", "Inc.", "Press", or "Company", with the publisher's name, if the name still makes sense without it.
- Place one or two spaces after a period, just to be consistent.
- Place one space after a colon or comma.
- Double space the entire works cited page.

Basic information you need to include is:

Author's first and last name

Date of publication

Title of book

Title of article and source (magazine, newspaper, CD-ROM, etc.)

Place of publication

Name of publisher

Follow the examples listed below.

Books:

One Author:

Carter, A. (1992). The American Revolution. New York: FranklinWatts.

Two or more authors:

Mills, B., Sukartie, L., & Singer, A. (1989). Creative Electrical Circuitry. Johannesburg: Dekker Authors.

No author:

Midwest. (1993). Brookfield, CT: Millbrook Press.

Encyclopedia:

"Frogs." (1988). World Book Encyclopedia (Vol. 7, pp. 536-541).

CD-ROM:

"Photosynthesis."(1998). Encarta '98 (CD-ROM). Microsoft.

Newspaper:

Caravas, V. (2003, October 23). "New bird species loses island habitat." Chicago Tribune, pp. A6.

Magazine:

Newman, C. (1995, January). "North Carolina's Piedmont." National Geographic, pp.94-125.

Web Page:

"Introduction to Sea Turtles." (1996). Retrieved October 23, 2003, from Caribbean Conservation Corporation, <http://www.cccturtle.org/overview.htm>.

Web Site:

Turtle Trax. (2003). Retrieved October 23, 2003, from <http://www.turtles.org>.

Interview:

Narbutis, J. (2003, October 10). Personal Interview.

Sample Works Cited

- Caravas, V. (2003, October 23). "New bird species loses island habitat." Chicago Tribune, pp. A6.
- Carter, A. (1992). The American Revolution. New York: FranklinWatts.
- "Frogs." (1988). World Book Encyclopedia (Vol. 7, pp. 536-541).
- "Introduction to Sea Turtles." (1996). Retrieved October 23, 2003, from Caribbean Conservation Corporation, <http://www.cccturtle.org/overview.htm>.
- Midwest. (1993). Brookfield, CT: Millbrook Press.
- Mills, B., Sukartie, L., & Singer, A. (1989). Creative Electrical Circuitry. Johannesburg: Dekker Authors.
- Narbutis, J. (2003, October 10). Personal Interview.
- Newman, C. (1995, January). "North Carolina's Piedmont." National Geographic, pp.94-125.
- "Photosynthesis."(1998). Encarta '98 (CD-ROM). Microsoft.
- Turtle Trax. (2003). Retrieved October 23, 2003, from <http://www.turtles.org>.