Works Cited Quick Guides

Here are some quick how-to guidelines for creating a works cited!

1. A works cited is an **alphabetical** listing by author (generally) or any sources you are using in your research for a speech or project.
2. The works cited page is a separate page that comes at the end of a presentation.
3. All works you use need to be correctly cited (see below for examples)
4. Works cited are typed using a hanging indent format (go to format, click on paragraph, under "indentation", click on special, and change it to read hanging, then click OK).
5. An annotated works cited asks you to follow each citation with a brief summary of the information you gleaned from the resource you are citing. Similar to the internet example, you are explaining what it was about, and how it was useful. In other words, you are showing me that you read it, and what information was relevant.

Internet:

For internet sources, give the name of the site, the URL (complete web address), and a summary of what you found there. Example:

> **Neferchichi's Tomb, http://www.virtual-Egypt.com/framed/framed.cgi?url==http://www.neferchichi.com/hieroglyphs.html**
> **A great site with links to a variety of Ancient Egyptian content, including: lesson plans, mummies, Pharaohs, Hieroglyphs, gods and goddesses, and scribes.**

Books:

Single author: author's name (last name first). Title of book. City it was published in: Publisher, year of publication. Example:

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

> **Note:** Leave off any titles or degrees associated with a name (Ph.D., Sir, or even Saint). A "Jr." or "III," etc., goes after the full name and is enclosed in commas: Pepin, Theophilus W., III, *Literature* . . . . If the year of publication is not indicated in the front material of the book, use the most recent copyright date. If your author is responsible for more than one book (or other publication) in your Works Cited page, use three hyphens instead of repeating that person's name. For instance, following the listing above, ---, trans. *Writings of Bernard of Cluny* would indicated that Ronald E. Pepin is the translator of this book. (Use "ed." to indicate that he is the editor of a text.) Do not use the three-hyphens trick if the author's name is used in combination with another author (co-author).

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Two or more authors: author's name (last name first), subsequent authors, given in first name first order. <u>Title of book</u>. City it was published in: Publisher, year of publication. Example:

Metheny, N.M., and W. D. Snively. <u>Nurses' Handbook of Fluid Balance</u>. Philadelphia: Lippincott, 1967.

<u>Note:</u> You may use only the first name listed on the book's title page, followed by *et al.* which is short for *et alii* and means "and others." (Do not, however, underline or italicize *et al.* in your citation.) If you prefer, however, you may list all the authors in the same order as they appear on the book's title page. Examples:

Shields, J., et al. <u>The History of English Alley</u>. Hartford: Merganser Press, 1997.
or
Shields, J., Darling, C.W., Villa, V.B., and Farbman, E. <u>The History of English Alley</u>. Hartford: Merganser Press, 2000.

Article from a Reference Book:

If you know the author's name of an article you are citing, use that name as at the beginning of your entry and as the alphabetizing element. If the author is unknown, list the article title first (quotation). If you are citing less familiar resources (especially if there was only one edition of a given resource), it would be a good idea to give full publication information. Examples:

Well-known reference materials:
"From OED to OAD." <u>Oxford American Dictionary</u>. 1980.
"Massolo, Arthur James." <u>Who's Who in America</u>. 48th ed. 1994.
"Money." <u>Compton's Precyclopedia</u>. 1977 ed.
"Sybarite." <u>The Oxford English Dictinary</u>. 2nd ed. 1989.
"Tibia." <u>Merriam-Webster's Collegiate Dictionary</u>. Electronic ed., version 1.5, 1996.

Well-known reference materials:
Feinberg, Joe. "Freedom and Behavior Control." <u>Encyclopedia of Bioethics</u>, Ed. Warren T. Reich. 4 vols. New York: Free Press, 1992.
Raju, P.T. "Religious Existentialism." <u>An Encyclopedia of Religion</u>. Ed. Vergilius T.A. Ferm. 3 vols. Oxford: Oxford UP, 1968.

Personal Interview:
For an interview, you will cite the name of the person/people you interviewed. Cite that it was a personal interview. The date you interviewed your subject.

Examples: Redford, Robert. Personal Interview. 24 Sept. 1996.

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Electronic Sources:
CD-Rom:
To cite material accessed from a periodically published database on CD-ROM, use the following model (taken from *MLA Handbook*, Fourth Edition):

> **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.**

If the material on the CD-ROM does not exist in a printed version, use the following model:

> **"U.S. Population by Age: Urban and Urbanized Areas."** *1990 U.S. Census of Population and Housing.* **CD-ROM. US Bureau of the Census. 1990.**

For a *nonperiodical* publication on CD-ROM (that is, material that is published one time, without obvious plans for periodic updating):

> *Orchestra***. CD-ROM. Burbank: Warner New Media. 1992.**
> **"Albatross."** <u>The Oxford English Dictionary</u>**. 2nd ed. CD-ROM. Oxford: Oxford UP, 1992.**
> <u>**Note:**</u> **If you cannot find some of the information required for a CD-ROM citation — for example, the city and name of the publisher — cite what is available.**

Periodicals:
Author's name, name of article (quotation marks). *Name of journal* (italics) Month and year of publication: page numbers of article. For articles with more than one author, handle the authors' names as you would the authors' names from multi-authored books. Example:

> **Wolkomir, Richard. "Charting the Terrain of Touch."** *Smithsonian* **June 2000: 38-48.**
> <u>Note</u>: If the page numbers on which an article appears are not sequential, use the first page on which the article appears along with a + sign (with an intervening space, as in 38+).

Newspaper:
Author's name, name of article (quotation marks). *Name of Newspaper* (italics) date of publication (day, month, year), edition: page numbers of article. Example:

> **Huffstutter, P.J. "Music Rights Get Tangled on the Web."** *The Hartford Courant* **31 May 2000, eastern ed.: A1+.**
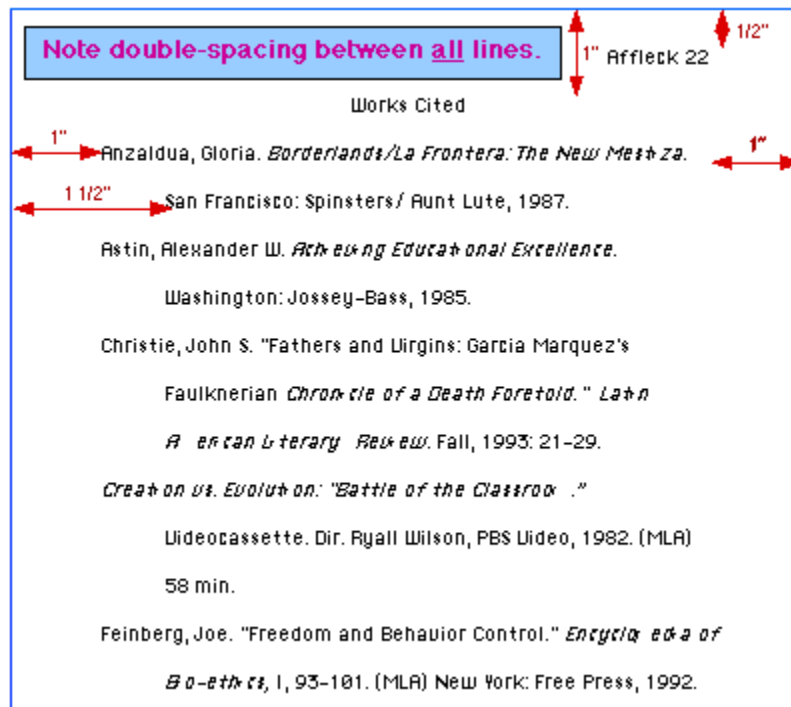
> <u>**Note:**</u> **Notice that the "+" indicates that the article is carried over onto subsequent pages (but not necessarily the next page). The exact page of a citation will be indicated parenthetically. Nowadays newspapers usually assign a by-line for their articles. Sometimes, though, especially when combined wire services are used in the compilation of a story, you will not find an author's name. In that case, use the title of the article as the alphabetizing element.**

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For any source not covered here, see the website
http://webster.commnet.edu/mla/index.shtml, and look on the "citing sources" link

Sample works cited:

Works Cited

Anderson, J. "Keats in Harlem." *New Republic* 204.14 (8 Apr. 1991): n. pag. Online. EBSCO. 29
Dec. 1996.

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.

Anzaldua, Gloria. Borderlands/La Frontera: The New Mestiza. San Francisco: Spinsters/ Aunt
Lute, 1987.

Astin, Alexander W. Achieving Educational Excellence. Washington: Jossey-Bass, 1985.

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." *MUD History.* URL:
http://www.ccs.neu.edu/home/lpb/mud-history.html (5 Dec. 1994).

Creation vs. Evolution: "Battle of the Classroom." Videocassette. Dir. Ryall Wilson, PBS Video,
1982. (MLA) 58 min.

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Darling, Charles. "The Decadence: The 1890s." Humanities Division Lecture Series. Capital
Community-Technical College, Hartford. 12 Sept. 1996.

Feinberg, Joe. "Freedom and Behavior Control." *Encyclopedia of Bio-ethics*, I, 93-101. (MLA)
New York: Free Press, 1992.

"Money." *Compton's Precyclopedia*. 1977 ed., X, 80-91.

Mumford, Lewis. *The Highway and the City*. New York: Harcourt Brace and World, 1963.

Neferchichi's Tomb, **http://www.virtual-Egypt.com/framed/framed.cgi?url== http://www.
neferchichi.com/hieroglyphs.html**

   A great site with links to a variety of Ancient Egyptian content, including: lesson plans,
   mummies, Pharaohs, Hieroglyphs, gods and goddesses, and scribes.

Orchestra. CD-ROM. Burbank: Warner New Media. 1992.

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

"The Political Problems of Arms-Treaty Verification." *Technology Review* May/June 1986: 34-
47.

Redford, Robert. Personal Interview. 24 Sept. 1996.

Schneider, Pamela. Interview. *Seniors: What Keeps Us Going*. With Linda Storrow. Natl. Public
Radio. WNYC. New York. 11 July 1988.

Sixty Minutes. CBS. WFSB, Hartford. 3 May 1991.

"What's a Hoatzin?" *Newsweek* 27 Sept. 1993: 72.