

Making a list of Works Cited: What you need to know

When should you document a source?

When the idea is not your own or when it is not considered common knowledge (i.e. the sky is blue)!

If you put the author's ideas into your own words, you still need to document it...after all it isn't your idea!

Why?

Give credit where credit is due. If you do not document the source, you are stealing someone else's ideas...and there are consequences to stealing...such as not getting credit for your paper!!

What do you need?

- | | |
|--------------------------|------------------------|
| 1. Author. | Last name, First name. |
| 2. <i>Title</i> | <i>In italics</i> |
| 3. Place of Publication: | City |
| 4. Publishing Company, | shortened form |
| 5. Date of publication. | Most recent copyright |

Tips:

--Use all kinds of different sources...examples are: books, articles, databases, interviews, websites, films, etc.

--Make a notecard for each source used, this makes it easier to write the List of Works Cited later on.

--Only choose sources that clearly support the main idea.

--Make sure the source is accurate!!! When looking for websites, try to use sites that end in: .edu, .gov., .org...if you have questions about its validity, ask somebody.

--Ask somebody to proofread your paper.

Things to remember:

--Double space

--List in alphabetical order

--Italicize titles

--Use quotes for titles of works that are found in a larger work...

I like a poem found in a book of poetry.

--The author and title are followed by a period and two spaces.

--Use lower case abbreviations... for example: "vol." for "volume."

--Numbers are understood to be page numbers, so you don't need to use "p." or "page" notations.

--First line of each source is flush with the margin. All other lines are indented.

--When referring to a source in the text, whether it be a quote or paraphrase, place a citation directly after the part you used:

(Last Name, page number)

(Whitman, 5)

--for websites and encyclopedias, sometimes the author's name is not available...if that is the case, just skip it.

Based on:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: The Modern Language Association of America, 2009. Print.

Examples of MLA Format

BOOK WITH ONE AUTHOR:

Last name, First name. *Title of Book*. Place of publication: Publisher, Year of Publication. Medium.
Orwell, George. 1984. New York: Signet Classic, 1950. Print.

BOOK WITH MORE THAN ONE AUTHOR:

Last name, First Name, and First name Last name. *Title*. Place of Publication: Publisher, Year of Publication. Medium.

Cargill, Oscar, William Charvat and Donald Walsh. *The Publication of Academic Writing*. New York: Harcourt, 1990. Print.

Note: If there are more than three authors, use the name of the first author and the phrase "et al" which means "and others"

STORY, POEM, OR ESSAY FROM ANTHOLOGY OR OTHER BOOK SOURCE:

Last name, First name. "Title of essay." *Title of Collection*. Ed. Editor's name (s). Place of publication: Publisher, Year. Pages. Medium.

Vonnegut, Kurt. "Harrison Bergeron." *Rebellion Reader*. Ed. Brent Gideon. Spring Valley: Steele Canyon Press, 2010. 1-6. Print.

ENCYCLOPEDIA ENTRY:

Last name, First name. "Article Title." *Title of Encyclopedia*. Edition. Year. Medium.

"Football." *World Book Encyclopedia*. 20th ed. 2010. Print

ONLINE ENCYCLOPEDIA ENTRY:

Last name, First name. "Title of Article." *Title of Encyclopedia*. Publisher, year of publication. Medium. Date of Access.

"Einstein." *Encyclopedia Britannica Online*. Encyclopedia Britannica, 1999. Web. 27 April 2009.

NEWSPAPER OR MAGAZINE ARTICLE:

Last name, First name. "Article Title." *Title of Periodical*. Day Month Year: pages. Medium

Quindlen, Anna. "How Old is Too Old?" *Newsweek*. 4 February 2008: 97-98. Print.

ARTICLE ON A WEBSITE:

Last name, First name. "Article Title." *Name of magazine or newspaper*. Publisher, date of publication. Medium. Date of access. <URL>

Steves, Rick. "London's Top Sights." *Europe Through the Back Door*. Rick Steves' Europe through the Back Door, Inc., 2010. Web. 22 February 2010. <<http://www.ricksteves.com/plan/destinations/britain/698lonsight.htm>>

WEBSITE:

Last name first name. "Webpage title." *Website title*. Date published/updated. Organization/publisher. Medium. Date accessed. < URL >

"Visitor Information." *Seaport Village*. 2010. Seaport Village. Web. 10 May 2010. <<http://www.seaportvillage.com/visitors/>>

PERSONAL INTERVIEW:

Last name, First name. Medium. Date of Interview.

Jones, Bob. Personal Interview. 10 February 2010.

LECTURE, SPEECH, OR ADDRESS:

Last name, First name. "Speech Title." Medium. Location of speech. City, State, Date.

O' Connor, Sandra Day. Commencement Address. Colorado College. Colorado Springs, CO, 24 May 1988.

FILM OR MOVIE:

Title. Last name, First name, Director. Film Company, Year of Publication. Medium.

Last Tango in Paris. Bertolucci, Bernardo, Director. United Artists, 1972. Videocassette.

SOUND RECORDING:

Author. "Title." *Album*. Company, Date. Medium.

Counting Crows. "Mr. Jones." *August and Everything After*. DGC, 1993. CD