


How to Write Your Works Cited Page

Purpose of the Works Cited Page

- Give credit to the sources from which you found your information
- Avoid plagiarism
- Help your reader locate information about your topic

Steps to Writing Your Works Cited Page

- Start by locating your Source List.
- The Source List looks like this 

Your Source List

RESEARCH PAPER SOURCE LIST

You must have at least one book source, one periodical (magazine or newspaper), and one Internet source. After these 3 required sources, you may mix and match any other types of sources until you have 8 sources from which you are using information for your paper. Of course, you may have more than 8 sources!

Source Type And Source #	Details About the Source
Book~ #1	Author: Title: City of Publication: Name of Publisher: Year of Publication:
Periodical~ #2	Author: Title of Article: Name of Magazine or Newspaper: Date of Publication: Section and/or Page #:
Internet~ #3	Author (if given): Title of Article or Web Page: Internet address (exactly as seen in URL window): Date you saw the information:
#4	
#5	

Put Sources in Order

- Highlight or circle the author's LAST name in each entry
- If there is no author listed for an entry, then highlight or circle the FIRST word in the title of the article or web page
- Do this before moving on!

Alphabetical Order

- Your sources must be listed in alphabetical order
- Alphabetical order is by author's LAST name OR first word in title of article or web page
- That is why you highlighted these words on your source list!

Works Cited

- Start your Works Cited Page by typing or writing Works Cited at the top of the page, centered (just like above)
- Do NOT use a large size font or a fancy font
- Make sure you spell it correctly!

My Works Cited Sample

Works Cited

Balado, Jose Luis and Payfoot, Janet N. My Life for the Poor. New York:

Ballantine Books, 1985.

Frangmyr, Tore. "Mother Teresa The Nobel Peace Prize 1979." Nobelprize.org.

7 Nov. 2006. <http://nobelprize.org/nobel_prizes/peace/laureates/1979/teresa-bio.html>.

Harris, Laurie Lanzen. Biography Today. Detroit: Omnigraphics, Inc., 1998.

Jacobs, William Jay. Mother Teresa Helping the Poor. Brookfield, CT: The

Millbrook Press, 1991.

Moritz, Charles. Current Biography Yearbook 1973. New York: The H. W.

Wilson Company, 1973.

"Saints Among Us." Time. 29 December 1975: 47-56.

Write Your First Source

- Determine which source comes first alphabetically by checking the highlighting/circles on your list
- Begin writing at the left margin of your paper
- Use the correct format from your handout
- ALL punctuation is important—use periods, commas, colons, etc.

My Works Cited Sample

Works Cited

Balado, Jose Luis and Payfoot, Janet N. My Life for the Poor. New York: Ballantine Books, 1985.

Frangmyr, Tore. "Mother Teresa The Nobel Peace Prize 1979." Nobelprize.org. 7 Nov. 2006. <http://nobelprize.org/nobel_prizes/peace/laureates/1979/teresa-bio.html>.

Harris, Laurie Lanzen. Biography Today. Detroit: Omnigraphics, Inc., 1998.

Jacobs, William Jay. Mother Teresa Helping the Poor. Brookfield, CT: The Millbrook Press, 1991.

Moritz, Charles. Current Biography Yearbook 1973. New York: The H. W. Wilson Company, 1973.

"Saints Among Us." Time. 29 December 1975: 47-56.

Double Spacing

- The Works Cited Page should be double spaced throughout
- Start each new entry at the left margin
- The reader knows when you have a new entry because it will start at the left margin

Hanging Indents

- If your works cited entry is too long for one line, then you use a “hanging indent” format for the second line.
- Looks like this:

Author's last name, first name. Title of Book. Publishing City: Publishing Company, Year.



This is the hanging indent; first line is at the left margin and the second and third lines are indented 5 spaces.

My Works Cited Sample

Works Cited

Balado, Jose Luis and Payfoot, Janet N. My Life for the Poor. New York: Ballantine Books, 1985.

Frangmyr, Tore. "Mother Teresa The Nobel Peace Prize 1979." Nobelprize.org. 7 Nov. 2006. <http://nobelprize.org/nobel_prizes/peace/laureates/1979/teresa-bio.html>.

Harris, Laurie Lanzen. Biography Today. Detroit: Omnigraphics, Inc., 1998.

Jacobs, William Jay. Mother Teresa Helping the Poor. Brookfield, CT: The Millbrook Press, 1991.

Moritz, Charles. Current Biography Yearbook 1973. New York: The H. W. Wilson Company, 1973.

"Saints Among Us." Time. 29 December 1975: 47-56.

Keep Going!

- Continue adding sources to your Works Cited page IN ALPHABETICAL ORDER
- Your goal was to have 5 or more sources listed
- Only list the sources from which you used facts in your paper
- Keep checking the handout to be sure you are using the exact correct format as shown on the handout

WORKS CITED SAMPLES

BOOKS WITH ONE AUTHOR:

Author's Last Name, First Name. Title of Book. City of Publication:
Name of Publishing Company, Year of Publication.

BOOKS WITH TWO OR THREE AUTHORS:

1st Author's Last Name, First Name, and next Author's First and Last
Names, Title of Book. City of Publication: Name of Publishing
Company, Year of Publication.

BOOKS WITH MORE THAN THREE AUTHORS:

1st Author's Last Name, 1st Author's First Name, et al. Title of Book.
City of Publication: Name of Publishing Company, Year of
Publication.

MAGAZINE ARTICLES:

Author's Last Name, Author's First Name. "Title of Article." Name of
Magazine. Volume Number [if any]. Date of Publication: Page
Number(s).

NEWSPAPER ARTICLES:

Author's Last Name, Author's First Name. "Title of Article." Name of
Newspaper. Date of Publication, Section and Page Number(s).

ENCYCLOPEDIAS:

Author's Last Name, First Name. "Title of Article." Title of
Encyclopedia. Volume # and Edition, of given. City of Publication:
Publisher, Year.

WEB SITES WITH AN AUTHOR'S NAME:

Author's Last Name, First Name. "Title of Article or Web Page."
Internet: <Internet Address> Date you got the information.

WEB SITES WITH NO AUTHOR'S NAME:

"Title of Article or Page." Internet: <Internet Address> Date you got the
information.