

# Creating a Works Cited

(The short version – for books and web pages!)

## How to Format a Citation Page:

A list of works cited should appear at the end of your paper, or turned in with your project; use the following form:

1. Center the title, *Works Cited*, one inch down from the top of the page.
2. Double-space the entire page. Do not use extra spaces between the title and the first entry or between entries.
3. Begin each entry at the margin (one inch); additional lines for each entry are indented one and one-half inches (hanging indents).
4. Arrange sources in alphabetical order by the author's last name or by the first word of the title if no author is listed (ignore A, An, The).
5. Titles of books and major works should be word processed in italics or underlined if hand written.
6. Titles of articles, maps, pictures or other minor works are enclosed in quotation marks.
7. Each element in the list (author, title, publication information) is followed by a period.
8. If more than one work by the same author is listed, the second and subsequent references should begin with a half-inch line and a period in place of the author's name.

## Citing Books:

1. Author. (last name first; if more than one author, list in same order as on title page)
2. *Title of book.* (in italics or underlined if handwritten)
3. Publication information. (City: Publisher, Date of Publication)

## Examples:

### Book by One Author:

Kuralt, Charles. *Charles Kuralt's America*. New York: Putnam, 1995.

### Book with Two or More Authors:

Hirsch, E. D., Joseph F. Kett, and James Trefil. *The Dictionary of Cultural Literacy*. Boston: Houghton Mifflin, 1988.

## Creating a Works Cited (The short version – for books and web pages!)

### Citing Basic Web Pages and Websites:

Information on websites varies greatly; include as much of the information listed below as possible.

1. Author. (if known)
2. (Email address). (if available, in parenthesis)
3. “Title of the article or document or section.” (in quotation marks)
4. Edition. (if given)
5. *Name of the web site or the source.* (in italics or underlined if handwritten)
6. Date of publication or when the site was last revised. (if known)
7. Type of medium, in this case: [Online]. [in square brackets]
8. Type the word Available: and then include the website address. (<http://...>)
9. Date you accessed or looked at the site. [in square brackets]

### Examples:

Morrison, David. ([dmorrison@mail.arc.nasa.gov](mailto:dmorrison@mail.arc.nasa.gov)). “Fact Sheet on Asteroid and Comet Impacts.”

*Today@NASA*. [Online]. Available: [http://ccf.arc.nasa.gov/sst/fact\\_sheet.html](http://ccf.arc.nasa.gov/sst/fact_sheet.html). [March 11, 1997].

Sea World/Busch Gardens. “Zoological Park Careers.” *SeaWorld/Busch Gardens*. [Online].

Available: [http://www.bev.net/education/SeaWorld/Zoo\\_Careers/zoocareers.html](http://www.bev.net/education/SeaWorld/Zoo_Careers/zoocareers.html). [April 21, 1997].

“OOPS Middle School Integration Sites: Websites, Addresses, and Very Brief Descriptions.”

Jan. 19, 2002. [Online]. Available: <http://www.oops.bizland.com/msintegrationsites.htm>. [Feb. 11, 2005].