

Bibliography or Works Cited Page: Guidelines

Overview: A **works cited page** is an *unnumbered, alphabetical* listing of sources that shows your reader where you got your information. Works cited pages are a little tedious to do, but are a REQUIREMENT of all research projects. Though there are many different styles of documenting sources, we will be using MLA format; examples of the proper way to cite sources are listed below.

Format: Works cited pages are picky! There are different ways to cite different sources and you need to follow strict guidelines in terms of capitalization, punctuation, spelling and spacing. The first word of every entry is capitalized. The second and third lines of works cited entries are indented. Double-space the entire page.

Directions: Use the following samples and keys to format your own Works Cited page. Be sure to follow the guidelines outlined above.

book w/author

Sample:

Butler, Octavia. Parable of the Sower. New York: Warner Books, Inc., 1993.

Key:

Author's last name, first name. Title of the Book. City of publication: Publisher, Date published

personal interview

Sample:

Smith, John. Personal interview. 7 Jan. 2001.

Key:

Interviewee's last name, first name. Personal interview. Date interviewed.

songs, lyrics

Sample:

Nas. "Project Windows." Nastradamus. Sony Music Entertainment, Inc., 1999.

Key:

Artist's last name, first name. "Title of Song." Title of Album. Producer, Date of Release.

website

Sample:

"Why You Need to Save." The Mint; It Makes Sense. 2002. 15 March 2006

<<http://themint.org./saving>>.

Key:

Author (if given). "Title of Page." Name of organization. Date updated. Date visited.

< URL >.

article in a dictionary or encyclopedia (print)

Sample:

"Addiction." American Heritage Dictionary. 2nd college edition, 1985.

Key:

Word." Title of Book. Edition of Book, Date of Publication

article in a print magazine (with author)

Sample:

Mathews, Tom. "What Can Be Done?" Newsweek 21 March 1988: 57-58.

Key:

Author's last name, first name. "Title of Article." Title of Magazine. Date of Publication: Pages.

article in an online magazine or newspaper

Sample:

Armstrong, Lisa. "Financially Prepared for Life." Black Enterprise 01 May 2004.

15 March 2006 <<http://elibrary.bigchalk.com>>.

Key:

Author's last name, first name. "Title of Article." Title of Magazine. Date of Publication

Date viewed/accessed <URL>

entry in an on-line encyclopedia

Sample:

Pasquier, Roger F., "Owl." Encyclopedia Americana. Grolier Online, 2002.

<<http://ea.grolier.com>> (Feb. 8, 2004).

Key:

Author's last name, first name. "Title of Entry." Title of Encyclopedia. Name of server, date.

<URL> (Date viewed/accessed)

article accessed through GALE

Sample:

"Hip-Hop Culture Blooms in 1980s." *DISCovering U.S. History*. **Gale Research, 1997.**

Reproduced in History Resource Center. **Farmington Hills, MI: Gale Group.**

<<http://galenet.galegroup.com/servlet/HistRC/>>

Key:

"Title of Article." *Name of Database*. Name of server, date. Location. City of publication:

Publisher <URL>

NOTE: The boldfaced sections remain the same for every article from GALE!

This is what a completed Works Cited page or Bibliography looks like!

Works Cited

Armstrong, Lisa. "Financially Prepared for Life." Black Enterprise

01 May 2004. 15 March 2006 <<http://elibrary.bigchalk.com>>.

Kiss, Elizabeth. "Increasing Financial Security." Journal of Family and

Consumer Sciences 98 (2006). 15 March 2006

<<http://elibrary.bigchalk.com>>.

Lazarowitz, Elizabeth. "Tutor teens on spending." Daily News 23 Feb 2006.

15 March 2006 <<http://elibrary.bigchalk.com>>.

"Lesson Ten: The Influence of Advertising." Practical Money Skills for Life.

2006. VISA U.S.A.. 15 March 2006 <<http://www.practicalmoneyskills.com>>.

McQuade, Angele. "Youth investing: spelling out the basics." Better Investing

01 Sept 2003. 15 March 2006 <<http://elibrary.bigchalk.com>>.

Pervola, Cindy. How to get a job if you're a teenager. Fort Atkinson, WI:

Alleyside Press, 2000.

"Why You Need to Save." The Mint; It Makes Sense. 2002. 15 March 2006

<<http://themint.org./saving>>.

Freshman English
Bibliography or Works Cited Practice

Directions: Using what you have learned about compiling a Bibliography or Works Cited page, look over the descriptions below about a variety of sources on the general topic of Fashion. Find the appropriate information within each description and **create an accurate Bibliography or Works Cited which contains seven entries**. Write your Bibliography or Works Cited *neatly on a separate sheet of paper*. **You need to follow strict guidelines in terms of spelling, capitalization, punctuation, and spacing**. Refer to the handout "Bibliography and Works Cited: Form and Format" for overall spacing and punctuation guidelines as well as examples of how to list specific types of sources.

- **Remember** that if the source has an author or editor, it should be listed alphabetically by the author's last name. If the source does not have an author, it should be listed alphabetically by title.
- **Remember** that book, magazine, and website titles are underlined, entries/articles are placed within quotation marks.
- **Remember** that the second and third lines of each entry are indented. Double space the entire Works Cited page.
- **Remember** that *all* entries are listed alphabetically and should *not* be numbered.
- **Remember** all entries conclude with a period.

Getting started:

1. Underline the author's last name or, if no author exists, the title.
2. Put the items you underlined in alphabetical order by numbering the statements 1-7.
3. Identify the kind of source; for the purpose of practice, write the type of source next to each statement. (i.e. book, magazine, etc.)
4. Now consult your "Bibliography or Works Cited Guidelines" handout and put each entry in the correct form.

- A book by Jessica Daves entitled Ready Made Miracle, the American Story of Fashion for the Millions. The book was published in New York City by Putnam Press in 1967.
- The "Fashion" entry in the 1987 edition of The World Book Encyclopedia.
- An article on a website. The article was called "Denim Now!" and the title of the website was What You Need to Know about Fashion. The website was last updated on December 3, 2002 but accessed on December 12, 2002. The web address was <http://www.fashion.about.com/blcasey022002.html>
- An article published on January 9, 1994 called "Hip-hop at the Mall." The article was written by M. O'Neill and was found in The New York Times Magazine on page 43.
- An article in a magazine accessed online. The magazine was entitled Youth Outlook. The article was written by Russell Morse and titled "Domestic Silence: Close-Up with a Young Fashion Designer." The article was published on November 27, 2002 but accessed on December 12, 2002. The web address was <http://www.youthoutlook.org>
- An article entitled Youth Fashions in the 1980's that was accessed through the DIScovering US History database on GALE. This article was found in the Student Resource Center and was published in 2003. The URL is <http://galenet.galegroup.com/servlet/HistRC/>
- A personal interview with Jane Smith in Oakland, California. Ms. Smith was interviewed on April 24, 2000.