

Purpose: When you present someone else's ideas you must give that person credit. Putting the ideas into your own words, and attaching a *Works Cited* sheet to the end of your research paper, does just that. Plagiarism is presenting someone else's ideas as your own. **It is illegal.** Your *Works Cited* sheet lets readers know where you found your material. Be sure to include a *Works Cited* slide or web page in multimedia projects too!

Guidelines:

- ❑ Use a separate sheet for your *Works Cited* page
- ❑ Acceptable Fonts: Times New Roman, Arial, or Helvetica. Font Size: 12
- ❑ Margins: *Word* default settings: Top and bottom = 1" left and right = 1.25"
- ❑ Double-space all entries
- ❑ At the top of the paper center the heading *Works Cited* (Font in Size 12, No *Word Art*)
- ❑ **List your sources in alphabetic order, using the first word in the entry**
- ❑ First line of each entry begins at the margin. Subsequent lines are indented five spaces

Other Tips:

- ❑ Each entry contains three parts: AUTHOR. TITLE. PUBLICATION INFORMATION.
- ❑ Titles are underlined. Titles within titles are in quotes.
Example: "Dinosaurs." The World Book Encyclopedia.

1. Printed Material Examples...

Books: Author, title, city of publication, publisher, and copyright year.

Allen, Thomas B. Vanishing Wildlife of North America. Atlanta: National Geographic Society, 1974.

Encyclopedia Articles: Author (if named), title of the article, name of the encyclopedia, and edition (year).

Pettingill, Olin Sewall, Jr. "Falcon and Falconry." The World Book Encyclopedia. 1980 ed.

Note: If your book has an editor, not an author, list as above, with "ed." after the editor's name. Example: Pettingill, Olin Sewall, Jr., ed.

Magazines and Newspapers: Author, title of article, name of periodical, date, and page numbers.

Janowitz, Sally. "Interview with Ray Bradbury." The New York Times. 7 Apr. 2003: B2.

2. Non-print Resources...

Interview: Person's name, type of interview, date.

Smith, John, J. Telephone Interview. 7 Dec. 2002.

CD-ROMS: Give the author (if named), title, title of database, type of source, city, publisher, and publication date.

Asimov, Isaac. "Science Fiction." The Encarta© 98 Desk Encyclopedia. CD-ROM. Redmond: Microsoft Corp., 1996-97.

3. Online Sources

World Wide Web (WWW) Sites: Author (if named); (title, OR title of project, OR name of database, OR periodical, or site); date article posted online; date you accessed it; and Internet address (URL).

Internet Web Site on Dinosaurs:

Skrepnick, Michael. "Dispelling Dinosaur Myths." The Dinosauria: Stranger than Fiction. 1998. 3 Mar 2003. <http://www.ucmp.berkeley.edu/diapsids/dinosaur.html>.

Magazine Article from Iconn.org:

Johnson, Paula. "Lyme Disease in Connecticut." Connecticut Magazine. Mar 1999: 34. InfoTrac Junior. 1 Mar 2003. <http://www.iconn.org>.

If the type of source you are citing is not listed on this sheet, consult
The Essentials of MLA Style in the reference section of our library. REF 808.
If you still have questions, ask for help!
P. Berardino Revised 1/7/04

SAMPLE NOTE DOUBLE SPACING

Works Cited

Asimov, Isaac. "Science Fiction." The Encarta © 98 Desk Encyclopedia.

CD-ROM. Redmond: Microsoft Corp., 1996-97.

"Falcon and Falconry." World Book Encyclopedia. 1980 ed.

Johnson, Paula. "Lyme Disease in Connecticut." Connecticut Magazine. Mar

1999: 34. InfoTrac Junior. 1 Mar 2003. <http://www.iconn.org>.