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
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


Works Cited Generators

http://www.easybib.com/

http://citationmachine.net/index2.php
Write Your First Source

• Determine which source comes first alphabetically by checking the highlighting/circles on your list
• Enter the proper information into the works cited generator.
• Copy and paste the results onto your Works Cited page.
• Continue with your other sources, making sure they are in alphabetical order.
EXAMPLE
Website:
http://www.sciencedaily.com/releases/2013/12/131205141852.htm

Website title: Science News
Article Title: How Mosquitoes Are Drawn to Human Skin and Breath
Date of Article: Dec. 5, 2013
Works Cited


“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.*
Works Cited


Keep Going!

- Continue adding sources to your Works Cited page IN ALPHABETICAL ORDER
- Only list the sources from which you used facts in your paper
- Keep checking to be sure you are using the exact correct format.
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.