WORKS CITED GUIDELINES

1. For each source listed, begin first line at margin and indent each line that follows.
2. Underline titles of books, periodicals, and software. Titles of articles are enclosed in quotation marks.
3. Note punctuation and follow exactly.
4. If required information is not available, such as author’s name, just leave it out.
5. Arrange all sources alphabetically in one list by the first word in the citation (unless the first word is a title that begins with *a*, *an* or *the* – then skip to the second word).
6. Single space each entry; double space between entries.
7. **Book with one author**

REQUIRED INFORMATION:

* 1. Author. (last name first)
  2. Title of book. (underlined if handwritten, underlined or *italicized* if typed)
  3. Publisher,
  4. Date of publication. (copyright date)

FORMAT (including punctuation):

Last name of author, first name middle name or middle initial. Title of book. Publisher, copyright date.

EXAMPLE: Gutman, Dan. Babe & Me. Bradbury Press, 2000.

o-line

1. **Book with two authors (list authors in the same order they are printed in the book)**

REQUIRED INFORMATION (same as above except for author names)

First Author. (last name first)

Second Author. (first name first)

FORMAT (including punctuation):

Last name of first author, first name middle name or middle initial and First name of second author middle name last name. Title of book. Publisher, copyright date.

EXAMPLE: DiTerlizzi, Tony and Holly Black. The Spiderwick Chronicles: The Field Guide. Simon and Schuster, 2003.

o-line

1. **Book with more than two authors**

REQUIRED INFORMATION:

First Author (last name first), and then add “et al.” (Latin for “and others”)

FORMAT (including punctuation):

Last name of author, first name middle name or middle initial, et al. Title of book. Publisher, copyright date.

EXAMPLE: Duzer, Van, et al. Fairy Tales Around the World. Schuster, 2001.

o-line

1. **World Wide Web Pages, Articles, and Pictures**

REQUIRED INFORMATION:

1. Author of Article. (if available, last name first)
2. “Title of Article or Web*page*.”
3. Title of complete work or web*site*.
4. Date of visit or download.
5. <full http address>. (enclosed in angle brackets)

EXAMPLE: (including punctuation) “Monarch Migration.” Alien Empire: Nature Voyagers. Oct. 16, 2002. <[http://www.pbs.org/wnet/nature/alienempire/voyagers.html](http://www.sirs.com)>.

1. **Encyclopedias and Other Familiar Reference Books**

REQUIRED INFORMATION:

* 1. Author of Article. (if available, last name first)
  2. “Title of Article.” (in quotation marks)
  3. Title of Reference Book. (underlined)
  4. Most Recent Copyright Date.
  5. Volume Number or Letter.

EXAMPLE: (including punctuation) Augee, Michael L. “Platypus.” World Book Encyclopedia. 2004. vol. 15.

o-line

1. **Article in a Periodical (magazines, newspapers)**

REQUIRED INFORMATION:

* 1. Author. (if available, last name first)
  2. “Title of Article.” (in quotation marks)
  3. Periodical Title. (underlined)
  4. Date of publication**:** pages. (month day, year**:** pages of article)

FORMAT (including punctuation):

Last name of author, first name middle name or middle initial. “Title of Article.” Title of Periodical. Month Day, Year**:** Pages of article.

EXAMPLE: Carr, Lois Green. “Life in Colonial Maryland.” Cobblestone. September, 2002**:** 4-7.

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1. **ICONN, SIRS Discoverer, and CultureGrams Documents**

REQUIRED INFORMATION:

1. Author of Article. (if available, last name first)
2. “Title of Article.”
3. Title of source (magazine, journal, newspaper, etc.) date: page.
4. Title of product (InfoTrac, Discovering Collection, SIRS Discoverer, or CultureGrams)
5. Publisher of Database (if available)
6. Date of visit or access.
7. <http address> (enclosed in angle brackets)

EXAMPLES: (including punctuation)

Pickerill, Martha. “The World’s Best Job?” Time for Kids World Report Edition. Jan. 24, 2003: 7. SIRS Discoverer. October 18, 2004. <<http://www.sirs.com>>.

Helem, Lisa. “Cultures: The Great Migration.” Newsweek. Nov. 29, 2004. 9. InfoTrac: Student Edition. Jan. 10, 2005. <<http://www.web1.infotrac.galegroup.com/>>.

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1. **Quote from an article or book:**
   1. Include source or author such as: ‘according to Cynthia Jones’ or ‘as it says in the article’
   2. Quote with quotation marks
   3. Endnote – author’s last name and page number in parentheses

EXAMPLES: In her book, Harry Potter and the Sorcerer’s Stone, J. K. Rowling describes Hogwarts as “a vast castle with many turrets and towers” (Rowling 111).

As *Titanic* historian Andrew Wilson notes in his article, “one hundred years after the ocean liner struck an iceberg and sank, the tragedy still looms large in the popular psyche” (Wilson 1).

laying-books