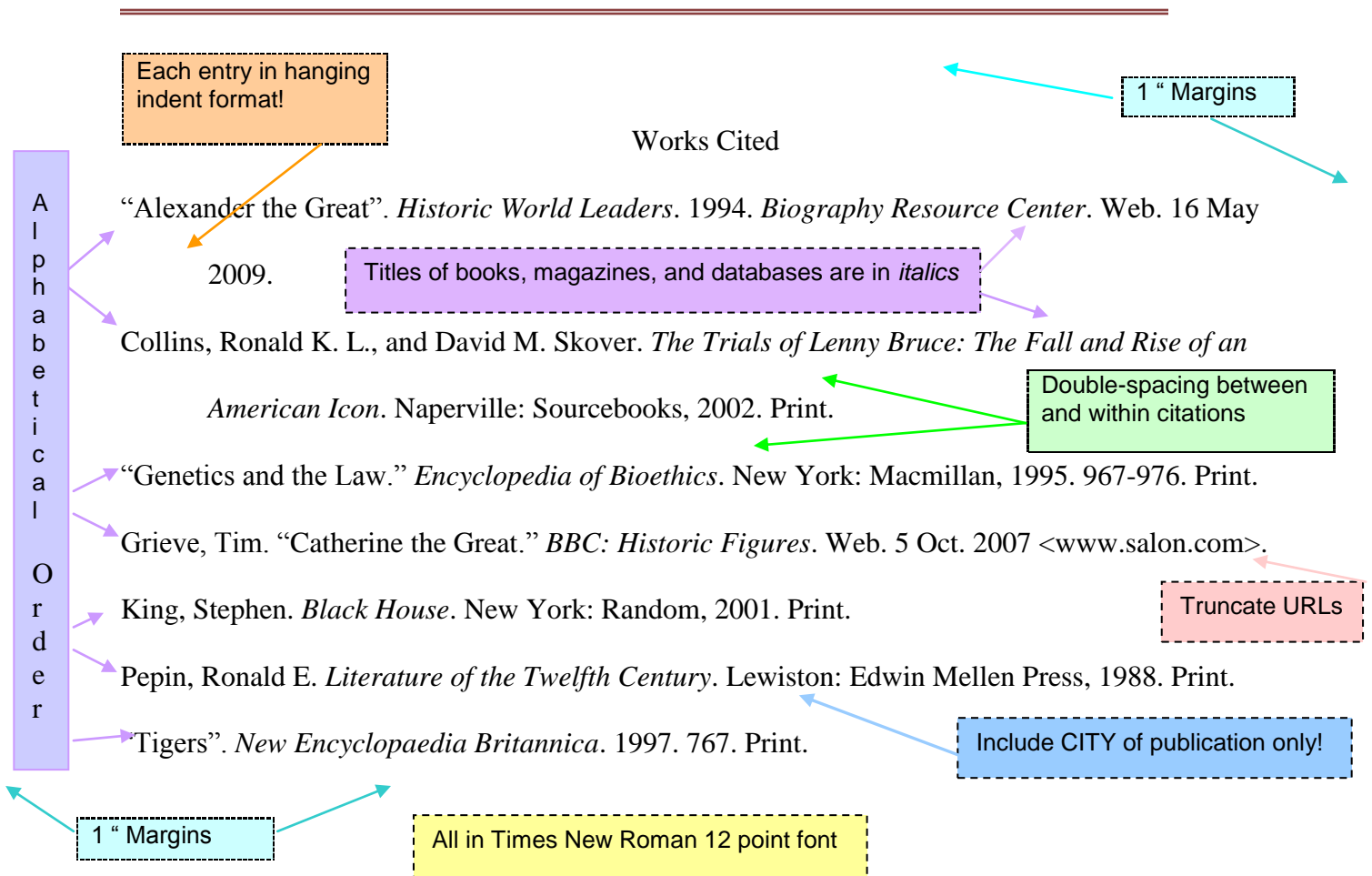


Creating a Works Cited Page

The following guidelines and sample works cited will assist you in formatting your works cited. See the “Standard Works Cited Format” for examples of less common works cited entries. This handout is available in the library.

- ❖ Begin your Works Cited **on a separate page** after the last page of your research paper
- ❖ There should be a **1 inch margin** on all sides of the page
- ❖ Use **Times New Roman 12 point font**; nothing in bold or italics
- ❖ **Center** the words Works Cited at the top of the page as a heading
- ❖ **Doublespace** all lines
- ❖ All entries should be listed in a **hanging indent format**; to create a hanging indent in Word 1997-2003
 - Place the cursor in the first entry, select *Format*, then *Paragraph*.
 - Under Indentation, use the *Special* drop down box to select *Hanging*.
- ❖ Arrange the items in your Works Cited **alphabetically by author’s last name**
- ❖ If an entry has no author, arrange it by the first word of the title (exclude the words *a*, *an*, and *the*)
- ❖ Each in-text citation must be referenced in the Works Cited list
- ❖ Each entry in the Works Cited list must be cited at least once in text



Using Parenthetical Citations

The purpose of using parenthetical citations in a reference paper is

- to briefly let your reader know that you are using the words or ideas of another author
- to direct your reader to a complete citation of the work you are using in your Works Cited list
- to identify the location of the borrowed information in that work as specifically as possible
- to help you avoid plagiarism

The parenthetical citation generally consists of two parts (see variations on these basic rules below:

- *the authors name* directs your reader to an entry in your “Works Cited” list,
- *a page or paragraph number* directs your reader to a specific section of the work.

You must cite your source when you use a direct quote **AND when you rewrite or paraphrase** the information.

Format of the Parenthetical Citation

- The author’s name and the referenced page number of a printed source are included in parentheses at the end of the sentence that references that source. Ending punctuation should come after the closing parentheses.
- If the author’s name has been used previously in the paragraph (see example 2 below) then only the page number is needed in the parenthetical citation.
- If a quotation is used that is longer than four lines in length, a block quotation format should be used:
 - Indent one inch from both margins
 - Continue to use double-spacing in the quotation
 - **Do not use quotation marks** in a block quotation
 - Type a space after the concluding punctuation mark of the quotation and insert the parenthetical reference

Variations on the Basic Rules

The following examples can be used as guidelines for common types of citations. More complete rules can be found in the *MLA Handbook for Writers of Research Papers*, 7th ed. by Joseph Gibaldi (available in Ready Reference in the library).

Type of citation	Example
Author’s name in reference	This argument has been developed elsewhere (Magny 67-69).
Author’s name in text	Magny develops this argument (67-69).
Two or three authors in reference	The most notorious foreign lobby in Washington is the “Sugar Mafia” (Howe and Trott 134).
Four or more authors	The study was extended for two years, and only after results were reviewed did the researchers publish their findings (Blaine et al. 35).
Encyclopedia article, no author	The word crocodile has a surprisingly complex etymology (“Crocodile” 34).
Unpaged Internet site, no author	After her exile to Venezuela, Allende began to write her first novel (“Isabel”).
Work listed by title in Works Cited list (no known author)	As of 2001, at least three hundred towns and municipalities had considered legislation regulating use of cell phones while driving (“Lawmakers” 2).
More than 1 work by author	According to police reports, there were no skid marks indicating that the distracted driver who killed John and Carole Hall had even tried to stop (Stockwell, “Man” 4).
An indirect source (source within a source)	According to Richard Retting, “As the comforts of home and the efficiency of the office creep into the automobile, it is becoming increasingly attractive as a work space (qtd. in Kilgannon A23).
Multiple references within a sentence	Sadinsky points out that in the late Renaissance, Machiavelli contended that human beings were by nature “ungrateful” and “mutable” (1240), and Montaigne thought them “miserable and puny” (1343).
Two or more sources cited	The dangers of mountain lions to humans have been well documented (Rychnovsky 40; Seidensticker 114; Williams 30).

The following sites were used in the creation of this document:

- “Guidelines for MLA Parenthetical Citations.” 9 Dec. 2006 <<http://kam.ohiolink.edu/~sg-ysu/mlaguide.html>>.
- “Humanities: Documenting Sources.” 8 Dec. 2006 <<http://www.dianahacker.com/resdoc/humanities/intext.html>>.
- “Signal Your Commentary on a Source.” 8 Dec. 2006 <<http://www.uhv.edu/ac>>.

