

## Works Cited Guidelines

Whenever you do a research project, you need to create a **Works Cited** page. Why is this important? How do you cite your sources? Click [here](#) to do a 10-minute online tutorial that will explain everything!

First of all, you need to **format the word document** by doing the following:

- 1.) Use Works Cited as your title. **Centre** it at the top of the document
- 2.) Arrange all works cited **alphabetically by the author's last name**. If there is no author, then use the title.
- 3.) Leave a **space** between each citation as well as space between lines for citations that are longer than one line.
- 4.) Use a **"hanging indent"** for citations that are longer than one line.
  - a. Click on "Paragraph" and under "Special" select "Hanging"
- 5.) **Include the Publication Medium!** Most entries will be listed as Print or Web, but other possibilities include Performance, DVD, or TV. Most of these markers will appear at the end of entries; however, markers for Web sources are followed by the date of access.

For more information, check out the [OWL site](#) from Purdue University. I used it for these examples:

### Book with one author

**Lastname, Firstname. Title of Book. Place of Publication: Publisher, Year of Publication. Publication Medium.**

Cranny, Michael. *Crossroads: A Meeting of Nations*. Toronto: Pearson Education Canada Inc., 1998. Print.

Gourley, Catherine. *Rosie and Mrs. America: Perceptions of Women in the 1930s and 1940s*. Minneapolis: Twenty-First Century Books, 2008. Print.

### Book with more than one author

Cranny, Michael, and Garvin Moles. *Counter Points: Exploring Canadian Issues*. Toronto: Pearson Education Canada Inc., 2001. Print.

Dunton-Downer, Leslie, and Alan Riding. *Essential Shakespeare Handbook*. New York: DK Publishing Inc., 2004. Print.

### Article in a reference book:

*For entries in encyclopedias, dictionaries, and other reference works, do not include the publisher information and don't list the volume or the page number of the article or item.*

"Witchcraft". *The New Encyclopedia Britannica: Micropædia Ready Reference*. 15<sup>th</sup> ed. 2005.

What about **electronic sources**? (Internet sites, online databases, etc.) Citing the URL by itself is NOT ENOUGH and in fact, is no longer required! You must include as much information as possible such as:

- Author and/or editor names
- Article name in quotation marks (if applicable)
- Title of the website in *italics*.
- Date of version, revision, or posting
- Publisher information
- Publication Medium (Web)
- Page numbers (if available)
- Date you accessed the material
- Electronic address (URL), printed between carets ([<, >]). (OPTIONAL )

**Example: Online Database Scholarly Journal Article**

- Cite online journal articles from an online database as you would a print one. Provide the database name in italics. Library information is no longer required. List the medium of publication as *Web* and end with the date of access.

Last name, First name. "Title of Article". *Name of journal* Volume (Date): page-page. *Name of Electronic Database*.

Publisher Information, Publication Date. Publication Medium. Date of access. <URL is optional but if you want to include it, add it here.>

Berger, James D. and Helmut J. Schmidt. "Regulation of Macronuclear DNA Content in Paramecium Tetraurelia." *The Journal of Cell Biology* 76.1 (1978): 116-126. *JSTOR*. Web. 20 Nov. 2008.

Works Cited - example

Campbell, Colin. "SPORTS: POND MEMORIES: Hockey's latest craze is a game of nostalgia." *Maclean's*. 02 Mar 2009. 43. *eLibrary*. Proquest CSA. Web. 26 Feb 2009.

Demos, John. *The Enemy Within: 2,000 Years of Witch-Hunting in the Western World*. New York: Viking, 2008. Print.

Myers, Robert J. "Mardi Gras." *World Book Student*. World Book, 2009. Web. 13 Oct. 2009.

Pearce, Fred "The fire-eater's island." *New Scientist* 189.2536 (2006): 48. *Science Reference Center*. EBSCO. Web. 13 Oct. 2009.

"Steven Truscott's long quest for vindication." *Maclean's* 117.45 (2004): 12. *Canadian Points of View Reference Centre*. EBSCO. Web. 13 Oct. 2009.