

JOHNSTON HEIGHTS SECONDARY SCHOOL

WORKS CITED - GUIDE

Name _____

The Works Cited page should list *every* source you actually used in your research. This should include: books, periodical articles, encyclopedia articles, internet sources, CD-ROM articles, government documents, pamphlets, newspaper clippings, audio recordings, video recordings, DVD's, and interviews. The aim is to permit your readers to find the exact item you consulted. The following bibliographic form, based on the MLA style, is to be used by the students in Johnston Heights Secondary School.

GUIDING PRINCIPLES OF WORKS CITED

- For book details, refer to the title page and the copyright page (reverse of title page), not the cover.
- Record equivalent details for non-print sources. Refer to Video, DVD cases etc. for information.
- Look at the beginning or end of articles found on the internet or CD-ROM programs.
- Save unnecessary trips to the library by writing down *full* citations as you do your research.

MECHANICS OF WORKS CITED

Follow these rules when you prepare your list of citations:

- 1) centre the words **Works Cited** one inch from the top of a fresh page. The list always appears as the last page (s) of the essay. Number each page, continuing the numbering of the text;
- 2) begin the first line of each entry at the left margin; indent subsequent lines of that entry by *five* letter spaces or a 1/2 inch tab;
- 3) double space entry and double space between entries;
- 4) do *not* number the entries;
- 5) list entries *alphabetically* by the *last name* of the first author (or director, commentator, creative artist, etc.) mentioned in the work's publishing or broadcasting information;
- 6) when no author is given, alphabetize the entry by the first word in title (disregarding "A," "An," or "The");
- 7) capitalize the first letter of the first word in the title (and subtitle, if any), and all the principal words. Do *not* capitalize articles, prepositions, coordinating conjunctions, or the "to" infinitives. Separate a title and a subtitle with a colon;
- 8) underline the comprehensive title and subtitle of all works;
- 9) give the first city of publication listed on the title page or copyright page;
- 10) give the commonly used *short* form of a publisher's name omitting Company Ltd., Inc., etc.;
- 11) for books, give the year of publication recorded on the copyright page after the copyright symbol. Give the last edition date, but ignore reprint dates. If no date is given, write n.d.;
- 12) for daily and weekly publications give the full date (day, month, year) of issue; for monthly publications give the month and year;
- 13) for videos, DVD's, CD's, audio tapes, and other media, give the year of release or issue. Give the full date for radio broadcasts.
- 14) for all audio-visual materials, indicate the medium immediately after the title;
- 15) do *not* give page numbers unless you are citing an article in a journal, periodical, or newspaper, or an item in a collection (such as a short story or poem, etc.). Then give the page numbers of the *whole* article or item;
- 16) *punctuate each entry carefully*. The sample entries that follow indicate the conventions for punctuating citations. When using a computer, it is acceptable to put one space after punctuation marks.

SAMPLE PAGE - WORKS CITED

WORKS CITED

Britannica Learning Resources. Read to Learn. Pamphlet. New York: Britannica, 2005.

Di Stefano, Vince. Guidelines for Better Writing. January 9, 2006 <<http://www.usa.net/~vined/home/better-writing.html>>.

Goodbye Gutenberg. DVD. WNET Media Services, 2006.

Hills, Theo L. "Shakespeare, William." The World Book Encyclopedia. 2006.

Human Development, 6 to 12 Years. Filmstrip. Concept Media, 2006.

Lauer, Janice M., et al. Four Worlds of Writing. New York: Harper, 2005.

"Let's Talk." Time 19 Aug. 2005: 15-17.

Mansfield, Katherine. "The Wind Blows." In The Story Makers: A Selection of Modern Short Stories. Ed. Rudy Wiebe. Toronto: Gage, 2006. 42.

The National Atlas of Canada. 4th ed. Toronto: Macmillan, 2006.

"Poetry." The World Book Encyclopedia. (Online) 2006.

Prince, Linda. Personal interview. 12 May 2006.

Read, Shelley. "Those Were the Days." Vancouver Sun 10 Sept. 2005: D p. 47.

Strunk, Jr., William, and E. B. White. The Elements of Style. New York: Macmillan, 2006.

Thomas, Lewis. "On the Language Problem." Psychology Today May 2005: 42+.

SAMPLE CITATIONS FOR BOOKS

a) Single Author

FORMAT:

Author's name. Title of Book. Place of publication: Publisher, Copyright date.

EXAMPLE:

Zinsser, William. On Writing Well. New York: Harper, 2005.

b) Shared Authorship

FORMAT:

Primary author, and Secondary Author. Title of Book. Place of publication: Publisher, Copyright date.

EXAMPLE:

Strunk, Jr., William, and E. B. White. The Elements of Style. New York: Macmillan, 2006.

(Note: The first author's name is reversed, for the purpose of alphabetizing; subsequent names appear in their usual order.)

c) More than three authors

FORMAT:

Primary author, et al. Title of book. Place of publication: Publisher, Copyright date.

EXAMPLE :

Lauer, Janice M., et al. Four Worlds of Writing. New York: Harper, 2006.

d) No author or editor given

FORMAT:

Title of Book. Place of Publication: Publisher, Copyright Date.

EXAMPLE:

The National Atlas of Canada. 4th ed. Toronto: Macmillan, 2006.

(Note: This citation would be alphabetized by title under the letter "N" in the Works Cited without regard for "The.")

e) Government Author

FORMAT:

Government Department. Title of book. Place of publication: Publisher, Copyright date.

EXAMPLE:

Vancouver, B.C., Planning Dept. Understanding Vancouver. Vancouver, B.C.: Planning Dept., 2005.

f) A story, essay or poem in a collection or anthology

FORMAT:

Author's Name. "Title of article." In Title of Book. Editor. Place of Publication: Publisher, Copyright date. Page(s) of article.

EXAMPLE:

Mansfield, Katherine. "The Wind Blows." In The Story Makers: A Selection of Modern Short Stories. Ed. Rudy Wiebe. Toronto: Gage, 2006. 42-46.

3 (Note: Use the word "In" before the title to show that the author is one of several - omit "In" when only one author)

SAMPLE CITATIONS FOR PRINT ENCYCLOPEDIAS

a) Alphabetical encyclopedia: Author given

FORMAT:

Author's name. "Title of article." Title of Encyclopedia. Copyright date.

EXAMPLE:

Hills, Theo L. "Shakespeare, William." The World Book Encyclopedia. 2006.

(Note: If given, the author's name usually appears at the end of the article.)

b) Alphabetical encyclopedia: Author not given

FORMAT:

"Title of article." Title of Encyclopedia. Copyright date.

EXAMPLE:

"Shakespeare, William." Encyclopedia Britannica. 2006.

c) Non-alphabetical encyclopedia

FORMAT:

Author's name. "Title of Article." Title of Encyclopedia. Volume. Date. Page(s).

EXAMPLE:

Campbell, Dick. "Slang." Understanding Human Behavior. Vol. 13. 2005. 505-06.

SAMPLE CITATIONS FOR ONLINE and CD-ROM ENCYCLOPEDIAS

a) Online encyclopedia: Author given (Note: If given, the author's name usually appears at the end of the article and may be listed as contributor. The copyright date is usually the current year)

FORMAT:

Author's name."Title of article." Title of Encyclopedia. (Online). Copyright date.

EXAMPLE:

Smith, Lloyd. "Dickens, Charles." The World Book Encyclopedia. (Online). 2005.

b) Online encyclopedia: Author not given

FORMAT:

"Title of article." Title of Encyclopedia. (Online). Copyright date.

EXAMPLE:

"Volcanoes." The World Book Encyclopedia. (Online). 2006.

c) CD-ROM encyclopedia: Author not given

FORMAT:

"Title of article." Title of Encyclopedia. (CD-ROM). Copyright date.

EXAMPLE:

"Shakespeare, William." Encyclopedia Britannica. (CD-ROM). 2005.

SAMPLE CITATION FOR INTERNET WEBSITES

FORMAT:

Author's name. Title of Website. date of document or download <http://address/filename>.

EXAMPLE:

Di Stefano, Vince. Guidelines for Better Writing. January 9, 2006 <http://www.usa.net/~vinned/home/better-writing.html>.

SAMPLE CITATIONS FOR VERTICAL FILE CLIPPINGS, PAMPHLETS AND BROCHURES

a) Author given

FORMAT:

Author's Name. Title of pamphlet. (Pamphlet). Place of Publication: Publisher, Date.

EXAMPLE:

Britannica Learning Resources. Read to Learn. (Pamphlet). New York: Britannica, 2005.

SAMPLE CITATIONS FOR NEWSPAPER ARTICLES

a) Author given Note: If given, the author's name may appear at the beginning or end of the article.)

FORMAT:

Author's Name. "Title of article." Title of Newspaper Date: Section and Page(s).

EXAMPLE:

Read, Shelley. "Those Were the Days." Vancouver Sun 10 Sept. 2005: D p.17.

b) Author not given

FORMAT:

"Title of article." Title of Newspaper Date: Section and Page(s).

EXAMPLE:

"Speech and language." Teacher 9 Sept 2005: 10-15.

SAMPLE CITATIONS FOR PERIODICALS

a) Author given

FORMAT:

Author's name. "Title of article." Title of Periodical Date: Page(s).

EXAMPLE:

Thomas, Lewis. "On the Language Problem." Psychology Today May 2005: 42+.

b) Author not given

FORMAT:

"Title of article." Title of Periodical Date: Page(s).

EXAMPLE:

"Let's Talk." Time 19 Aug. 2005: 15-17.

SAMPLE CITATIONS FOR AUDIO-VISUAL

a) Television/Satellite

FORMAT:

Title of Program. Author. Director. Series Title. Network. Broadcast Station/Channel, City. Copyright date.

EXAMPLE:

Cat on a Hot Tin Roof. By Tennessee Williams. Dir. Jack Hofiss. American Playhouse. PBS. KCTS/9, Seattle. 31 July
2005.

b) DVD/Videotape

FORMAT:

Title of DVD. (DVD). Producer, Copyright date.

(In place of DVD, you can indicate Videocassette or other media)

EXAMPLE:

Goodbye Gutenberg. (DVD). WNET Media Services, 2006.

SAMPLE CITATIONS FOR A PERSONAL INTERVIEW

FORMAT:

Name of Person Interviewed. (Personal Interview). Date.

EXAMPLE:

Prince, Linda. (Personal Interview). 12 May 2006.

(Note: Personal interviews should be distinguished from telephone interviews. In general, an interview has weight only when you are citing an authority - someone with informed opinions. Indicate his or her credentials in your text: College librarian Linda Prince said that....)