

## Composing a Works Cited List

When writing research papers and reports, it is necessary to document the sources used in writing the paper to avoid plagiarism. Before taking notes, gather all publication information. This publication information will be listed at the END of your paper on a new page. This page is called the Works Cited page. Each source collected should be listed in alphabetical order by the author's last name. Follow the format below to create the Works Cited page. An example is given using a book with one author.

- Center title, *Works Cited*, on new page at the END of your report
- Double space all lines
- Capitalize the author's name, title, place of publication, publication company, and publication medium
- Italicize the title
- Indent  $\frac{1}{2}$ " after the first line
- Place punctuation properly

Example:

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999.

Print.

Format shown above:

_____	_____	_____
Last name of author,	First name	Title of Book ( <i>italicized</i> )
_____	:	_____
City/Place of Publication	Publisher	Year
_____		
Publication Medium		

## Citing Sources IN the Text

Writers are required to give credit to the sources inside the paper when words, facts, or ideas are used. This acknowledgment is called a parenthetical citation. If material is used word for word from the source, be sure to enclose the material with quotation marks. Below are examples to study and rules to be followed for parenthetical citations.

### Examples:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

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### Rules for Parenthetical Citations

**Rule 1:** When you introduce material without using the author's name, give the author's last name and page number(s) within parentheses.

Example: (Smith 91).

**Rule 2:** When you use the author's name in your writing to introduce material used, give only the page number(s) within parentheses.

Example: (91).

**Rule 3:** If you use a source with more than one author and do not mention them in your paper, give all of their names and page number(s) in the parentheses.

Example: (Smith and Jones 33).

**Rule 4:** If your source is a novel, place a semi colon after the page number followed by the chapter or section from which the information was retrieved.

Example: (Curtis 130; ch. 9).

**Rule 5:** If your source is a novel in a series, add the number of the book after the page number followed by the chapter.

Example: (Snicket 22; bk. 4, ch. 2).

