Standards: 3, 11

Task: **Works Cited Page**

The last page of your research paper is called the *WORKS CITED* page. You may know it as the bibliography or list of sources you used in your paper. On this page you will record in alphabetical order all the sources cited in your paper. "Cited" means you quoted or got information that you paraphrased (*put in your own words*) in the text of your paper. If you did not use a work in your paper, it should not be listed on this page.

Follow these guidelines when writing your WORKS CITED page:

DETAILS, DETAILS!! Little things like period where required, alphabetization, correct capitalization, parentheses, underlining or italics, format of dates, etc. are very important in such citation work. It is not enough just to make it look neat and pretty; it has to follow the formats with careful detail.

To set up the Works Cited page:

- Start with new, clean file.
- Set line spacing to **double spacing**.
- Type the title (**Works Cited** for MLA format) and **center** it. Press **"Enter ↵" once**.
- Set the remaining line to have a **Hanging Indent of ½ inch**:
    - On the **Format** menu, click on **Paragraph;**
    - On "**Indentation**" "**Special**" section, choose **"Hanging"** from the drop box.
    - Make sure the "**By**" box has 0.5" in it. Click "**OK.**"
- This should allow you simply to type the entries and let the computer program handle putting each new entry at the margin, with run-over lines indented.
- Type your first entry, Last Name first, with all the elements needed for the entry. **Remember to end with a period!**
- To type in URLs, it is best to **turn off the automatic hyperlink generator**:
    - On the **Tools** menu, select **AutoCorrect Options**;
    - On the **AutoFormat** tab (also **AutoFormat As You Type** tab), under

      Replace, uncheck the ☐**Internet and network paths with hyperlinks** box.
    - You should now be able to type or paste in a URL without getting the blue-underlined active hyperlink. You should also be able to type in the angle brackets required by MLA form without them being swallowed into the auto-hyperlink.
    - Note: You can also leave the active hyperlink feature on, type in your hyperlink using angle brackets: <http://www.csbsju.edu>, press the space bar to turn it into an active hyperlink, and immediately press **Ctrl-z** to undo this auto-formatting.
- **Hint:** Type in a generic entry such as **Lastname, Firstname. Title of Book.Place: Publisher: Date.** (for MLA). or **Lastname, Initial. *Title of book*.Place: Publisher.** and then save this file with a generic title like: **MLA Works Cited page.doc** Then you can merge or paste it into any paper you write.
- You can type out all your entries in any order, **select or highlight** all the entries with the mouse, and then go to the **Table** menu, **Sort** to alphabetize the whole list.

Works Cited Pages

List Format

- Begin your works cited list on a separate page from the text of the essay under the label Works Cited (with no quotation marks, underlining, etc.), which should be centered at the top of the page.
- Make the first line of each entry in your list flush left with the margin. Subsequent lines in each entry should be indented one-half inch. This is known as a hanging indent.
- Double space all entries, with no skipped spaces between entries.
- Keep in mind that <u>underlining</u> and *italics* are equivalent; you should select one or the other to use throughout your essay.
- Alphabetize the list of works cited by the first word in each entry (usually the author's last name).

Basic Rules for Citations

- Authors' names are inverted (last name first); if a work has more than one author, invert only the first author's name, follow it with a comma, then continue listing the rest of the authors.
- If you have cited more than one work by a particular author, order them alphabetically by title, and use three hyphens in place of the author's name for every entry after the first.
- When an author appears both as the sole author of a text and as the first author of a group, list solo-author entries first.
- If no author is given for a particular work, alphabetize by the title of the piece and use a shortened version of the title for parenthetical citations.
- Capitalize each word in the titles of articles, books, etc. This rule does not apply to articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle.
- Underline or italicize titles of books, journals, magazines, newspapers, and films.
- Use quotation marks around the titles of articles in journals, magazines, and newspapers. Also use quotation marks for the titles of short stories, book chapters, poems, and songs.
- List page numbers efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should provide enough information so that the reader can locate the article either in its original print form or retrieve it from the online database (if they have access).

Rubric:

	9/10	7/8	6/5	4
Sources	All sources (information and graphics) are accurately documented in MLA format.	All sources (information and graphics) are accurately documented, but a few are not in MLA format.	All sources (information and graphics) are accurately documented, but many are not in the MLA format.	Some sources are not accurately documented.
Quality of Information	Information clearly relates to the main topic. It includes several supporting details and/or examples.	Information clearly relates to the main topic. It provides 1-2 supporting details and/or examples.	Information clearly relates to the main topic. No details and/or examples are given.	Information has little or nothing to do with the main topic.
Mechanics	No grammatical, spelling or punctuation errors.	Almost no grammatical, spelling or punctuation errors	A few grammatical spelling, or punctuation errors.	Many grammatical, spelling, or punctuation errors.