

How to Create a List of Works Cited

1. Find the box for the type of resource you are using (book, magazine, etc.) and fill in the blanks for all the information you can find.
2. Take that information and write it in the format for that specific type of resource—remember correct punctuation and underlining!
3. Put your list in alphabetical order by the first letter of the first thing for that resource (usually the author, but if there's no author, then probably the title).
4. Remember to indent after the first line for each title (Highlight all the entries, go to "Format" on the toolbar at the top of the screen, click on "Paragraph," click on the drop-down list under "Special," click on "Hanging," and then click on OK at the bottom of the box).

Example:

Works Cited

Anderson, Margaret. Scientists of the Ancient World. Berkeley Heights, NJ: Enslow, 1999. 33-49.
Hawkins, Dana. "Pretty Horses." U.S. News & World Report. 20 January 2003: 64-66.
Latner, Richard. Crisis at Fort Sumter. 23 July 1996. Tulane University. 31 January 2003
<<http://www.Tulane.edu/~latner/CrisisIntro.html>>
McLeese, Don. "Beatles." The World Book Encyclopedia. 2002.
Small, Lawrence. "Torn Asunder: Enslaved Africans Endured the Largest Forced Migration in History." Smithsonian
May 2003: 34. :12- . Infotrac Junior Edition. Vermont Online Library. Clarence Amadon Memorial Library. 16
Feb 2006 <<http://infotrac.galegroup.com>>.

Book

Author: _____
Title: _____
Where published (City, State): _____
Publisher: _____
Copyright date: _____

Format

Author's last name, Author's first name. Title. City where it was published, State where it was published: Publisher, Copyright date. page(s).

Web site

Author: _____
Title: _____
Date of publication or latest update: _____
Organization: _____
Date of access: _____
URL (<http://> . . .): _____

Format

Author's last name, Author's first name. Title of Site. Date of publication or latest update. Organization associated with the site. Date of access <URL>

Encyclopedia article

Author of article: _____

Title of article: _____

Title of encyclopedia: _____

Copyright date of encyclopedia: _____

Format

Author's last name, Author's first name. "Title of Article." Title of Encyclopedia. Copyright date.

Periodical article (magazine or newspaper)

Author of article: _____

Title of article: _____

Title of periodical: _____

Date of publication: _____

Format

Author's last name, Author's first name. "Title of Article." Title of Magazine. Date of magazine: page(s).

Periodical articles from online database (VOL)

Author of article: _____

Title of article: _____

Title of periodical: _____

Date of publication: _____

Page Number/Range: _____

Database Name: _____

Service Name: _____

Name of the library where service was accessed: _____

Date of Access: _____

URL of the service (but not the whole URL for the article, since those are very long and won't be able to be re-used by someone trying to retrieve the information): _____

Format

Author. "Title of Article." Publication Name Volume Number (if necessary) Publication Date: page number-page number. Database name. Service name. Library Name, City, State. Date of access <URL>.

Video (including DVDs)

Title: _____

Director: _____

Performers: _____

Distributor: _____

Year: _____

Format

Title. Director. Performers. Distributor, Year.