

Name _____
Room _____

Student Handout
September, 2009

Works Cited

A Works Cited Page is a list of all the materials used to prepare a report or research paper. This list is the last page of the report. Cite means ~~to~~ quote an authority. This worksheet will help you prepare a Works Cited page using the MLA (Modern Language Association) format. The information used in preparing this worksheet was taken from Purdue University's Online Writing Lab which can be accessed at this website: <http://owl.english.purdue.edu>

The most common print sources that you will use are:

1. Books
2. Articles in a periodical (magazine)
3. Articles in a set of encyclopedias.

Some non print (on-line or web) sources that you will use are:

1. Encyclopedias
2. Periodical databases
3. Web pages

GENERAL GUIDELINES FOR WRITING A WORKS CITED PAGE

1. Sources should be listed in alphabetical order using the style explained in this handout.
2. If you cannot find all the information needed, skip the part you don't know.
3. Titles of books, periodicals and encyclopedias should be *in italic style*.
4. Titles of articles from periodicals or encyclopedias are enclosed in quotation marks.
5. Use hanging indention format for each citation. This means that the first line begins at the left margin and all other lines of the citation are indented.
6. Dates are written like this: Day Month Year. Example: 15 September 2009.
7. You must list the medium of publication. This is usually one of the following:
Print, Web, CD-ROM, Film, DVD
8. URLs are not required for web page resources, but are highly recommended. Save your printouts and include the URL in your citation for reports done at OLW School.
9. Punctuation is very important! For example, this is a book citation:

Author last name(**COMMA**) Author first name(**PERIOD**) *Title in italics*(**PERIOD**)
City(**COLON**) Publisher(**COMMA**) date(**PERIOD**) Print(**PERIOD**)

SAMPLES FOR WRITING CITATIONS

BOOK WITH ONE AUTHOR

Stewart, Melissa. *Elephants*. New York: Children's Press, 2002. Print.

BOOK WITH NO AUTHOR GIVEN

Dorling Kindersley Animal Encyclopedia. New York: DK Publishing Inc., 2000. Print.

ARTICLE IN PERIODICAL

Elder, Scott. "Incredible Elephant Tales." *National Geographic Kids* Mar 2009: 18-23. Print.

***ARTICLE IN ELECTRONIC ENCYCLOPEDIA ***

Voorhies, Michael. "Mammoth." *World Book*. Chicago: World Book, Inc., 2004. CD.

***ON-LINE WEB PAGE ***

"African Elephants." *Smithsonian National Zoological Park*. 2002. Web. 16 Sep 2009. <<http://nationalzoo.si.edu/animals/africansavanna/fact-afelephant.cfm>>.

These samples were prepared using an on-line site that can help you prepare citations for your Works Cited Page. At both sites shown below, students can create MLA citations for use at OLW by filling in the correct information for each of their report materials (books, periodicals, web pages, etc.) Here are the URL addresses:

<http://citationmachine.net>

www.noodletools.com/noodlebib

Information needed for a book citation

Author last name _____
Author first name _____
Title of book _____
Publishing city _____
Publishing company _____
Year published _____

Information needed for a periodical (magazine) citation

Author last name _____
Author first name _____
Title of article _____
Title of magazine _____
Date published (day, month, year) _____
Page numbers _____

Information needed for an encyclopedia (on-line or CD-ROM) citation

Author last name _____
Author first name _____
Title of article _____
Title of reference book _____
Publishing city _____
Publishing company _____
Year published _____
Date retrieved (if shown) _____
URL (if shown) _____

Information needed for an on-line web page citation

Author last name _____

Author first name _____

Title of web page _____

Title of web site _____

Date published/revised (date information was put on the Web site.) _____

Name of Organization who published this site _____

Date retrieved (date you went to the site) _____

Electronic address (URL) _____

The title of the web site and name of the organization is often the same. You do not have to list it twice.

THIS IS A SAMPLE OF A COMPLETED WORKS CITED PAGE

WORKS CITED

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"Our Mission." *Riddle's Elephant and Wildlife Sanctuary*. 2009. Web. 16 Sep 2009. <<http://www.elephantsanctuary.org/mission/>>.

Stewart, Melissa. *Elephants*. New York: Children's Press, 2002. Print.

Voorhies, Michael. "Mammoth." *World Book*. Chicago: World Book, Inc., 2004. CD.

Wheeler, Lisa. *Mammoths on the Move*. Orlando: Harcourt, Inc., 2006. Print.