

HOW TO WRITE A WORKS-CITED

The Works-Cited should list every source you actually used in your report. Typical entries look like the examples that follow:

[\[Encyclopedia in Book Format\]](#) [\[Encyclopedia in CD-ROM Format with Author\]](#) [\[Encyclopedia in CD-ROM format no Author\]](#) [\[Book\]](#) [\[Periodical\]](#) [\[Periodical on CD-ROM\]](#) [\[Periodical Newspaper\]](#) [\[Document Accessed Through an Internet Service\]](#) [\[Interview\]](#) [\[Electronic Mail\]](#) [\[Points to Remember\]](#) [\[Works Cited\]](#)

Encyclopedia in Book Format

Authors **Title of the Article** **Title of Encyclopedia** **Edition Date**
Karen, P.P. and Myron Weiner. "India" The World Book Encyclopedia. 1994 ed.

Encyclopedia in CD-ROM Format with Author

Author **Title of the Article** **Title of Encyclopedia**
Colombo, John Robert. "Sasquatch." The Canadian Encyclopedia Plus.
CD-ROM 1995 ed.
Designation **Edition Date**

Encyclopedia in CD-ROM Format no Author

Author **Title of Encyclopedia** **Edition Date**
"Jordan, Michael." Microsoft Encarta. CD-ROM. 1994 ed.
Designation

Book

Author **Title of Book** **Place of Publication** **Copyright Date**
Cumming, David. India. England: Wayland, 1989.
Publisher

Periodical

Author **Title of the Article** **Title of the Magazine** **Date** **Pages**
Deacon, James. "When Hoops became Hoopla." Macleans 27 Feb. 1995: 54-55

Periodical on CD-ROM

Title of Article CD-ROM Designation Source of the Article
 "Morissette Heads North after Conquering U.S. Market." Canadian Press Newswire. CD-ROM. 27 Nov. 1995: n. pg. Full text from: KIOSK: CBCA. February 1995-March 1996.
Date of Article Title of CD-ROM
Date of Program Pages if given

Periodical Newspaper - Signed Newspaper Article

Author's Name Title of Article Title of the Newspaper Section & Page
 Read, Shelly. "Those Were the Days." Vancouver Sun 10 Sept. 1980: D1
Date of Article

Document Accessed Through an Internet Service

Author's Name Title of Article Title of Document
 Arnette, Bill. "Venus." The Nine Planets: A multimedia Tour of the Solar System.
 4 May 1996: Online. 10 January 2003. Available: <http://seds.iplarizona.edu/nineplanets/nineplanets/nineplanets.html>.
Date Document was Updated Date of Search URL (Uniform Resource Locator)

Interview

Gorman, Linda. Personal Interview. 10 Sept. 2002.

Electronic Mail

Syverson, Gail. "Looking at Paris." E-mail to Mrs. Ohl. 12 Sept. 2002.

Points to Remember

1. Arrange items alphabetically by authors last name or by title if no author is given. (**NEVER** use numbers)
2. **The first author's name is reversed**, for the purpose of alphabetizing. Subsequent names appear in their usual order.
3. Books with **more** than 3 authors use the name of the first author and et al. (and others, ex. Smith, John et al.)
4. **Underline** all main titles.
5. Give the **first** city of publication listed on the title page of copyright.
6. Indent 2nd and 3rd lines 5 spaces, starting on the 6th.
7. When no author is given, alphabetize the entry by the first word in the title (disregarding "A", "An", or "The")
8. Capitalize the first and last words in 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.

9. Give the commonly used short form of a publisher's name omitting Company Ltd., etc.

10. For books, give the year of the publication record on the copyright page after the symbol ©, but do not include this symbol. Give the last edition date, but ignore reprint dates. If no date is given n. d.

11. For daily and weekly publications give the full date (day, month, year) of issue; for monthly publications give the month and year.

12. For films, records, tapes and other media, give the year of release or issue. Give the full date for radio and television broadcasts and interview.

13. For all audio-visual materials, indicate the medium immediately after the title.

14. 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.

Works Cited

Arnett, Bill. "Venus." The Nine Planets: A Multimedia Tour of the Solar System. 31 July 1999: Online. 12 Sept. 1999. <http://seds.lpl.arizona.edu/nineplanets/nineplanets/nineplants.html>.

Colombo, John Robert. "Sasquatch." The Canadian Encyclopedia Plus. CD-ROM 1997 ed.

Cumming, David. India. England: Wayland, 1989.

Decon, James. "When Hoops became Hoopla" Maclean's 27 Feb. 1995: 54-55.

Gorman, Linda. Personal Interview. 10 Jan. 2000.

"Jordan, Michael". Microsoft Encarta. CD-ROM 1999 ed.

Karan, p.p. and Myron Weiner. "India" The World Book Encyclopedia. 1999 Ed.

"Morissette Heads North after Conquering U.S. Market." Canadian Press Newswire. CD-ROM 27 Nov. 1995: n.pag. Full text from: KIOSK, CBCA. February 199r-March 1996

Syverson, Gail. "Regarding Shakespeare." E-mail to Mrs. Ohl. 15 Feb. 2001.