

**Works Cited Page
(Bibliographic Page)**

Below, you will find an example of a works cited page. This is to give you an idea of how to format your works cited page. Be sure to list all of your sources in **alphabetical order** and that you are citing them using proper **format** (see worksheet). You may need to go back to your original source to obtain additional information needed to complete a full and correct citation.

Holland 18

Works Cited

- Bahue, Greg. "The Age of Telecommuting." Career Expo
Dec. 1998. 3 Feb. 2000
<<http://www.careerexpo.com/pub/docs/telecom.html>>.
- Baig, Edward C. "Welcome to the Wireless Office."
Business Week 26 June 1995: 104-106.
- Bell, Allison. "The Telecommuting Workforce: Advice
for Managing Telecommuters." HR Focus 15 Jan.
2000: 9-10. CD-ROM. UMI-ProQuest. Mar. 2000.
- Blankenhorn, Dana. "Dialing into Work." Computer
Currents 6 July 1999. 3 Feb. 2000 <[http://
www.currents.net/magazine/atlanta/1007/
atvw1007.html](http://www.currents.net/magazine/atlanta/1007/atvw1007.html)>.
- Bredin, Alice. The Virtual Office Survival Handbook:
What Telecommuters and Entrepreneurs Need to
Succeed in Today's Nontraditional Workplace. New
York: Wiley, 1996.
- Korzeniowski, Paul. "Telecommuting--A Driving
Concern." Business Communications Review 13 (Feb.
1999): 45-48.
- Koss-Feder, Laura. "Perks That Work." Time 9 Nov.
1998: 122-26.
- "Learning New Work Technologies." Business Planning
18 (Feb. 2000): 8-15.
- Lewis, Alicia. "The Business of Telecommuting."
Journal of Contemporary Business 11 (2000):

COMPILING YOUR WORKS CITED 2005-6

General Guidelines

When you write a research paper, you must indicate where you found the material you borrowed – whether you quote the material or paraphrase it. If you do not cite your sources, you are committing plagiarism. For more information, see the *MLA Handbook for Writers of Research Papers*, available in the LMC and Writing Center.

Format

- Begin your works cited on a separate page, after the text of your paper.
- Center the title "Works Cited" at the top of the page.
- Alphabetize entries by the author's last name. If the author's last name is unknown, alphabetize by the first word in the title (other than a, an, or the).
- Start each entry flush left. If an entry runs more than one line, indent each subsequent line(s) (use the tab key).
- If you are handwriting or typing your works cited on a typewriter, underline the name of the title. If you are using a computer, italicize the title.
- If you cannot find some of the information required, cite what is available.
- Double space the entire list, both between and within entries.
- Continue the list on as many pages as necessary.

BOOKS

A Book by a Single Author

Austen, Jane. *Pride and Prejudice*. New York: Penguin Books, 1980.

A Book by Two or Three Authors

Wise, David, and Thomas B. Ross. *The Espionage Establishment*. New York: Random House, 1967.

A Book by more than Three Authors

Gilman, Sander, et al. *Hysteria beyond Freud*. Berkeley: University of California Press, 1993.

A Multivolume Work or an Anthology

Swartz, Thomas R., and Frank J. Bonello, eds. *Taking Sides: Clashing Views on Controversial Economic Issues*, 6th ed. Guilford, CT: Dushkin Publishing Group, 1993.

(This form of citation is used when a writer is directly referencing a quotation written by an editor of the multivolume work or anthology)

Cunningham, Michael. "White Angel." *The Scribner Anthology of Contemporary Short Fiction*. Ed. Lex Williford & Michael Martone. New York: Simon & Schuster, 1999. 229-243.

(This form of citation is used when a writer is directly referencing a quotation written by an author whose work is contained within a multivolume work or anthology)

ENCYCLOPEDIAS

"Mitchell, Margaret." *The World Book Encyclopedia*, 48th ed. 1994.

ARTICLES IN MAGAZINES

Alter, Jonathan. "The Media's Meaty Meal," *Newsweek* 3 February 1997: 31-33.

PAMPHLETS

Career as an Aerospace-Aircraft Engineer. Chicago: Institute for Research, 1978.

NEWSPAPERS

An Article or Feature Story

Howe, Peter J. "A Miracle at the Produce Counter." *Boston Globe*. 10 Feb. 1997: A10.

A Letter to the Editor

Kurson, Ken. Letter. *New York Times*. 8 Jan. 1995, late ed., sec. 13:14.

An Editorial

"Don't Axe Federal Support for Art." Editorial. *New York Times*. 13 Jan. 1995, late ed: A30.

GOVERNMENT PUBLICATIONS

New York State. Commission on the Adirondacks in the Twenty-First Century. *The Adirondack Park in the Twenty-First Century*. Albany: State of New York, 1990.

CD-ROMS

"Title of Article." *Current Biography*. CD-ROM. The H. W. Wilson Co., 1996.

Citing Electronic Sources

General Format

Author's last name, first name. "Title of Document." Title of Complete Work (if applicable). Version or File Number (if applicable). Document date or date of last revision (if available and different from access date). Protocol and address, access path or directories (date of access).

Note: protocol and address of an internet site should not be split between lines

Online Database (such as EBSCOhost, SearchBank, Electric Library, Proquest)

Author's last name, first name. "Title of Work." Journal or Publication. Date of original source: Volume, issue, page numbers. Name of Database. Name of service. Name of research library. Date of access. Protocol and address, access path or directories.

Example:

Duffy, Gail. "The Joy of Spam." *New England Pork Review*. 18 Dec. 2003: vol. 2, issue 4, 47. *Academic Universe*.
SearchBank. Medfield High School Lib. 5 June 2004 <<http://www.searchbank.com/>>.

Internet Sites

Author's last name, first name (or name of sponsoring agency). "The Full Title of the Work." Title of web site (if applicable). Date document was posted, if available. Date of access. Protocol and address, access path or directories.

Example:

Pontius, Joan. "Joan's Witch Directory." *Wizards & Warlocks*. 12 April 2001
<<http://www.rci.rutgers.edu/~jup/witches/>>.

Creative Writing Rubric

What an "A" looks like:

- Point of view is correctly expressed with vivid detail and is consistently maintained throughout the paper
- Thorough description of setting using multiple sensory details
- Excellent characterization of more than two characters utilizing at least three types of characterization
- Mechanics, punctuation, and format are skillfully utilized.
- Length is appropriate
- Elements appropriate to chosen genre are skillfully included
- Works cited according to guidelines provided

What a "B" looks like:

- Point of view is correctly expressed with detail and is maintained throughout the paper
- Description of setting using sensory details
- Characterization of two characters utilizing at least three types of characterization
- Occasional errors in mechanics, punctuation, and/or format
- Length is appropriate
- Elements appropriate to chosen genre are included
- Works cited according to guidelines provided

What a "C" looks like:

- Point of view is maintained most of the time
- Description of setting is included but needs improvement
- Characterization of two characters
- More attention needed in regards to presentation (mechanics, punctuation, and format)
- Length of story is too short
- Works are cited but not according to guidelines provided

FINAL GRADE: _____

COMMENTS: