

Creating a Works Cited

At the end of any essay you write that includes information from an outside source, you need to have a works cited that gives information about the source you got your information from. Generally in English, we use the MLA format. This format changes every once in a while, so when in doubt, check Owl Purdue's website. They're the best at keeping up to date with accurate information, and generally easy to use.

General Guidelines for Works Cited

1. Works Cited is always a separate page from the rest of your essay
2. You should start the page with a non-bolded title "Works Cited" that is centered.
3. If you were unable to find information for a part of the citation, you should just skip it. Don't put "NA" or "Anonymous."
4. Citations should be in alphabetical order.
5. If citations go onto a second line, they should have a hanging indent.
 - a. To do that in Google Docs:
 - i. First: Select the text you want indented. You can select a single paragraph or multiple paragraphs at a time.
 - ii. Next: On the ruler, drag the Left Indent (light blue inverted triangle) to the right as far as you want the text to be indented. As you will notice, the First Line Indent marker (light blue rectangle) will come along for the ride, and all your selected text will move to the right.
 - iii. Finally: Drag the First Line Indent marker (light blue rectangle) back to the left margin. It will move independently, and your hanging indent will be created.
6. Only include sources that you actually use in your essay.

Format

The reason I had you do the Annotated Bibliography assignment the way I did was also to help save time. All you have to do is take that information (not counting your comments about the information in the source) is condense it into one line with the proper punctuation. Punctuation does matter, so pay attention to the style guide below.

Book: Author's Last Name, Author's First Name. *Title of Book*. Publisher, Publication date.

Magazine or Newspaper: Author's Last Name, Author's First Name. "Title of Article." *Title of Periodical*, Day Month Year, Pages.

A Page on a Website: Author's Last Name, Author's First Name. "Title of Page." *Title of Website as a Whole*. Access Date. URL (web address).