

Rules for Creating a Works Cited Page (Bibliography)

- KEY ELEMENTS: Author. *Title*. Publication information.
- Write down the necessary information for each source as you take notes.
- Abbreviate names of states and all months except May, June, and July.
- Write the date as Day Month Year with no commas.
- List each source separately, arranged alphabetically by the author's last name. Start with the title when the author's name is not given.
- Double-space all lines.
- Start the first line of each citation at the left margin; The second and any succeeding lines are indented. (See Media Center website for instructions to set hanging indent.)

PRINT SOURCES

Book

Author. *Title of Book*. Place of Publication: Publisher, Year of Publication. Print.

Example:

Steffoff, Rebecca. *Earth and the Moon*. New York: Benchmark Books, 2001. Print.

General Encyclopedia

Author of Article. "Title of Article." *Encyclopedia Title*. Year of Edition. Print.

Example:

Moulton, Gary E. "Lewis and Clark Expedition." *World Book Encyclopedia*. 2007.

Print.

Magazine Article

Author of article. "Title of Article." *Title of Magazine*. Date Published: Page

numbers. Print.

Example:

Jacobson, Roseanne. "Ice Age Cave Paintings." *Kids Discover: Ice Age*. Aug. 2003:

14-15. Print.

ELECTRONIC SOURCES

Online Encyclopedia

Author of article. "Title of Article." *Title of Encyclopedia*. Publisher, Date of Publication. Web. Date you looked at the article online.

Example:

Sheidley, Nathaniel. "American Revolution." *World Book Student*. World Book, 2009. Web. 20 Oct. 2009.

Website

Author. "Title of Information Accessed." *Title of Website*. Publisher, Date of Publication. Web. Date you looked at the site.

- If publisher is not available, use N.p.
- If date is not available, use n.d.

Examples:

Maisano, Steven and Anita Fraser. "Giraffa camelopardalis: Giraffe." *Animal Diversity Web*. University of Michigan Museum of Zoology, 2006. Web. 20 Oct. 2009.

"From Pangea to the Present." *Volcano World*. Oregon Space Grant Consortium, n.d. Web. 20 Oct 2009.

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*A link to more detailed instructions can be found on the Sherwood Media Center website:
<http://schools.shrewsbury-ma.gov/departments/division.php?fDD=44-231>*