Everything You Ever Wanted to Know About Citing Sources but Were Afraid To Ask

Humanities: Meridian Academy

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Table of Contents

Creating a Works Cited Page: Some Ground Rules

Basic Formatting

- Label the page: Works Cited
    - Center this title at the top of the page.
    - No need for italics, underlining, boldness, or any other extraneous jazziness. Keep it simple.

- Alphabetize all sources by first word
    - Usually this will be the author's last name. For works with no known author, alphabetize by the next part of the citation (usually the title).

- Continuously indent each line of each citation like so:

    Hassler, Warren W. "American Civil War." *Encyclopedia Britannica Online.*
       Encyclopedia Britannica Inc., n.d. Web. 2 January 2013.

    Karmon, Leigh F. "Robert E. Lee and New England." *Journal of Civil War Studies.*
       Black Mountain College, 2003. Print. 4 February 2014.

Capitalization and Italics

- Capitalize each word in the titles of articles, books, etc.
    - Do not capitalize articles (the, an), prepositions, or conjunctions unless it is the first word of the title or subtitle.
    - Examples: *Gone with the Wind, The Art of War, There Is Nothing Left to Lose*.
- Use *italics* (instead of underlining) for titles of larger works (books, magazines)
- Use "quotation marks" for titles of shorter works (poems, articles)

Information You Don't Know

- With all sources, spend some time searching for all the information you need; it's often there if you look hard enough.
- If you cannot find specific information – this especially happens with the publisher or publication date of online sources – replace that information with "n.p." or "n.d." within your citation so it's clear that you didn't just leave it out.

Works Cited

"Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.

Clinton, Bill. Interview by Andrew C. Revkin. "Clinton on Climate Change." *New York Times*. New York Times, May 2007. Web. 25 May 2009.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*. New York Times, 22 May 2007. Web. 25 May 2009.

Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis Guggenheim. *rogerebert.com*. Sun-Times News Group, 2 June 2006. Web. 24 May 2009.

GlobalWarming.org. Cooler Heads Coalition, 2007. Web. 24 May 2009.

Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology* 14.1 (2007): 27-36. Print.

An Inconvenient Truth. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount, 2006. DVD.

Leroux, Marcel. *Global Warming: Myth Or Reality?: The Erring Ways of Climatology*. New York: Springer, 2005. Print.

Milken, Michael, Gary Becker, Myron Scholes, and Daniel Kahneman. "On Global Warming and Financial Imbalances." *New Perspectives Quarterly* 23.4 (2006): 63. Print.

Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American Economic Review* 96.2 (2006): 31-34. Print.

Nordhaus, William D. "Global Warming Economics." *Science* 9 Nov. 2001: 1283-84. *Science Online*. Web. 24 May 2009.

Shulte, Bret. "Putting a Price on Pollution." *Usnews.com*. *US News & World Rept*., 6 May 2007. Web. 24 May 2009.

Uzawa, Hirofumi. *Economic Theory and Global Warming*. Cambridge: Cambridge UP, 2003. Print.

Note: This sample page is taken from Purdue University Online Writing Lab: http://bit.ly/1f2hBQ7

MLA Formats for Works Cited Page

1. Blog
2. Book
3. E-mail
4. Encyclopedia - *Print*
5. Encyclopedia - *Web*
6. Film - *On Disc or VHS*
7. Film - *Online*
8. Interview - *In Person*
9. Interview - *Radio and TV interview from a website*
10. Magazine or Newspaper Article - *Print*
11. Magazine or Newspaper Article - *Web*
12. Online Database Article (JSTOR, LexisNexis, ScienceDirect, etc.)
13. Painting, Sculpture, or Photograph - *Seen in Person*
14. Painting, Sculpture, or Photograph - *Seen Online*
15. Podcast
16. Poem or Short Story - *In the Author's Own Collection*
17. Poem or Short Story - *In a Collection Featuring Multiple Authors*
18. Primary Source: Article, photograph, cartoon, map, letter, diary entry, government publication, etc.
19. Radio Episode Accessed Online
20. Song or Other Sound Recording
21. Speeches, In-Class Lectures, or other Oral Presentations
22. Tweet
23. Video found Online
24. Website

1. Blog

An Entire Blog

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

Examples

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003. Web. 10 May 2006.

An Article on a Blog

Editor, screen name, author, or compiler name (if available). "Posting Title." *Name of Site*. Version number (if available). Name of institution/organization affiliated with the site (sponsor or publisher). Medium of publication. Date of access.

Examples

Henderson, Danielle. "Congratulations Maureen you are the fourth..."*Feminist Ryan Gosling*. Tumblr, 22 November 2012. Web. 23 March 2014.

Salmar1515 [Sal Hernandez]. "Re: Best Strategy: Fenced Pastures vs. Max Number of Rooms?" *BoardGameGeek*. BoardGameGeek, 29 Sept. 2008. Web. 5 Apr. 2009.

2. Book

Book with One Author
Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Example
Gleick, James. *Chaos: Making a New Science*. New York: Penguin, 1987. Print.

Book with More Than One Author
The first given name (regardless of alphabetical order) appears in last name, first name format; subsequent author names appear in first name last name format.

Example
Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

3. E-mail (including E-mail Interviews)

Lastname, Firstname of email author. "Subject line." Message to Lastname, Firstname of email recipient. Day Month Year message was sent. E-mail.

Examples
Kunka, Andrew. "Re: Modernist Literature." Message to the author. 15 Nov. 2000. E-mail.

Neyhart, David. "Re: Online Tutoring." Message to Joe Barbato. 1 Dec. 2000. E-mail.

4. Encyclopedia – *Print*

Last, First M., and First M. Last. "Article Title" *Encyclopedia Name.* City: Publisher, Year Published. Page(s). Print.

Example
Posner, Rebecca. "Romance Languages." *The Encyclopedia Britannica: Macropedia.* 15th ed. 1987. Print.

5. Encyclopedia – *Web*

Lastname, Firstname, and Firstname Lastname. "Article Title." *Encyclopedia Name.* Publisher, Year Published. Web. Date Month Year Accessed.

Remember to use n.p. if no publisher name is available and n.d. if no publishing date is given.

Example

Hassler, Warren W. "American Civil War." *Encyclopedia Britannica Online.* Encyclopedia Britannica
Inc., n.d. Web. 2 Jan. 2013.

6. Film – *On Disc or VHS*

Title of film. Dir. Name of director. Perf. Names of main actors. Distributor, release year. Medium of
publication (DVD, VHS, Laser disc, etc.)

Example

Ed Wood. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette.
Touchstone, 1994. DVD.

7. Film – *Online*

Title of film. Dir. Name of director. Perf. Names of main actors. Distributor, release year. Name of website.
Web. Day Month Year of access.

Example

Reservoir Dogs. Dir. Quentin Tarantino. Miramax Films, 1992. Netflix. Web. 15 November 2012.

8. Interview – *In Person*

Lastname, Firstname of interviewee. Personal interview. Day Month Year of interview.

Example

Purdue, Pete. Personal interview. 1 Dec. 2000.

9. Interview - *Radio and TV interview from a website*

"Title of episode or segment (if applicable)." *Title of program or series*. Name of network or station.
Day Month Year of original broadcast. Web. Day Month Year you accessed the material..

Example

"Federal Prosecutors Eye MySpace Bullying Case." *All Things Considered*. NPR. 14
Jan. 2008. Web. 15 Jan. 2008.

10. Magazine or Newspaper Article – *Print*

Lastname, Firstname. "Title of Article." *Title of Periodical* Day Month Year: pages. Print.

Example

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

11. Magazine or Newspaper Article – *Web*

Lastname, Firstname. "Article Title." *Newspaper or Magazine Title* Date Month Year
Published: Page(s). *Website Title.* Web. Date Month Year Accessed.

Remember to use n.p. if no publisher name is available and n.d. if no publishing date is given.

Example
Mushnick, Phil. "Sterling Continues to Call it Wrong." *New York Post:* n.p., 23 Apr.
       2012. Web. 2 Jan. 2013.

12. Online Database Article (JSTOR, LexisNexis, ScienceDirect, etc.)

Lastname, Firstname of author. "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of
       publication. Day Month Year of access.

Examples
Junge, Wolfgang, and Nathan Nelson. "Nature's Rotary Electromotors." *Science* 29 Apr. 2005: 642-44.
       Science Online. Web. 5 Mar. 2009.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 50.1 (2007):
       173-96. ProQuest. Web. 27 May 2009.

13. Painting, Sculpture, or Photograph – *Seen in Person*

Lastname, Firstname of artist. *Title of artwork*. Day Month Year of composition (if known). Medium of the
       piece. Name of the institution that houses the artwork, Location of this institution.

Example
Goya, Francisco. *The Family of Charles IV*. 1800. Oil on canvas. Museo del Prado, Madrid.

14. Painting, Sculpture, or Photograph – *Seen Online*

Lastname, Firstname of artist. "Title of the Work." Medium of the work. *Title of Website.* Publisher, Day
       Month Year of publication. Medium of publication. Day Month Year you accessed the material.

Example
Smith, Patrick. "Great Horned Owl Family." Photograph. *Webshots.* American Greetings, 22 May 2006. Web.
       5 Nov. 2009.

15. Podcast

Organization OR Lastname, Firstname of author OR Username. "Title of the Podcast." *Title of the Overall
       Web Site*. Publisher: Day Month Year of publication. Web. Day Month Year of access.

Example
Focus on the Family. "105: The Boundless Podcast." *Boundless.org.* Focus on the Family: 20 Jan. 2010. Web.
       21 Jan. 2010.

16. Poem or Short Story – *In the Author's Own Collection*

> Lastname, First name. "Title of Essay." *Title of Collection.* City of Publication: Publisher, Year.
> Page range of entry. Medium of Publication.

Examples

Whitman, Walt. "I Sing the Body Electric." *Selected Poems.* New York: Dover, 1991. 12-19. Print.

Carter, Angela. "The Tiger's Bride." *Burning Your Boats: The Collected Stories.* New York: Penguin, 1995.
154-69. Print.

17. Poem or Short Story – *In a Collection Featuring Multiple Authors*

> Lastname, First name. "Title of Essay." *Title of Collection.* Ed. Editor's Name(s). City of Publication:
> Publisher, Year. Page range of entry. Medium of Publication.

Examples

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems.* Ed. Philip Smith. New York: Dover, 1995. 26. Print.

Kincaid, Jamaica. "Girl." *The Vintage Book of Contemporary American Short Stories.* Ed. Tobias Wolff. New
York: Vintage, 1994. 306-07. Print.

18. Primary Source – *Article, photograph, cartoon, map, letter, diary entry, government publication, etc.*

19. Radio Episode Accessed Online

> "Title of Episode." *Series Name*. Network name. Call letters of station, City, Broadcast date. *Site
> or Program Title*. Publisher/Sponsor, Date electronically published. Publication Medium.
> Date accessed.

Example

"Friday News Roundup-Hour 1." *The Diane Rehm Show*. NPR. WAMU 88.5, Washington D.C., 12 Apr. 2011.
The Diane Rehm Show. NPR, 12 Apr. 2011. Web. 15 Apr. 2011.

20. Song or Other Sound Recording

Individual Song

> Name of Group or Lastname, Firstname of composer. "Title of Song." *Album name*. Recording manufacturer,
> publication date. Medium (e.g. CD, LP, MP3, Web).

Example

Nirvana. "Smells Like Teen Spirit." *Nevermind*. Geffen, 1991. Audiocassette.

Entire Album

Name of Group or Lastname, Firstname of composer. *Album name*. Recording manufacturer, publication date. Medium (e.g. CD, LP, MP3, Web).

Examples

Foo Fighters. *In Your Honor.* RCA, 2005. CD.

Beethoven, Ludwig van. *The 9 Symphonies*. Perf. NBC Symphony Orchestra. Cond. Arturo Toscanini. RCA, 2003. CD.

21. Speeches, In-Class Lectures, or other Oral Presentations

Lastname, Firstname of speaker. "Title of speech (if any.)" Name of meeting or organization. Location of occasion. Day Month Year of presentation. Descriptor of presentation (e.g., In-Class lecture, Reading, Keynote Speech, Conference Presentation).

Examples

Sokol-Margolis, Nathan. "Eating Carrots Like a Boss." Meridian Academy. 22 March 2014. Tangent during in-class discussion.

Stein, Bob. "Computers and Writing Conference Presentation." Purdue University. Union Club Hotel, West Lafayette, IN. 23 May 2003. Keynote Address.

22. Tweet

Lastname, Firstname of user (Twitter handle of user). "Full text of tweet." Day Month Year, Time of tweet. Tweet.

Examples

Brokaw, Tom (tombrokaw). "SC demonstrated why all the debates are the engines of this campaign." 22 Jan. 2012, 3:06 a.m. Tweet.

Purdue Writing Lab (PurdueWLab). "Spring break is around the corner, and all our locations will be open next week." 5 Mar. 2012, 12:58 p.m. Tweet.

23. Video found Online

Author's Name or Poster's Username. "Title of Image or Video." Online video clip. *Name of Website*. Name of Website's Publisher, date of posting. Medium. date retrieved.

Example

Shimabukuro, Jake. "Ukulele Weeps by Jake Shimabukuro." Online video clip. *YouTube*. YouTube, 22 Apr. 2006. Web. 9 Sept. 2010.

24. Website

An Entire Website

Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

Examples

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003. Web. 10 May 2006.

An Article on a Website

Lastname, Firstname. "Title of Article." *Title of Website.* Publisher, Day Month Year of publication. Medium of publication. Day Month Year you accessed the material.

Remember to use n.p. if no publisher name is available and n.d. if no publishing date is given.

Example

"How to Make Vegetarian Chili." *eHow*. Demand Media, n.d. Web. 24 Feb. 2009.

MLA Formats for Works Cited Page: **Primary Sources**

Information from the Library of Congress: http://www.loc.gov/teachers/usingprimarysources/mla.html

1. Entire Web Site
2. Cartoons, Illustrations, and Posters
3. Films
4. Government Publications
5. Manuscripts (letters, diaries, recollections, and other written material)
6. Maps
7. Newspaper
8. Photographs
9. Sound Recordings
10. Special Presentations

1. Entire Web Site

The Web site of the <u>Library of Congress</u> connects users to content areas created by the Library's many experts. In some cases, content can be posted without a clear indication of author, title, publisher or copyright date. Look for available clues and give as much information as possible.

> ***Format***
> Last name, First name. "Section of Website." *Title of the Web site*. Version/Edition. Name of publisher or sponsor. Date of publication. Web. Day Month Year of access.

> ***Example***
> *Lib. of Cong.* U.S. Govt. Web. 10 February 2012.

2. Cartoons and Illustrations

> ***Format***
> Last Name, First Name. "Title." Cartoon. *Newspaper title* [Location] Day Month Year of publication: page number. *Title of the Web site*. Web. Day Month Year of access. <opt. URL>.

> ***Example***
> Franklin, Benjamin. "Join or Die." Cartoon. *The Pennsylvania Gazette* 9 May 1754. *Lib. of Cong.* Web. 10 Feb. 2012.

3. Films

> ***Format***
> *Film Title*. Dir. First name Last Name. Distributor, year of release. *Title of the Web site*. Web. Day Month Year of access.

> ***Example***
> *Bargain Day, 14th Street, New York.* Photog. Frederick S. Armitage. American Mutoscope and Biograph Company, 1905. *Lib. of Cong.* Web. 10 Aug. 2012.

4. Government Publications

> ***Format***
> Government. Agency name. "Title of Document." *Title of Publication*. Day Month Year of publication: page numbers. Place of publication: Publisher, Year published. *Title of the Web site*. Web. Day Month Year of access.

Example

United States, Congress, House of Representatives. "Proceedings. 2nd Congress, 2nd sess." *Annals of Congress*. 747-48. Washington: Gales and Seaton, 1849. *Lib. of Cong*. Web. 10 Feb. 2012.

5. Manuscripts

Format

Last name, First name. "Title." Date. Form of the material. Institution, city. *Title of the Web site.* Day Month Year of access.

Examples

Keller, Helen. "Letter to John Hitz 29 Aug. 1893." 1893. TS. Lib. of Cong., Washington, D.C. *Lib. of Cong.* Web. 10 Feb. 2012.

6. Maps and Charts

Format

Title. Map. Location: publisher, date. *Title of the Web site*. Web. Day Month Year of access.

Example

Map of the West Coast of Africa from Sierra Leone to Cape Palmas, including the Colony of Liberia. Map. Philadelphia: Finley, 1830. *Lib. of Cong.* Web. 10 Feb. 2012.

7. Newspapers

Format

Last name, First name. "Title of Article." *Title of Newspaper* [city] Day Month Year published. *Title of the Web site*. Web. Day Month Year of access.

Example

"Services Plan to Aid Returned Men in Securing Jobs." *The Stars and Stripes* 13 Dec. 1918. *Lib. of Cong.* Web. 10 Feb. 2012.

8. Photographs

Format

Last name, First name. *Title*. Date of composition. Photograph. Institution, City. *Title of the Web site.* Web. Day Month Year of access.

Example

O'Sullivan, Timothy H. *Incidents of the War. A Harvest of Death.* c1865. Photograph. Lib. of Cong., Washington D.C. *Lib. of Cong.*Web. 10 Feb. 2012.

9. Sound Recordings

Format

Last name, First name. *Song title.* Perf. First name Last name. Rec. Day Month Year. Manufacturer, Year. Original format. *Title of the Web site.* Web. Day Month Year of access.

Scott, Mrs. Ben, and Myrtle B. Wilkinson. *Haste to the Wedding.* Rec. 31 October 1939 by Sydney Robertson Cowell. 78 rpm. *Lib. of Cong.* Web. 10 Feb. 2012.

10. Special Presentations or Features

Format

Last name, First name. *Title. Title of the Web site.* Version or edition. Publisher or N.p. Day Month Year of publication or n.d. Web. Day Month Year of access.

Example

Brief History of the National Parks. Lib. of Cong. N.p., n.d. Web. 10 Feb. 2012.

<div align="center">**Parenthetical Citation: Some Ground Rules**</div>

In-text citations show your reader where you got your information.
Parenthetical citations reference the FIRST information your reader would see when they scan down the left side of your Works Cited page. Usually this is the author's last name, but if there's no author, it will probably be the source's title.
- So if your citation is (Wallace, 84), your reader should be able to go to your Works Cited page and and find:
  - Wallace, Ira. *Southern Exposure Seed Exchange*. New York: Random House, 2009. Print.
- If your citation is ("Surprising New Face"), your reader should be able to go to your Works Cited page and find:
  - "Surprising New Face in Arab Music." *New York Times*. 21 May 2007. Print.

In-text citations are composed like so:

  ([Author Last Name OR Title of Piece] [Page Number])

In practice, this looks like:

  (Wallace 62)

No Page Number, No Problem
If you don't have a page number, don't worry! DO NOT include extra information from your source. Simply include the name of the author, like so:

  (Wallace)

No Author, No Problem
If your source doesn't have an author, don't worry! Simply include the title of the source (or whatever information the reader would see first when scanning down the left side of your Works Cited page). That could look like this:

  (*Southern Exposure Seed Exchange* 62)

No Author or Page Number, No Problem
Combining the two rules above, if you don't have an author OR a page number, simply use the title of the source (or whatever information the reader would see first when scanning down the left side of your Works Cited page). That could look like this:

  (*Southern Exposure Seed Exchange*)

Shortening Long Titles
If your source doesn't have an author and you (correctly!) decide to use the title of the work instead, you don't need to include the whole thing in your citation.
- Shorten long titles to the first 3-5 words; use your judgment in terms of style
- The title "Surprising New Face in Arab Music" can be shortened to "Surprising New Face"
- The title "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability" can be shortened to "Avoiding Self-organized Extinction"

When In Doubt, Cite It
- Any information that is not common knowledge must be cited in your paper. When in doubt, cite it.
- You may find yourself making assertions that you know to be true, and aren't common knowledge, but you don't yet have a source for them from your research. From here, you have three options:
  - Change your assertion to something that you *can* back up with research
  - Find a source to back up your assertion
  - Ask a teacher for help -- we're glad to brainstorm with you

The Power of Parentheses
- Using (parentheses) shows your reader that you're citing something. It's a common language amongst researchers, writers, and readers.
- Don't replace (parentheses) with [brackets]. If you do that, people will be like, "Why is this person adding random words and numbers to their paper? It *almost* looks like a parenthetical citation, but those go in parentheses, so it can't be. I'm totally lost."