

**WORKS CITED**  
**Format Sheet**  
**GENERAL RULES**

1. Start the list of works on a new page.
2. Center the title “**Works Cited**” one inch from the top of the page.
3. Double space between the title and the first entry.
4. Begin each entry at the left hand margin. Each subsequent line is indented five spaces.
5. **DOUBLE SPACE THE ENTIRE LIST.**
6. Entries are arranged **alphabetically** by the **author’s last name**. If there is no author, the entry is listed by the first word of the title disregarding **A, An or The**.
7. Entries are **not** numbered.

**GENERAL GUIDELINES**

Each entry usually has three main divisions – author, title and publication information – followed by a period and two spaces. Normally arrange this information in the following order:

1. Author’s name.
2. Title of book, article, title of newspaper or magazine.
3. Place of publication, name of publisher, date of copyright/publication.
4. Page numbers where indicated.

**Samples of Work Cited Format**

**A Book Written by One Author**

Watson, Philip. Liquid Magic. New York: Lothrop, 1992.

**A Book Written by Two Authors**

Anderson, John and William Smith. Fireworks: Pyrotechnics on Display. New York: Dodd, Mead Inc., 1983.

**An Article From in a Reference Book**

**Unsigned article**

“Coin Machine.” The World Book Encyclopedia. Chicago: World Book, Inc., 2001.

**Signed Article.**

Murray, James. “Mica.” Academic American Encyclopedia. Danbury CT: Grolier, Inc., 2000.

**An Article From a Periodical**

Wiley, Faye. “Hands Across the Border.” Newsweek. 11 April, 1988: 53.

Hamblin, Dora. “Has the Garden of Eden Been Located at Last?” Smithsonian. May, 1999: 127-135.

**CITING INFORMATION FROM ELECTRONIC SOURCES**

**CD-ROM (non-periodical)**

**Format:**

Author. “Title of article.” Title of Program. Edition or release if given. CD-ROM. City (if given): Publisher, year.

**Example:**

Wallechinsky, David. “Olympic Games.” World Book Multimedia Encyclopedia. 2001 ed. CD-ROM. Chicago: World Book Inc., 2000.

**CD-ROM (Periodical)**

**Format:**

Author. “Title of Article.” Title of Journal or Newspaper. Publication Information for Printed Source. Title of Database. Publication medium (CD-ROM). Title of Database. Publication Information.

**Example:**

Nethead, Jane. “E Mail Rules.” The New York Times. 15 November, 2000: B3. Sirs Discoverer. CD-ROM. Sirs Inc., 2001.

**WORLD WIDE WEB**

**Format:**

Author. “Title of page or document.” Title of Site or Larger Work. Date of Document. Online. Available <http://www.address/filename>. Date of Access.

**Example:**

Smith, Red. "Major League Playoffs 2002." ESPN Baseball. September 19, 2002. Online. Available <http://espn.com/baseball/mlp.htm>. September 20, 2002.

**Online Encyclopedia:****Format:**

Author. "Title of Article." Title of Reference Work. Online. Title of Database or Online Service. Date of Access.

**Example:**

Cook, Sarah. "Berlin, Germany." Compton's Living Encyclopedia. Online. America Online. 12 September, 2002.

**Online Database  
(Power Library)**

Author. "Article Title." Original Source of Article. Date of original source: page numbers. Name of the Database Used. Name of the Service. Library where database was accessed. Location of Library. Date of Access. URL of service's homepage.

**Example:**

Butler, Jack. "Football." Funk & Wagnall's New Encyclopedia. 2001: n.p. Sirs Discoverer. Power Library. Our Lady of Mount Carmel School Library, Doylestown, PA 18901. 10-31-05. <http://www.powerlibrary.org/Interface/POWER.asp?ID?PL3844>.

**Video recording** (videocassette or DVD.)

Title. Director, Producer, and/or Writer. Medium.

Distributor, Year.

**Example:**

The Roaring Twenties. Andrew Schlessinger, producer. Videocassette. Library

Video Company, 1996.

**Interview**

Person Interviewed. Type of Interview (personal, telephone, email, etc.). Date.

*Example:*

Smith, Joan. Personal Interview. April 3, 2007.

**Recording**

Contributor. Title. Medium. (CD,MP3 etc.) Artist. Manufacturer. Number. Year of release.

**Example:**

Fitzpatrick, James (producer). Reel Chill: A Cinematic Chillout Album. (CD) Various artists. Silva America. SIL-CD-1161. 2004.