



Creating the “Works Cited” document for your sources Page 1

One of the most important steps to ensure you are avoiding plagiarism is to make sure that all of your sources are properly documented in your “Works Cited” page on the back of your brochure. Since all of your parenthetical citations refer to an entry on this page, it is critical that this is done correctly. Use this sheet as a guideline for using your source cards along with the **Citation Machine** tool on the research website to get your **Works Cited** page done properly.

Use your source card to fill in the information requested on Citation Machine menu. You must first select the type of source you are documenting. The source card below was completed for a book with one author.

<p>Twist, Clint</p> <p><u>Endangered Animals Dictionary: An A to Z of Threatened Species.</u></p> <p>New York: Tangerine Press, 2004</p> <p>NMS Library</p>	<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">A</div>
---	---

Citation Machine “Book” Entry Menu

ISEB: <input type="text"/> <input type="button" value="look-up"/>	
MLA Book Citing from Entire Book – Print Only	One Author <input type="button" value="+"/>
Author Name(s) as Listed in the Title	Author #1 Last <input type="text"/> First <input type="text"/> Last name then first name.
Title of the Work	<input type="text"/>
<small>Include entire title as displayed on title page including subtitles. Capitalize important words.</small>	
Edition of Book	<input type="text"/>
<small>Type special edition information (i.e., 1st ed., 3rd ed., Rev. ed., Expanded ed.)</small>	
Volume Number	<input type="text"/>
<small>Number(s) of the volume(s) used (i.e., 5 vols)</small>	
Publishing City	<input type="text"/>
<small>City & State initials or Country separate with a comma (,)</small>	
Publishing Company	<input type="text"/>
Year Published	<input type="text"/>
<small>YYYY</small>	
Page Number(s)	<input type="text"/>
<small>ppp-pp (i.e., 214-19)</small>	
Medium	Print <input type="button" value="v"/>
<input type="button" value="Submit"/>	

Once you have entered the relevant information, click “Make Citation.” When you do this, you will get an MLA citation followed by an APA citation. (See below) You only need the MLA format.

<p><i>MLA Citation</i> Bibliographic Reference</p> <p>Twist, Clint. <u>Endangered Animals Dictionary: An A to Z of Threatened Species</u>. New York: Tangerine Press, 2004.</p> <p>Parenthetical Within Text</p> <p>(Twist)</p>	
---	--

Highlight the MLA citation, “Copy” it, then “Paste” it into a Word document that you title “Works Cited”

Once you “**Paste**” the entry to your “**Works Cited**” page, you will need to format the text to **14pt Times font**.

To indent the rest of the entry from the first line, place the cursor in front of the text, press and hold “**Shift**” while you press enter “**Enter**,” then use the space bar to move the line over by 5 spaces.

Repeat this process with all of your sources.

<p>Works Cited</p> <p>Twist, Clint. <u>Endangered Animals Dictionary: An A to Z of Threatened Species</u>. New York: Tangerine Press, 2004.</p>
--

After you have copied all of your entries, you will need to alphabetize the entries. See the back of this handout to see how several other sources are completed with the Citation Machine.

Creating the “Works Cited” document for your sources

Use the following examples as a guide for using the **Citation Machine** for most electronic sources. Remember to use the information that is relevant or available for your source. Most sources will not require the completion of every blank in the **Citation Machine** menu. Some results will need to be slightly reformatted.

Websites are tricky sites to document because there is not a standard for positioning of the information you will use. Often the publishing info can be found in small print at the end of the page. Sometimes you may even have to go to the homepage to find the necessary documentation.

B

“Ringtailed Lemur.” Duke Lemur Center

Duke University & The National Science Foundation

<http://lemur.duke.edu/category/diurnal-lemurs/ringtailed-lemur/>

2012

NMS Computer Lab Jan 23, 2012

The thing that is guaranteed with websites is that you may not find the information for every space. Use what you **can** find.

Citation Machine “Web Document” Entry Menu

Citation Machine “Subscription Service” Entry Menu

Use “Work from an Online Database”

Sources you may have accessed from **Galileo** or **Student Resource Center** are documented as “**Subscription Services.**” Usually the Source will be a **periodical**, but that is not always the case.

Notes: _____

C

McClure, Laura

“No More Gorillas?.” Weekly Reader News – Senior. 10/26/2007, Vol. 86 Issue 8, p4-5

Middle Search Plus

EBSCO Host

URL - <<http://web.ebscohost.com>>

Jan 23, 2012

NMS Library

Note: Enter the publication information for the issue following date in the “Date Published” Box. Be sure to format the date as noted in the prompts beneath the entry box...26 Mar 2007