

# Creating the "Works Cited" document for your sources

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 <u>source card</u> 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.

A

Twist, Clint

Endangered Animals Dictionary: An A to Z of Threatened Species.

New York: Tangerine Press, 2004

**NMS Library** 

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.

## Citation Machine "Book" Entry Menu

		ISBN:	look-up	
MLA Bo		Entire Book – Print Only	One Author	
Author Nam as Listed in Title	the	Author #1 Last First Last name then first name.		
Title of the		Include entire title as displayed including subtitles. Capitalize in words.		
Edition of Book		Type special edition information (i.e., 1st ed., 3rd ed., Rev. ed., Expanded ed.)		
Volume Nun		Number(s) of the volume(s) use	d (i.e., 5 <i>vols</i> )	
Publishing City		City & State initials or Country separate with a comma (,)		
Publishing Company				
Year Publisl		YYYY		
Page Number(s)		ppp-pp (i.e., 214-19)		
Medium		Print 🔻		
		Submit		

#### **MLA** Citation

Bibliographic Reference

Twist, Clint. Endangered Animals Dictionary: An A to Z of Threatened Species. New York: Tangerine Press, 2004.

Parenthetical Within Text

(Twist)

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 curser 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.

### **Works Cited**

Twist, Clint. Endangered Animals

Dictionary: An A to Z of Threatened

Species. New York: Tangerine Press,
2004.

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.

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.

"Ringtailed Lemur." <u>Duke Lemur Center</u>

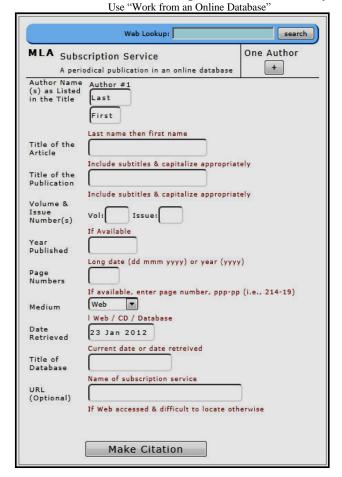
Duke University & The National Science Foundation

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 "Subscription Service" Entry Menu



### Citation Machine "Web Document" Entry Menu

Nontra	Document ditionally Published and nonperiodical ages or sites
Author or Editor Name (s)	Author #1 [Last   Editor(s)?
Title of Web Page	Last name then first name.  If citing only one page in a web site
Title of the Web Site	
Date Published or Last Revised	Include subtitles & capitalize appropriately
Publishing Organization	dd mmm yyyy (as available)
Date Retrieved	Name of publisher or sponsor  23 Jan 201  Current date or date retreived
Web URL	Only if the resource would be difficult to find with a Web

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:	 	 	

McClure, Laura	$\bigcirc$			
"No More Gorillas?." Weekly Reader				
<u>News – Senior.</u> 10/26/2007, Vol. 86 Issue 8, p4-5				
	Middle Search Plus			
	EBSCO Host			
	URL - <a href="http://web.ebscohost.com">http://web.ebscohost.com</a>			
NMS Library	Jan 23, 2012			

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