

WORKS CITED STYLE SHEET

Goleta Valley Junior High School

Book **Author or Editor** (Last Name, First Name). *Title* (*Italicized* on a word processor or underlined if typed or handwritten). Where published (city): Publisher, Date of Publication.

Barrows, John. *Further Explorations on the Far Side of Antarctica.* Chicago: Children's Press, 2004.

Canby, Marilyn, ed. *Great Science Experiments.* New York: Holt Publishing Company, 2004.

Book **No Author or Editor.** Title (*Italicized* on a word processor or underlined if typed or handwritten). Where published (city): Publisher, Date of Publication.

Eyewitness Accounts of World War II: Stories from the Trenches. Boston: Little, Brown & Company, 2004.

Encyclopedia **Signed/Unsigned Article.** Author (Last Name, First Name) if known. "Title of article (in quotes)." Title of Encyclopedia (*Italicized* on a word processor or underlined if typed or handwritten). Date (edition) of Encyclopedia.

Jacobsen, Donald. "Chemical Elements." *World Book Encyclopedia.* 2004 ed.
"Germany." *Compton's Encyclopedia.* 2004 ed.

Magazine **Signed/Unsigned Article.** Author (Last Name, First Name). "Title of Magazine Article (in quotes)." *Title of Magazine* (*Italicized* on a word processor or underlined on a typewriter or handwritten) NOTE: No period or comma. Date of Magazine: Page number(s). NOTE: no p.

Gonzales, Hector. "Plant Life in Goleta, California." *Journal of Natural History* June 18, 2003: 35-39.

"Skateboarding in Santa Barbara City." *Thrasher Magazine* April 2004: 89+.

Online **Author's Name (if known).** "Document Title (in quotes)." *Web Site Title* (in *Italics*). Date site was visited (in parentheses) NOTE: No period or comma. <URL (in angle brackets) >

Smart, Guy. "Taiga." *Biomes of the World.* (February 22, 2004)
<<http://cissus.mobot.org/MBGnet/index.htm>>

CD-ROM **Author's Name (if known).** "Article Title (in quotes)." *CD-ROM Title* (in *Italics*). Medium (CD-ROM) City of Publication: Electronic Publisher, Electronic Publication Date.

Jamison, Connie. "Adolf Hitler." *Microsoft Encarta.* (CD-ROM) Redmond, Washington: Microsoft, 2004.

Movie/Video/DVD **Title** (*Italicized* or underlined). Name of Director (Dir.) or Producer (Pro.). Distributor, Year Released.

Cold Mountain. Dir. Anthony Minghella. Miramax Home Entertainment, 2004.

Interview **Name of person (Last Name, First Name).** Type of Interview (Personal Interview/Phone Interview/Email Interview/Guest Speaker). Date of Interview.

Griffith, Mary. Telephone Interview. April 1, 2004.

Preparing a Works Cited List

The Works Cited List is an alphabetical list of all the sources you used in your research. It constitutes the last page or pages of your paper.

DO:

- 1) Begin the Works Cited list on a new page and number each page, continuing the page numbers from the text. For example, if your paper ends on page 5, the Works Cited list should begin on page 6.
- 2) Type the heading Works Cited at the top center, one inch down from top of page.
- 3) Double-space the entire list, including the second line of each entry.
- 4) Arrange your citations in alphabetical order by the author's/editor's name (Last name, First name). If there is no author/editor, alphabetize by first word of title. Ignore "a", "an", and "the" if these are the first words of the title.
- 5) Begin each entry at the left margin of the page. If the bibliographic entry requires more than one line, all lines after the first are indented 1/2 inch. This is called a hanging indentation.
 - To create the hanging indentation where the first line of the bibliographic entry is at the left margin and subsequent lines are indented 1/2 inch, hold down the shift key while you grab and drag the lower indent marker on the ruler over to the right to the 1/2 inch mark. This will set you up for the entire list.

DO NOT:

- 1) Do not separate your bibliographic citations by type of media (books, periodicals, internet, etc.) Use alphabetical arrangement.
- 2) Do not use numbers or bullets in your list.
- 3) Do not cite an online source by simply referring to the name of the search engine you used. For example, www.google.com is not a proper bibliographic citation. Google is simply the transportation you used to get to your research site.

*****Sample*****

Works Cited

Barrows, John. Multi-national Expedition of Forensic Scientist to the Far Side of Antarctica. Chicago:

Children's Press, 2004.

Barrows, John. Tracking Arctic Penguins. New York: Esperion Press, 2004.

Canby, Marilyn, ed. Great Science Experiments. New York: Holt Publishing Company, 2004.

Cold Mountain. Dir. Anthony Minghella. Miramax Home Entertainment, 2004.

Eyewitness Accounts of World War II: Stories from Soldiers, Sailors, and Marines in the Trenches. Boston:

Little, Brown, 2004.

"Germany." Compton's Encyclopedia. 2004 ed.

Gonzales, Hector. "Indigenous Plant Life in Goleta, California." Journal of Natural History June 25,

2001: 35-39.

Griffith, Mary. Telephone interview. April 15, 2004.

Jacobsen, Donald. "Chemical Elements." World Book Encyclopedia. 2004 ed.

Jamison, Connie. "Adolf Hitler." Microsoft Encarta. (CD-ROM) Redmond, Washington: Microsoft, 2004.

"Skateboarding in Santa Barbara City." Thrasher Magazine April 2004: 89+.

"Taiga." Biomes of the World. April 12, 2004 <<http://cissus.mobot.org/MBGnet/index.htm>>

