

Guidelines for Creating a “Works Cited” Page

When writing research essays, you will need to include a list of works cited—an alphabetical list of all sources referred to in the text of your paper. The guidelines below should help you to successfully accomplish this task.

Steps for Creating a “Works Cited” Page:

1. Begin a new page for your “Works Cited” list. It will be the last page of your manuscript.
2. Set one-inch margins and double space the entire document.
3. Place your name and the page number in the upper-right corner.
4. Center the heading at the top one-inch margin.
5. Take out your Cornell notes, note cards, or commentary notes.
 - Separate all of the references that you used in your paper from those that you did not use.
 - Double check to see that you have a source listing for every reference in the actual text of your paper.
 - Alphabetize the pages or cards according to author’s last names. If a source does not have an author, then alphabetize by title.
6. Type the “Works Cited” page.
 - Beginning at the left margin, type in the first source. If the reference is longer than one line, indent additional lines.
 - Double space the entire document.
 - Take special care to use correct format and punctuation.
 - For specific information about how to cite a particular source, refer to the list below; for more detailed information, use the MLA style guide available in your classroom.
 - Check to see that every citation in your paper has a corresponding reference on the “Works Cited” page.
7. Save your work for future revision.

How to Cite Basic Sources:

There are many different types of works to be cited, and there are many little elements to each citation. The list below covers some of the basic sources. For information about other sources, refer to the MLA style guide in your classroom. (The sample sources below are fictional, used only to model the format.)

Book or Text—Single Author

- Type the author’s last name, followed by a comma. Then type the author’s first name, followed by a period.
- Add the title; underline or italicize it, and place a period after it.
- Type the city of publication, followed by a colon.
- Add the name of the publisher, followed by a comma.

- Add the year, followed by a period.

Hailey, Nan. Choosing the Right College. New York: Phantom Rider Press, 2003.

Book or Text—Multiple Authors

- Using the first author listed, type his/her last name, followed by a comma. Add his/her first name, followed by a comma. List the other authors, first name followed by last name. Separate the names with commas; use “and” before the last name. Place a period after the last name.
- Add the title; underline or italicize it, and place a period after it.
- Type the city of publication, followed by a colon.
- Add the name of the publisher, followed by a comma.
- Add the year, followed by a period.

Grant, Marisol, Denise Jenkins, and Edward McCoy. Finding Your Dream School and Getting In. San Francisco: Merchant, 2002.

Interview

- Type the last name of person being interviewed, followed by a comma, followed by first name, followed by a period.
- Type the title of the interview or type of interview, followed by a period. Place titles in quotations.
- Add the primary source, followed by a period. Underline or italicize it.
- Add the secondary source, followed by a period.
- Add the day, month (abbreviated) followed by a period.
- Add the year, followed by a period.

Moorhaven, Cecily. “Talking with College Admissions Officers.” On Air Digest. NBC Studios. NBC, New York. 9 Sept. 2004.

Weekly Periodical

- Type the author’s last name, followed by a comma, followed by author’s first name, followed by a period.
- Type the title of article, placed in quotations, followed by a period.
- Add the title of the publication, underlined or italicized.
- Add the day, month, year, followed by a colon.
- Add the page numbers of article, followed by period.

Pullman, Sarah. “Top Colleges Toot Their Horns: Get the Inside Story.” Weekly News Magazine 17 Nov. 2004: 57–64.

Unknown Author

- Type the title; underline or italicize it, and place a period after it.
- Type the city of publication, followed by a colon.
- Add the name of the publisher, followed by a comma.

- Add the year, followed by a period.

Scholarship Scandals: Unraveling the Inequity of Distribution. Los Angeles: Brighton Beach Publishers, 2003.

Internet

- Type author's last name, comma, author's first name, period.
- Type the title, followed by a period. Place it in quotations.
- Add the name of the periodical, underlined or italicized, followed by a period.
- Add the day, month, year—do not use punctuation.
- Include the full Uniform Resource Locator (URL) or Internet address. Place it in angle brackets, followed by a period.

Nevill, Roger. "Developing Scholarship Lists and Getting the Money You Need." Options for Students. 14 Sept. 2004 <<http://www.ineedascholarship.org/sch/30/univmon.html>>.



The guidelines for correctly citing online sources are frequently updated. Check your most current MLA style manual for recent guidelines.



Example: “Works Cited” Page

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