

## Works Cited Page

The works cited page provides information that enables the reader in locating any source cited in writing an essay or research paper. *Each source cited in the essay/paper must appear on the works cited page; likewise, each entry on the works cited page must be cited in your essay/paper.*

### General Guidelines for Works Cited Citations

- Begin your works cited page on a separate page from the text of the essay
- Center the words 'Works Cited' on the first line at the top of the page. Do not bold, underline, change the font, place in quotation marks, use all capital letters, or include the word 'page.' Capitalize the 'W' in 'Works' and the 'C' in 'Cited.'
- Double space all entries and do not skip extra spaces between entries.
- Alphabetize all entries. If there is no author listed for a source, you still list the work alphabetically using the first significant word of the title. That means you do not use the words *a*, *an* or *the* when alphabetizing. (The Scarlet Letter would be alphabetized under 'S' for 'Scarlet' not under 'T' for 'The.')
- The first line of each entry begins flush with the left (1 inch) margin. If an entry is more than one line, all additional lines of the entry are indented ½ inch (this is known as a hanging indent). (See sample Works Cited page.)
- Use proper punctuation for titles (i.e. underline or use italics for titles of books, magazines, newspapers, journals, films; use quotation marks for titles of short stories, poems, titles of articles in magazines or newspapers, book chapters, songs, interviews. Note: Underlining is preferred.)
- Invert authors' names (last name first).
- If a work has more than one author, invert only the first author's name. Follow it with a comma, and then continue listing the rest of the authors in order. (See sample Works Cited page.)
- If you have more than one work by the same author, alphabetize first by author's last name, and then order the sources alphabetically by title. Use three (3) hyphens followed by a period in place of the author's name for every entry after the first. (See sample Works Cited page.)
- If an author appears as the sole author of one text and as the first author of a group on another text, cite the sole author text first.
- Capitalize each significant word in the titles of articles, books, etc. Do not capitalize *the*, *a*, *an*, *and* unless it is the first word in the title.