

Cheat Sheet: Creating a Works Cited Page

Formatting Rules

1. Begin Works Cited on its own page
2. Leave 1-inch margins all around the page
3. Use Times New Roman in 12 point
4. Everything must be double-spaced
5. Make sure your last name and page number are in the top right corner as a header
6. The words Works Cited must be centered at the top of the page
7. Entries must be alphabetized according to the first word of each entry
8. After the first line of each entry, indent each line one tab or ½-inch

Books

Author's Last Name, First Name. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

Single Author

Foucault, Michel. *Discipline and Punish: The Birth of the Prison*. New York: Vintage, 1979. Print.

Two or Three Authors

Guffey, Mary Ellen, and Richard Almonte. *Essentials of Business Communication*. Toronto: Thomson Nelson, 2006. Print.

Four or More Authors

Wysocki, Ann Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan: Utah State UP, 2004. Print.

Article in a Reference Book

Schmolders, Claudia. "Manners." *Oxford Companion to the Mind*. Ed. Richard L. Gregory. Oxford: Oxford UP, 2004. Print.

Journals

Author's Last Name, First Name. "Title of Article." *Title of Journal* Volume.Issue (Year): Pages. Medium of Publication.

Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *BashaiTudu*." *Tulsa Studies in Women's Literature* 15.1 (1996): 41-50. Print.

Periodicals

Author's Last Name, First Name. "Title of Article." *Title of Periodical* Day Month Year Published: Pages.
Medium of Publication.

Newspaper

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post* 24 May 2007:
LZ01. Print.

Magazine

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

Online Database

Follow format for Books, Periodicals or Journals. *Name of Database*. Medium of Publication. Date of Access.

Cosgrove, Denis E. "John Ruskin and the Geographical Imagination." *Geographical Review* 69.1(1979): 43-62.
JSTOR. Web. 10 Aug. 2007.

Websites

Editor, Author, or Compiler's Last Name, First Name. "Article Name." *Name of Site*. Name of Institution or
Organization Affiliated with Site (Sponsor or Publisher), Date of Resource Creation. Medium of
Publication. Date of Access.

Office on Smoking and Health, National Center for Chronic Disease Prevention and Health Promotion. *Smoking
and Tobacco Use*. Centers for Disease Control and Prevention, 29 May 2008. Web. 18 June 2009.

"Utah Mine Rescue Funeral." *CNN.com*. Cable News Network, 21 Aug. 2007. Web. 15 May 2008.

Note: This sheet provides examples of commonly used sources. If you are using a source that is not included on this handout, please refer to the *MLA Handbook* 7th edition (see me). You can also find examples on the *OWL Purdue Online Writing Lab* website at the following web address: <http://owl.english.purdue.edu/owl/resource/747/01/>.