Works Cited

GENERAL FORMATTING

Works Cited: Centered at the top of its own page. Works is always plural.

Line Spacing: Double

Source Citations: Alphabetical order by author's last name or by title if there is not an author. **NOTE:** Initial articles "The", "A", and "An" are ignored.

Hanging Indention: 1st line is flush with the left margin. Subsequent lines indent ½ inch in from left margin.

Edition: 2nd ed., or Rev. ed., Expanded ed., ebook ed.

Electronic Resources: Provide the DOI or URL. The DOI is preferred if both are provided.

CITATION FORMATS

Print Books – 1 Author or Editor:
Author's Last Name, First Name MI. *Book Title: Subtitle*. edition, Publisher, Year.

Print Books – 2 Authors or Editors:
Author's Last Name, First Name MI, and Author's First Name Last Name. *Book Title: Subtitle*. edition, Publisher, Year.

Print Books – 3 or More Authors or Editors:
1st Author's Last Name, First Name et al. *Book Title: Subtitle.* edition, Publisher, Year.

Print Books – No Author:
Book Title: Subtitle. edition, Publisher, Year.

Works Cited

Item Published in an Anthology:
Author, Last Name, First Name Mi. "Title of the Item." *Anthology's Title*, edited by Editor's First and Last Name, edition, vol. #, Publisher, Year, pp. #-#.

EBooks – Database:
Author's Last Name, First Name MI. *Book Title: Subtitle*. Publisher, Year. *Database Name*, DOI or URL.

Other EBooks:
Author's Last Name, First Name MI. *Book Title: Subtitle.* ebook ed., Publisher, Year.

Project Gutenberg Novel:
Author's Last Name, First Name MI. *Title*. *Project Gutenberg*. Day Month Year [Publication/Updated date], URL.

Project Gutenberg Short Story / Poem:
Author's Last Name, First Name MI. "Title." *Anthology's Title*. *Project Gutenberg*. Day Month Year [Publication/Updated date], URL.

Articles – Databases:
Author's Last Name, First Name MI. "Article Title: Subtitle." *Journal Title*, vol. #, no. #, Year, Page Range. *Database*, DOI or URL.

YouTube:
Author's Last Name, First Name MI. "Title of the Video." *YouTube*, uploaded by if different from author, Date, URL.

Article on a Website:
Author's Last Name, First Name MI. "Title of the Item." *Website*, Date, URL.

Corporate / Government / Agency Author – Print:
Corporation's Name. Sub Department. *Book Title: Subtitle.* Publisher, Year.

FORMATTING

FONT: Font should be consistent throughout the paper and readable. Font size 11 to 13.

LINE SPACING: Double spaced, with 1-inch margins all around.

MARGINS: 1" top, bottom, left, and right

HEADER: Last name and page number flush with the right margin.

DATES: Are in Day Month Year, with the month spelled out.

JUSTIFICATION: Use left for the text of the paper.

Last Name 1

Student's Name
Professor's Name
Course Name or Number
Day Month Year

Title of the Paper

The first line of each new paragraph is indented ½" from the left margin. The paper's text should be left justified. When quoting material, "punctuation marks such as periods or commas that are at the end of the quote will be after the in-text citation" (Author 1). Quoted material longer than four lines is formatted as a block quote.

Block quotes are set off by a colon. The text is indented ½" in from the left margin. The quoted text is not enclosed with quote marks. The in-text citation comes after the period as seen in the example below:

> In general, a library or organization wants a warranty that the content owner of the electronic works being licensed or that the content owner has the rights to license the works to the library or organization. (Harris 91)

IN-TEXT CITATIONS

IN-TEXT CITATION INFORMATION
In-text citations must have a corresponding Works Cited source citation.

Required for quotes, paraphrases, summaries, and statistical information. Located at the end of sentences and before the period.

Page Numbers are from the source. For sources without page numbers, provide (Author' Last Name).

Parenthetical [P]: (Author's Last Name Page Number). Generally placed at the end of a sentence and before the period. (Author's Last Name #).

Narrative [N]: Author's name is used in the body of the sentence. The page number ONLY is in parentheses at the end of the sentence.

1st Narrative [1st N]: Provide the author's first and last names in the text of the sentence (page number).

2nd Narrative [2nd N]: Only provide the author's last name in the text of the sentence (page number).

PARAPHRASES & SUMMARIES:

One Author or Editors:

[P]: (Author's Last Name page number).
[1st N] According to Author's First and Last names, text of the sentence (page number).

[2nd N]: Author's Last Name text of the sentence (page number).

IN-TEXT CITATIONS

Two Authors or Editors:
[P]: (1st Author's Last Name and 2nd Author's Last Name page number).

[1st N]: According to 1st Author's First and Last Name and 2nd Author's First and Last Name, text of the sentence (page number).

[2nd N]: 1st Author's Last Name and 2nd Author's Last Name text of the sentence (page number).

Three or More Authors or Editors:
Use 1st author's or editor's name, followed by et al.

[P]: (1st Author's Last Name, et al. page number).

[1st N]: According to 1st Author's First and Last names, et al., text of the sentence (page number).
[2nd N]: 1st Author's Last Name et al. text of the sentence (page number).

Corporate Author:
[P]: (Shortened version of the corporate author's name page number).

[N]: Corporation's full name text of the sentence (page number).

No Author:
Use the 1st one to three words of the title followed by the page number if available.

Article: - **[P]:** ("Article's Title" page number).
[N]: "Article's Main Title" text of the sentence (page number).

Book: **[P]:** (*Book's Title* page number)
[N]: *Book's Main Title* text of the sentence (page number).