

# Documentation and Works Cited Page Guidelines

## Formatting a Works Cited Page

- 1-inch margins all the way around
- Works Cited written at the top, centered on the page
- Each entry uses hanging indent (1st line to the left margin; lines that follow indented ½ inch)
- Entries are in alphabetical order
- List only the entries for sources actually used in your essay—not those you merely read or looked at

## Individual Citations

### **BASIC ONLINE SOURCE (without additional contributors)**

Author's last name, Author's first name. "Source Title." *Container Title*. Sponsoring Organization, publishing date, URL. Accessed date.

#### *Tips to remember...*

- \* If there is no **AUTHOR**, skip it—begin with article title.
- \* If you are citing the entire site, begin with the **CONTAINER TITLE**.
- \* If the name of the publishing/sponsoring organization is the same as the name of the website, **SKIP IT—RECORD IT ONLY AS THE WEBSITE TITLE**.
- \* If there is no publishing date, **SKIP IT**.

### **ONLINE SOURCE FOUND IN A DATABASE**

Author's last name, Author's first name. "Source Title." *First Container Title*, version number, issue number, publishing date, page numbers. *Second Container Title (Database)*, URL or doi. Accessed date.

#### *Tips to remember...*

- \* The database is considered the **SECOND CONTAINER**.

### **BOOK SOURCES**

Author's last name, Author's first name. *Title of Book*. Publishing Company, Copyright year.

#### *Tips to remember...*

- \* Most of the publishing information can be found on or around the **TITLE PAGE** at the beginning of the book.
- \* Note that the title of the book is **ITALICIZED**.

## Parenthetical Citations in your Essay

*What word(s) do you use to cite your facts in the parenthetical citations in your paper?*

1. If there is an author, use the **AUTHOR'S LAST NAME**.
2. When there's no author, use the **SOURCE TITLE IN QUOTATION MARKS**. You may shorten to the first few words only if it is excessively long.
3. When there's no author or clear source title, use the **WEBSITE/CONTAINER TITLE IN ITALICS**. This may be the case if you are citing an entire website—not just a specific page or article.

**Helpful Hint:** What you use in your parenthetical citation should match EXACTLY the first item in the citation on your Works Cited Page.

**\*\*SEE THE SAMPLE PAGE BELOW\*\***

## Works Cited

"Freedom Summer." *History.com*, A&E Television Networks, 2009,

[www.history.com/topics/black-history/freedom-summer](http://www.history.com/topics/black-history/freedom-summer). Accessed 10 Feb. 2017.

"Murder in Mississippi." *American Experience*, PBS,

[www.pbs.org/wgbh/americanexperience/features/general-article/freedomssummer-murder/](http://www.pbs.org/wgbh/americanexperience/features/general-article/freedomssummer-murder/).

Accessed 9 Feb. 2017.

Pilgrim, David. "What Was Jim Crow." *Jim Crow Museum of Racist Memorabilia*, Ferris State

University, 2012, [www.ferris.edu/jimcrow/what.htm](http://www.ferris.edu/jimcrow/what.htm). Accessed 9 Feb. 2017.

*The Secret Life of Bees*. Twentieth Century Fox Film Corporation, 2008.

"Thurgood Marshall." *Digital History*, University of Houston,

[www.digitalhistory.uh.edu/disp\\_textbook.cfm?smtID=2&psid=3318](http://www.digitalhistory.uh.edu/disp_textbook.cfm?smtID=2&psid=3318). Accessed 9 Feb. 2017.

Wallace, George C. "The Civil Rights Movement: Fraud, Sham, and Hoax." *American Experience*,

PBS, [www.pbs.org/wgbh/americanexperience/features/primary-resources/lbj-wallspeech/](http://www.pbs.org/wgbh/americanexperience/features/primary-resources/lbj-wallspeech/).

Accessed 10 Feb. 2017.