

## Formatting the Works Cited Page

The above entries are not double-spaced in order to conserve space. Many examples taken from:

Modern Language Association. *MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: Modern Language Association of America, 2009. Print.

The **Works Cited** page will be the last page in your paper.

- Center the words (Works Cited) on the page. Page is double spaced like the rest of the report (Format →Paragraph →Line Spacing →select Double)
- Begin each Works Cited entry at the left margin. If the entry takes up more than one line, use a hanging indent for subsequent lines (Move lower triangle△ on Ruler) .
- Alphabetize Works Cited entries by the first letter of the first word of each entry, whether it is an author's last name, editor's last name, or the title (excluding a, an, or the).

## **Citing Electronic Information**

The following are examples from the Modern Language Association (6<sup>th</sup> edition) for preparing bibliography and works cited pages. Consistency within a paper or report is **important** so that all references from similar sources are cited following the same format. To avoid plagiarism, it is essential to cite sources of information: **print and electronic**, even **images**, when preparing a report.

**Some common elements of all citations for electronic sources are:**

- The author's name (if known)
- The full title of the document (MLA puts in quotation marks)
- The title of the complete work if the document is part of it – written in italics
- The date of the publication (if available)
- The date of access (MLA puts in day, month, year format – ex. 4 Apr. 2005) *Write the word **Web** after the date.*
- If your teacher requests it, type the address (the URL) in brackets <http://www...> *URL should not be a hyperlink (not blue or underlined, backspace to undo hyperlink).*

**CORRECT MLA HEADING:**

Looks like:

Smith 1
John Smith
Mrs. Davies
English 10
10 October 2005
The Lost Boys
Indent, then begin your essay here. Your entire essay needs to be double-spaced.

**How to make a header:**

1. Go to **File→Page Set Up**. Be sure that Right, Left, Bottom, Top margins are all set at 1 inch.
2. Go to **Format→Paragraph**. Set **Line Spacing** to double.
3. Go to **View → Header and Footer**.
4. In the header, type your last name all the way to the right, using the **align right** tab in your toolbar. Hit space-bar one time.
5. In the Header and Footer Pop-up Toolbar→ # (**Insert Page Number**).
6. Click **Close**. Your page numbers will now appear on every page, along with your name.
7. You can now type your heading.

# MLA Parenthetical Citing

In the novel, Lord of the Flies, by William Golding, the boys on the island...

**Correct MLA Citation Format** Examples, taken from Lord of the Flies.

DIRECT QUOTE (NOBODY'S TALKING): "He felt himself facing something ungraspable. The eyes that looked so intently at him were without humor" (Golding 34).

DIRECT QUOTE WHEN SOMEONE IS TALKING AND NON SPEAKING WORDS ARE ALSO USED: "'But there isn't a beast!' Something he had not known was there rose in him and compelled him to make the point, loudly and again" (Golding 34).

PARTIAL QUOTE: "There was the brilliant world of hunting, tactics, fierce exhilaration, skill; and there was the world of longing..." (Golding 64).

DIRECT QUOTE ENDING IN AN EXCLAMATION POINT OR A QUESTION MARK: "You said you'd keep the fire going and you let it out!" (Golding 64).

PARAPHRASING = someone else's ideas put into your own words. You still need a citation at the end but will obviously not have quotation marks as it is not a direct quote. Here is the partial quote from above paraphrased:

Jack and Ralph are facing each other and were torn as to which was better, hunting or keeping the fire going (Golding 64).

## Boolean Searching

### AND OR NOT

These words can help a lot  
When you have a search to do  
**AND OR NOT** are the words for you!

### Too much info?

**AND** is your command  
Because **AND** means less  
When you make your demand

### Too little info?

**OR** is your command  
Because **OR** gives you more  
To help you understand

### The wrong info?

**NOT** is your command  
Because **NOT** takes things away  
And that makes searching grand!

Written by Charlotte Lesser  
Director of Elementary Library Services  
Monadnock Regional School District  
Swanzey, NH 03446

## Why Cite??

*To direct the reader back to that source.*

Doing this requires the writer to provide different information for each type of material.

- A book has no URL, and the date of access is certainly not important, but both of these are essential for directing the reader to an Internet site
- Internet websites do not always have page numbers, but print material usually does.
- The place of access is important information to direct the reader to an article in an online database that is not accessible from all libraries.

*In some way, you are almost always telling the reader:*

- WHO is responsible for the material (author / editor)
- WHAT it is you are citing (title / name of website, etc.)
- HOW the reader can locate the information (publishing information / URL and date of access / place of access, etc.)

