
Chapter 5

Creating a Works Cited List

A Works Cited list contains the complete citation information your readers will need to find the original sources you used in your report. You may use many different sources, such as:

- Journal articles
- Magazine articles and editorials
- Newspaper articles and editorials
- Books
- Conference proceedings
- Encyclopedias, dictionaries, and reference books
- Academic material
- Government publications
- Book, movie, and video reviews
- Manuscripts or typescripts
- Graphical materials
- Letters and memos
- Legal sources
- Audio-visual materials and personal interviews
- Electronic media

This chapter shows how to create all these references.

When you create your Works Cited list, follow these rules:

- Start the Works Cited list on a new page.
- Continue page numbering from the last page of your text.
- Center “Works Cited” an inch from the top of the page.
- Create the list in alphabetical order by author last name.
- Include only those sources for which you have citations in the text of your report.
- Follow the layout and punctuation exactly as shown in this chapter.

NOTE: Many of the examples shown in this section are not real; they have been created for example purposes.

For an example of a Works Cited list, please see Appendix B.

Citing Authors' Names

Many works have one author; others have two or more. In addition, writers may list their names in various ways. For example, some use:

- First and last names
- First, middle, and last names
- First name, middle initial, and last name
- First initial, middle name, and last name
- First and middle initials and last name
- First name, maiden name, and last name
- Pen name in any of the above formats

Cite each author's name exactly as it appears on the work. Follow the rules in this section for doing so, no matter which type of work.

Citing One Author's Name

Figure 67 shows the correct way to cite one author's name:

1. At the left margin, type the author's last name followed by a comma and a space.
- 2a. If only the first name or initial is available, follow it with a period and a space.
- b. If the author's middle name or initial is available, however, type the first name, followed by a space. Then type the middle name or initial, followed by a period and then a space.

NOTE: Type the authors' names exactly as listed on the work; *i.e.*, if the work lists the names in full, you should, too. If the work lists initials, use those.

Matthews, Yolanda.

or

Matthews, Yolanda S.

Figure 67. Correct Way to Cite One Author's Name.

NOTE: If the author goes by initials, put a period and a space between each initial:

T. S. Eliot

Citing Two Authors' Names

Figure 68 shows the correct way to cite two authors' names:

1. At the left margin, type the first author's last name, followed by a comma and a space.
 - 2a. Type the first name of the first author. If the author does not have a middle name or initial, follow the first name with a comma and a space. If only the first initial is available, follow it with a period, a comma, and a space.
 - b. If the author's middle name or initial is available, however, type the first name, followed by a space. Then type the middle name, followed by a comma and a space, or the middle initial, followed by a period, a comma, and a space.
3. Type "and," followed by a space.
 - 4a. Type the second author's first name, followed by a space. If only the first initial is available, follow it with a period and a space.
 - b. If the author's middle name is available, follow it with a space. If only the author's middle initial is available, follow it with a period and a space.
5. Type the second author's last name, followed by a period and a space.

NOTE: Notice that the first author's name is in reverse order, while the second author's name is not.

NOTE: Type the authors' names exactly as listed on the work; *i.e.*, if the work lists the names in full, you should, too. If the work lists initials, use those.

Spetch, Mark L., and Alan Dean Jensen.

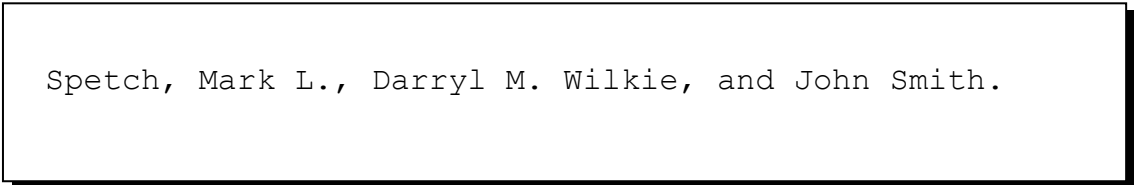
Jones, Mary Ann, and John M. Smith.

Figure 68. Correct Way to Cite Two Authors' Names.

Citing Three Authors' Names

Figure 69 shows the correct way to cite three authors' names:

1. At the left margin, type the first author's last name, followed by a comma and a space.
- 2a. Type the first name of the first author. If the author does not have a middle name or initial, follow the first name with a comma and a space. If only the first initial is available, follow it with a period, a comma, and a space.
- b. If the author's middle name or initial is available, however, type the first name, followed by a space. Then type the middle name, followed by a comma and a space, or the middle initial, followed by a period, a comma, and a space.
- 3a. Type the second author's first name, followed by a space. If only the first initial is available, follow it with a period and a space.
- b. If the author's middle name is available, follow it with a space. If only the author's middle initial is available, follow it with a period and a space.
4. Type the second author's last name, followed by a comma and a space.
5. Type the word "and," followed by a space.
- 6a. Type the third author's first name, followed by a space. If only the first initial is available, follow it with a period and a space.
- b. If the author's middle name is available, follow it with a space. If only the author's middle initial is available, follow it with a period and a space.
7. Type the third author's last name, followed by a period and a space.



Spetch, Mark L., Darryl M. Wilkie, and John Smith.

Figure 69. Correct Way to Cite Three Authors' Names.

Citing Four or More Authors' Names

Cite a book with four or more authors in two ways :

- By listing all the authors' names
- By listing the first author's name, followed by “et al.”

Figure 70 shows examples of both of these ways. Follow these steps:

1. At the left margin, type the first author's last name, followed by a comma and a space.
- 2a. Type the first name of the first author. If the author does not have a middle name or initial, follow the first name with a comma and a space. If only the first initial is available, follow it with a period, a comma, and a space.
- b. If the author's middle name or initial is available, however, type the first name, followed by a space. Then type the middle name, followed by a comma and a space, or the middle initial, followed by a period, a comma, and a space.

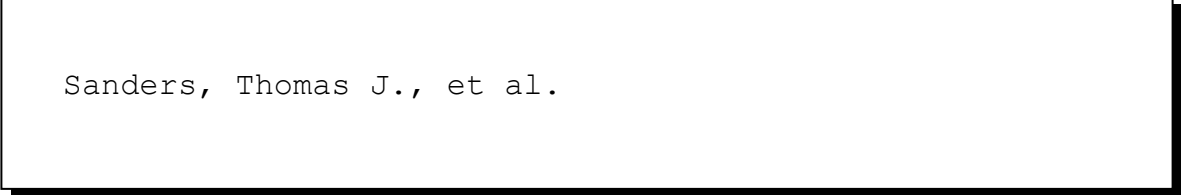
NOTE: *Type the author's name exactly as listed on the work; i.e., if the work lists the name in full, you should, too. If the work lists initials, use those.*

3. If you want to list just the first author's name, type the phrase “et al.,” which means “and everyone.” Make sure it ends in a period and a space.

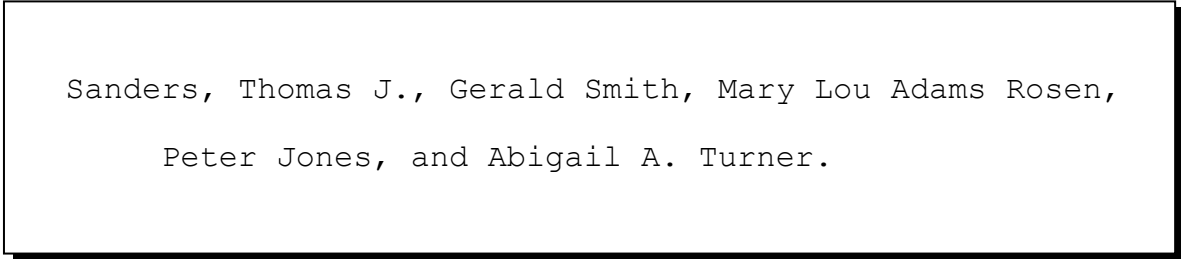
To list all the authors' names, however, skip this step and go to Step 4.

- 4a. Type the second author's first name, followed by a space. If only the first initial is available, follow it with a period and a space.
- b. If the author's middle name is available, follow it with space. If only the author's middle initial is available, follow it with a period and a space.
5. Type the second author's last name, followed by a comma and a space.
6. Repeat Steps 4 and 5 for all remaining authors except the last.

7. After the second-to-the-last author's last name, type the word "and," followed by a space.
- 8a. Type the last author's first name, followed by a space. If only the first initial is available, follow it with a period and a space.
 - b. If the author's middle name is available, follow it with a space. If only the author's middle initial is available, follow it with a period and a space.
9. Type the last author's last name, followed by a comma and a space.
10. If the names continue to a second line, double-space the second line and indent it one-half inch (five spaces on a typewriter).



Sanders, Thomas J., et al.



Sanders, Thomas J., Gerald Smith, Mary Lou Adams Rosen,
Peter Jones, and Abigail A. Turner.

Figure 70. Correct Way to Cite Four or More Authors' Names.

Citing an Author Who Uses a Pen Name (Pseudonym)

Some writers do not write under their own names; for example, Samuel Clemens wrote under the name Mark Twain. Some current writers who are well-known under their real names for a particular type of writing (for example, mystery novels) may use a pen name when writing a work that falls into a different genre or category. Figure 71 shows the correct way to cite a work for which the author uses a pen name.

1. At the left margin, type the author's last name as it appears on the work (i.e., the pen name), followed by a comma and a space.
- 2a. Type the author's first name. If the author does not have a middle name or initial, follow the first name with a comma and a space. If only the first initial is available, follow it with a period, a comma, and a space.
 - b. If the author's middle name or initial is available, however, type the first name, followed by a space. Then type the middle name, followed by a comma and a space, or the middle initial, followed by a period, a comma, and a space.
3. Type an opening bracket, then the author's real first name followed by a space or first initial followed by a period and a space. (The brackets indicate that you supplied the real name.)
4. Type the author's real middle name, if available, followed by a space, or the author's middle initial, followed by a period and a space.
5. Type the author's last name, followed by a closing bracket, a period, and a space.

NOTE: *Type the author's names exactly as listed on the work; i.e., if the work lists the names in full, you should, too. If the work lists initials, use those.*

Twain, Mark [Samuel Langhorne Clemens].

Figure 71. Example Citation of the Real Name of an Author for a Work on Which the Author Uses a Pen Name.

Citing an Author Who Uses Initials for Whom You Supply the Full Name

You may know or find out the complete name of a writer who uses first and/or middle initials and wish to supply this information for your readers. Figure 72 shows the correct way to cite an author's name in this manner.

1. At the left margin, type the author's last name, followed by a comma and a space.
- 2a. Let's say that the author uses both first and middle initials. Type the first initial, then an opening bracket. Then type the rest of the first name followed by closing bracket. (The brackets indicate that you supplied this information yourself, and that the work does not list the name in this manner.)
- b. Type the middle initial, then an opening bracket. Then type the rest of the first name followed by closing bracket and a period.

NOTE: *If the writer just uses one initial (either first or middle; such as "J. Thomas Reed" or "Roger K. Benson,") the brackets would, of course, go only around the part of the name you are supplying for the initial.*

Sanders, E[lizabeth] A[nn].

Figure 72. Example Citation of an Author Who Uses Initials for Whom You Supply the Full Name.

Citing Editors' Names

When you cite a work by the editor's/editors' names, use the same formats as for citing a work by the author's/authors' names. Simply indicate that the person is the editor rather than the author. Use the abbreviation "ed." for one editor, "eds." for more than one. Figure 73 shows examples.

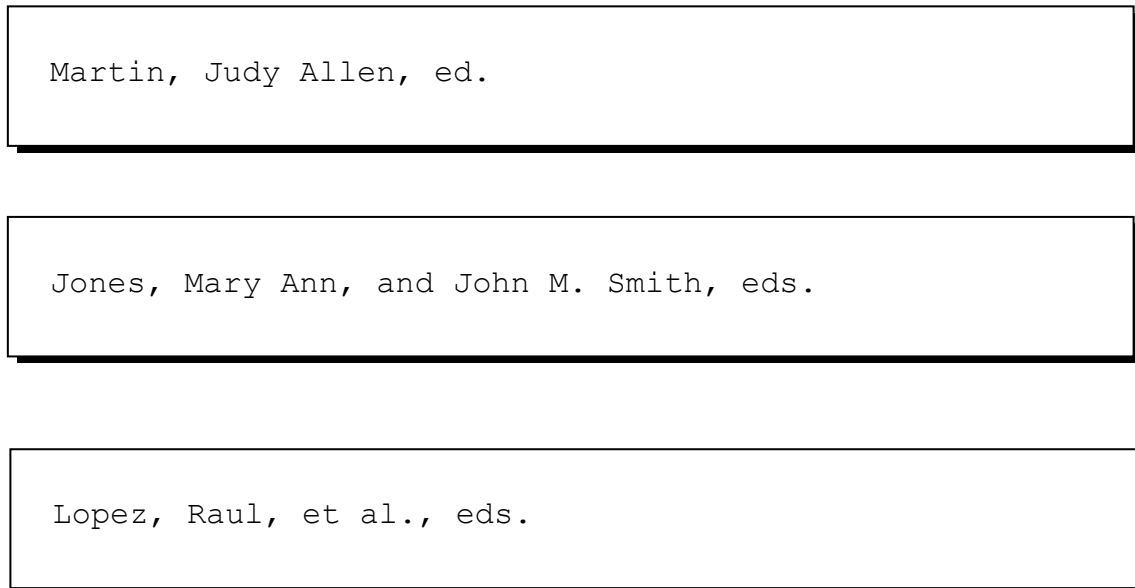


Figure 73. Correct Way to Cite Editors' Names.

Citing Titles

Cite titles as shown in Chapter 4, *Citing Titles*, pages 57-59.

Citing Periodicals

This section shows you how to cite:

- Journal articles
- Magazine articles
- Microform articles
- Articles in looseleaf collections
- Newspaper articles
- Abstracts

Citing Journal Articles

Many professional associations publish journals that present scholars' research and interpretations of data. These journals are slanted toward an audience professional in those fields.

Most journals are published quarterly. Some form the four issues for the year into a volume, which is paginated from page 1 on. Therefore, the second issue in a set might start on page 235, for example, rather than page 1. This is called a journal with "continuous" pagination. Other journals paginate each issue separately; in other words, each issue begins on page 1.

When you cite a journal article, you must cite both the article and the journal it is in. This section shows you how to cite an:

- Article in a journal with continuous pagination
- Article in a journal that pages each issue separately
- Article in a journal that uses only issue numbers
- Article in a journal with more than one series

All of the following examples are shown with one author. If you need to cite two or more authors, refer to the instructions on pages 90-93.

Citing an Article in a Journal with Continuous Pagination

A citation for an article in a journal with continuous pagination appears as shown in Figure 74 and consists of the following elements:

- Author's last name
- Author's first name or initial (and middle name or initial, if available)
- Title of article
- Title of journal
- Volume number, if available
- Year of publication
- Page number(s) of article

To create this citation, follow these steps:

1. At the left margin, type the author's last name, followed by a comma and a space.
- 2a. If only the first name or initial is available, follow it with a period and a space.
- b. If the author's middle name or initial is available, however, type the first name, followed by a space. Then type the middle name or initial, followed by a period and a space.

NOTE: *Type the authors' names exactly as listed on the work; i.e., if the work lists the names in full, you should, too. If the work lists initials, use those.*

NOTE: *If the article has more than one author, follow the rules for that number of authors.*

3. Type an opening quotation mark, then the title of the article. Capitalize the first letter of all words except articles and prepositions (unless the first word is an article or preposition). Type a period, a closing quotation mark, and a space.

4. Type and underline the journal title. Capitalize the first letter of all words except prepositions and articles. Delete the first word if it is an article (e.g., "The"). After the title, type a space.
5. Type the volume number, if available, and another space.
6. Type an opening parenthesis, the copyright year, then a closing parenthesis, followed by a colon and a space.
7. Type the page number(s), followed by a period.

NOTE: Do not include "p." or "pp." in the page number.

NOTE: If you are including a range of page numbers that has three digits or more, include only two digits in the second half of the range, as shown in Figure 73.

8. If your citation continues to a second or subsequent line, double-space that line and indent it one-half inch (five spaces on a typewriter).

See Appendix B for a complete sample works cited list.

Matthews, Yolanda S. "Racism in Contemporary
Novels." Journal of Higher Education 39 (1993):
360-65.

Figure 74. Example Citation of an Article With One Author in a Journal With Continuous Pagination.