

Creating your Works Cited List

- Entries should be listed in alphabetical order by what comes first in the citation (small words omitted, i.e.: A, An, The).
- For most entries that will be by last name, but websites and some encyclopedia entries may not have authors.
- You may use two spaces or one after punctuation—as long as you are consistent!
- For *Junipero Serra School's* format, citations should be single spaced within the entry and double spaced between entries.
- Make sure your font, size, and color are consistent with the rest of your paper.

How to Cite a Book

Author's Last Name, First Name. *Title of the Book*. Where Published:
Publisher, Date Published.

Indent
second &
subsequent
lines ½
inch.

Each citation MUST have a period at the end.

Example:

Smith, John. *School is Wonderful*. New York: Scholastic Books, Inc.,
2004.

How to Cite a Website

Author's Last Name, First Name (if there is an author). "Title of the
page." Date the website was published or updated
(if known). *Name of the Website or the Sponsoring Institution*.
Date you visited. <Address of the website>.

Example:

Smith, John. "10 Ways to Make Your Teacher Happy."
September 1, 1999. *Scholastic, Inc.* November 20, 2004.
<www.school.org>.

Special Notes:

- The Internet Protocol (http://) is no longer needed for a WWW citation.
- It is best to put the website's address on one line—if you have to break at the end of a line do it only after a slash mark.

How to Cite an Encyclopedia

"Article Title." *Title of the Encyclopedia*.
Year Published.

Example:

"San Francisco." *World Book Encyclopedia*. 2004.

Entries should be listed in alphabetical order by what comes first in the citation.

Works Cited

Doe, Jane. "10 Ways to Make Your Teacher Happy."
September 1, 1999. *Scholastic, Inc.* November 20, 2004.
<www.school.org>.

Indent second & subsequent lines ½ inch (or 1 hit of the Tab Key).

"San Francisco." *World Book Encyclopedia.* 2004.

Smith, John. *School is Wonderful.* New York: Scholastic Books, Inc.,
2004.

Put a single space between lines in an entry and double space *between* the entries.

Each citation MUST have a period at the end.

Bibliography/Works Cited Checklist

- The title of the page (Bibliography or Works Cited) is centered.
- Each citation follows the specified format for information on the author, title, publisher, and date.
- The titles of *books, encyclopedias, and website sponsoring institutions* have been put in italics.
- The punctuation of each citation has been examined carefully for missing commas, colons, and periods.
- Each citation ends with a period.
- Any line after the first line in a citation has been indented.
- The entries are in alphabetical order.
- The font type and size are consistent throughout the Bibliography/Works Cited List.
- Each source used in the project has a citation.
- Each citation represents information from a source used in the project (**For a source to be on the list you must have used information from it in your project**).

Student's Signature

Grade