## 1:      General Format of a Works Cited Sheet

It is important to have a standard format for the resources we use so that anyone who looks at the Works Cited sheet would understand. The general format of a Works Cited follow these guidelines:

- **Title**
  - **Works Cited** instead of *Bibliography*
  - Centered and not underlined
- **Alphabetical Order**
  - All items are arranged alphabetically by ***last name of author***
  - ***If no author*** is given, skip to the ***title***
  - Do not separate items by type of resource.
- **Hanging Indent**
  - Begin the first line of all entries at the left margin
  - Every additional line is indented
- **Spacing**
  - Double-space the entire list, both between and within entries.


## 2:      Books

- Create a citation of a book using the example given :

Author (last name, first name).  *Title*.  Publisher, year of publication.

Rowlings, J.K.  *Harry Potter and the Philosopher's Stone*.  Raincoast Books, 1997.

## 3: The Core Elements of a MLA Style Works Cited Sheet

Core elements are those basic pieces of information that should be common to all sources, from books to articles, from lectures to tweets.

- **Capitalization**
    - Capitalize each word in the titles of articles, books, etc., but not the articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind, The Art of War*
- **Italics**
    - *Italicize* **titles** of books, website names, and database names.
- **Punctuation**
    - Note the use of specific punctuation - quotations (""), commas, periods (.), where applicable.
- **Containers**
    - "hold" the source. For example, if a television program is watched on Netflix, *Netflix* is the container. Both the title of the source and its container are included in the citation.
- **Other Elements that may also appear**
    - Other Contributors - editors, illustrators, translators, etc. if their contributions are relevant
    - Version – edition or version of a work
    - Number – volume and issue numbers
- **Publication/Copyright date**
    - If several dates are listed, the most recent should be cited.
    - For websites, the copyright date at the bottom of the webpage can be used if no other date is found
- **Location**
    - Where source is found (ex. URL, page number(s), physical place)

Using the example citation given, put the core elements in order:

**Dunbar, John. "NASA Begins Full-Scale Rehearsals for Shuttle's Return to**

**Flight."** ***NASA Human Spaceflight*. NASA, 10 Nov. 2009,**

**www.nasa.gov/home/hqnews/2004/oct/HQ_04343_RTF_sims.html.**

| Title of source. | Title of container |
|---|---|
| Publisher | Publication date |

| Author. | Location. |
|---|---|

## 4:      Websites

- Create a citation of a website article using the example given :

<span style="color:red">Author (last name, first name).  "Title of Web Page. (if not same as main page)"</span>

<span style="color:red">*Name of Main Page*. Publisher of web site, Date created or revised, URL.</span>

Dunbar, John. "NASA Begins Full-Scale Rehearsals for Shuttle's Return to

Flight." *NASA Human Spaceflight*.  NASA, 10 Nov. 2009,

www.nasa.gov/home/hqnews/2004/oct/HQ_04343_RTF_sims.html.

## 5:      Databases

- Create a citation of a database using the example given :

<span style="color:red">Author (last name, first name). "Title of Article." *Title of Original Source for Article*,</span>

<span style="color:red">Volume number (if applicable), Issue number (if applicable), Date created or</span>

<span style="color:red">revised, Page numbers. *Title of Database being used*, URL.</span>

Friscolanti, Michael. "The Other Runaways." *Maclean's*, 31 Oct. 2016, p. 20. *Canada*

*in Context,*

link.galegroup.com/apps/doc/A468049395/CIC?u=40nwss&xid=b8581fae.

Harkin, Michael E. "2015 Presidential Address the Emotional Archive: The Formation of

Social Memory of the Residential School Experience in British

Columbia."*Ethnohistory*, vol. 63, no. 3, July 2016, p. 459. *MasterFILE Premier*,

doi:10.1215/00141801-3503027.