

Bibliography Entries for Works Cited List

St. Aloysius School

- **Works Cited** should be centered at the top of the page.
- Alphabetize your entries by the author's last name first; if there is no author use the title for alphabetizing. Disregard A, An, The at the beginning of the title.
- First line of an entry is **not** indented; second line and all subsequent lines are indented.
- If required information, such as author or place of publication, is not available, just leave it out.
- **Italicize** book, encyclopedia, and periodical titles. Titles of articles are enclosed in **quotation marks**.
- Pay attention to punctuation within each entry; **end each entry with a period**.
- Single space your Works Cited.
- Do **not** number your entries on the Works Cited page.
- Double space **between** entries.
- Include the publication medium followed by type of publication in parentheses at the end of the entry. Ex. (online magazine)

Entry Format Guidelines:

PRINT SOURCES

How to cite a book with one author:

Author. (last name first) *Title of book*. (underlined when handwritten, italicized when typed)
City of publication: Publisher, date of publication. (print book)

Bagley, Katie. *Eli Whitney: American Inventor*. Mankato: Capstone Press, 2003. (print book)

How to cite a book with two authors:

Authors. (1st listed name, last name first; 2nd name in normal form) *Title of book*.
(underlined or in italics) City of publication: Publisher, date. (print book)

Mule, Marty and Bob Remy. *Louisiana Athletes: the Top Twenty*. Gretna: Pelican Publishing Co., 1981. (print book)

How to cite an article from an encyclopedia or other familiar reference book:

Author of article. (if available) "Title of article." (enclosed in quotation marks)
Title of book. (underlined or in italics) Date of edition. (print encyclopedia)

Kaplan, Elizabeth. "Goodall, Jane (1934-)." *The New Book of Knowledge*. 2005.
(print encyclopedia)

"Dancers." *Discovering Careers for Your Future*. 2005. (print encyclopedia)

How to cite a magazine or newspaper article:

Author. (if available) "Title of article." (enclosed in quotation marks)
Magazine or newspaper title. (underlined or in italics) Date of publication: page(s).
(print magazine OR newspaper)

Elkins, Elizabeth. "Benjamin Franklin." *Cobblestone*. January 2010: 18-19.
(print magazine)

Millhollon, Michelle. "Catching the Dream: Becoming Governor the Latest
in Long List of Accomplishments of Bobby Jindal." *The Advocate*.
13 Jan. 2008: 2J. (print newspaper)

****Notice how the date (day of month followed by abbreviated month) and page numbers are cited.****

ONLINE SOURCES

Citations may be copied directly from World Book Online or Gale Databases when the MLA format is available. Follow the format for all other sources from these Guidelines.

How to cite an article from an encyclopedia or reference book from an online source:

Author. (if available) "Title of article." (enclosed in quotation marks)
Name of the encyclopedia. (underlined or in italics) Publisher,
date of publication. Date of visit. (online encyclopedia)

"Walker, Sarah Breedlove (1867-1919)." *World of Invention*. Gale, 2006.
16 Feb. 2010. (online reference)

Clayton, Lawrence A. "De Soto, Hernando." *World Book Student*. World
Book, 2011. 11 Jan. 2011. (online encyclopedia)

How to cite a magazine or newspaper article from an online database:

Author. "Title of article." (enclosed in quotation marks) *Magazine or newspaper title.* (underlined
or in italics) Date: page. *Name of database.* (underlined or in italics) Publisher
of database. Date of visit. (publication medium followed by type of publication)

Carney, Elizabeth. "I Want that Job! Want to Design Environmentally Friendly Buildings? Become a 'Green'
Architect." *Science World*. 12 May 2008: 21. *Student Resource Center - Junior*. Gale. 13 Jan. 2011. (online
magazine)

"Mystery from History: Leonardo Da Vinci." *Scientific American Explorations*. Fall 2001: 28.
Student Research Center. 19 Feb. 2010. (online newspaper)

Potter, Jay. "Accomplishments, Acclaim Followed DeBakey into his 80s, 90s – Remembering Dr. DeBakey."
American Press. 13 July 2008: A6. *Newsbank*. 15 Jan. 2014. (online newspaper)