SAMPLE


COUNCIL ROCK SCHOOL DISTRICT
ELEMENTARY AND MIDDLE SCHOOL
WORKS CITED OR CONSULTED FORMAT GUIDE
(revised January 2007)

A “Works Cited or Consulted” section must be included at the end of a research paper. It will include all the research materials you have cited or consulted in preparing the assignment.

1. Entries are arranged alphabetically. If there is no author, alphabetize by the title.

2. Leave out the first words “a,” “an,” and “the” if they are the first word of a title.

3. The first line of each entry begins at the left margin. Each additional line needed for an entry is indented (press TAB once).

4. Double-spacing should be used between lines of an entry and between entries.

5. When citing a date, list the date before the month, then year. Use a three letter abbreviation of the month.

BOOK WITH ONE AUTHOR
Form: Last Name, First Name. Title of Book. Place of Publication: Publisher, Date.

BOOK WITH TWO AUTHORS
Form: Last Name, First Name (first author), and First Name Last Name (second author). Title of Book. Place of Publication: Publisher, Date.

ENCYCLOPEDIA
Form: Last Name, First Name. “Title of Article.” Title of Book, Date of edition.
REFERENCE BOOK WITH TOPICAL ARRANGEMENT
(Special Reference Sets)
Form: Last Name, First Name (if given). "Title of Article." Title of Book. Volume number used. Place of Publication: Publisher, Date. Page(s).
Example:

CD-ROM SOURCE
Form: Last Name, First Name (if given). "Title of Article." Title of CD-ROM. Place of Publication (if given): Publisher, Date.
Example:

INFORMATION FROM THE WORLD WIDE WEB
Form: Last Name, First Name (if given). "Title of Article or page." Date of electronic publication, update or posting. Title of site or larger work (if applicable). Date of Access (Day Month Year). <http://address/filename.>
Example:

INFORMATION FROM SUBSCRIPTION SERVICE, A DATABASE, OR ELECTRONIC ENCYCLOPEDIA
*++* NOTE: Use the information that is available in the order shown on the form below.
Form: Last Name, First Name (if given). "Title of Article (if given)." Periodical Title Date of print publication: page. Database Name. Date of Access (Day Month Year). <http://address/filename.>
Example: Database

(continued)
Example: Electronic Encyclopedia

NONPRINT MEDIA
Form: Title, Media Type. Producer, Date.
Example:

MAGAZINE ARTICLE
Form: Last Name, First. "Title of Article." Title of Magazine Date (Day Month Year): Page(s).
Example:

NEWSPAPER ARTICLE
Form: Last Name, first. "Title of Article." Title of Newspaper Date (Day Month Year): Page(s).
Example:

PERSONALLY CONDUCTED INTERVIEW
Form: Last Name, First. Personal interview or telephone interview. Date (Day Month Year).
Example:

PAMPHLET Treat like a book, giving as much information as possible.
Example: