

Works Cited & Parenthetical Citations

FORMATTING THE WORKS CITED PAGE

1. Click **Format**.
2. Click **Paragraph**.
3. Under "Special," change the indentation to **Hanging**.
4. Under "Line Spacing," change the spacing to **Double**.

★ Alphabetize your *Works Cited* by author (or title, if there is no author). Do not number your citations.

CITING ELECTRONIC SOURCES

<http://www.maine207.k12.il.us/departments/235/citing.htm>

CHICAGO TRIBUNE

Peres, Judy. "Couple's Divorce Entangles Frozen Embryos." Chicago Tribune 7 Aug. 1999, Chicagoland final ed., News sec.: 1
Newsbank. Maine South High School Lib., Park Ridge, IL. 13 Nov. 2002 <<http://infoweb.newsbank.com>>.

EBSCO ONLINE

Lanken, Dane. "When the Earth Moves." Canadian Geographic Mar.-Apr. 1999: 66-73. Ebsco Host. Maine South High School
Lib., Park Ridge, IL. 15 Nov. 2002 <<http://www.epnet.com>>.

ENCYCLOPEDIA BRITANNICA

Louis, Ruthanne. "Fresco." Britannica Online. Maine South High School Lib., Park Ridge, IL. 11 Nov. 2002
<<http://www.britannica.com>>.

FACTS ON FILE

"Where There's Smoke, There Are Heart Attacks." Today's Science on File May 2003. FACTS.com Maine South High School
Lib., Park Ridge, IL. 15 Dec. 2003 <<http://www.2facts.com>>.

GROLIER ONLINE

Twohig, Dorothy. "George Washington." Grolier Multimedia Encyclopedia. Maine South High School Lib., Park
Ridge, IL. 25 Oct. 2002 <<http://go.grolier.com>>.

INTERNET SITE

Victorian Women Writers Project. Ed. Perry Willet. Apr. 1997. Indiana U. 26 Oct. 2002
<<http://www.indiana.edu/~letrs/vwwp/>>.

MATTER OF FACT

Ackerman, Elise. "Business and Technology." U.S. News and World Report v. 127, no.21; 29 Nov. 1995: 55. A Matter of Fact.
Maine South High School Lib., Park Ridge, IL. 15 Nov. 2002 <<http://biblioline.nisc.com>>.

SIRS ONLINE

Marshall, Joshua Micah. "Will Free Speech Get Tangled in the Net?" American Prospect Jan.-Feb. 1998: 46-50. SIRS Researcher.
Maine South High School Lib., Park Ridge, IL. 4 Nov. 2002 <<http://www.sirs.com>>.

CITING PRINT RESOURCES

For more examples, see *Writers' Inc.*, sections 197-240.

BOOK

Sherrow, Victoria. Endangered Mammals of North America. New York: Chronicle Books, 1994.

MULTIVOLUME BOOK:

(Notice in this example, you should mention the name of the editor and the volume that you used.)

"Diabetes." Human Diseases and Conditions. Ed. Neil Izenberg. Vol. 2. New York: Charles Scribner's Sons, 2000.

PERSONAL INTERVIEW

Smith, John. Personal Interview. 14 Nov. 2002.

Works Cited & Parenthetical Citations

A GUIDE TO PARENTHETICAL CITATIONS

WHEN TO USE THEM

Use parenthetical citations any time you:

- summarize
- paraphrase
- directly quote

an idea from a source. In other words, use citations any time you refer to something you have learned from a source.

HOW TO WRITE THEM

When citing a source, use only the author's last name and the page number.

Example: (Jones 72)

If the author is unknown, use the title of the article, book, pamphlet, etc. and the page number. If the title is very long, you may abbreviate the title.

Example: ("Fishing" 14)

If a web site or online magazine article does not list page numbers or paragraph numbers, you have to omit numbers from your parenthetical references.

Example: (Red Snapper)

If the web site numbers each paragraph, you must cite the relevant *paragraph* numbers. *Pars.* is the abbreviation for *paragraphs*. Use a comma to separate the author (or title, if there is no author) and *pars.*

Example: (Moulthrop, pars. 19-20)

WHERE TO PUT THEM

When summarizing or paraphrasing a source, place the citation at the end of the sentence, before the period.

Example: When fishing for red snapper, raw squid serves as an inexpensive, yet effective bait (Jones 72).

When directly quoting a source, place the citation after the quotation marks and before the period. If you use the author's name to introduce the quote, you only have to put the page number in parentheses.

Example: According to Bill Jones, "raw squid makes great bait for red snapper" (72).

When more than one sentence in a paragraph refers to ideas from the same source, simply place one citation at the end of the last sentence.

Example: When fishing for red snapper, raw squid is a cheap and effective bait. Live bait, although more expensive, works even better (Jones 72).

When citing more than one source in a paragraph, cite each source separately.

Example: When fishing for red snapper, raw squid is a cheap and effective bait (Jones 72). Live bait, although more expensive, works even better ("Fishing" 14).