

Works Cited/Works Consulted General Guidelines

Title

- If you are using parenthetical citation in your paper, title your bibliography “Works Cited” otherwise, use “Works Consulted”.
- Center the title – no fancy font. Be consistent in the use of your font.

Spacing

- Entire bibliography is double spaced with no extra spaces between entries
- First line of each citation is flush left with the margin
- The second and each additional line are indented 5 spaces or .5 inches using the “hanging indent” feature on MS Word.

Alphabetical Order

- Each entry is alphabetized by the first word
- Entries are not numbered

Punctuation/Capitalization/Spelling

- Each entry has a period at the end
- Proper punctuation has been used
- Appropriate capitalization has been used in titles
- Words are spelled correctly
- Dates are in the proper format
- Months are correctly abbreviated

Format

- Elements of the citation are in the proper order
- All elements are present unless they are not available in the original work
- When citing websites, you **MUST** try to identify the author or editor of the website. Otherwise, consider using another source that would indicate the author is a credible authority on the topic (unless the site is part of a reputable organization such as the Centers for Disease Control).

Use the citation tool “Knightcite” and the LWSD Citation Guidelines and the available on the Student homepage to check your work!!

Remember-if you didn’t create it, you must cite it.

Works Cited

Maguder, Natasha. "Can Brazil Continue to Slow Deforestation in the Amazon." *Earth's*

Frontiers CNN World. Cable News Network, 24 Nov. 2010. Web. 25 Oct. 2011.

<<http://www.cnn.com/2010/WORLD/americas/11/23/brazil.rainforest/index.html>>.

Moore, Peter D. *Tundra*. New York: Facts on File, 2008. Print.

Schlesinger, William H. "Climate Change." *Intepretation*. N.p., 1 Oct. 2011. *eLibrary*. Web. 25

Oct. 2011. <<http://elibrary.bigchalk.com>>.