

COMPILING THE WORKS CITED PAGE

The following guidelines will help you in putting together your Works Cited page:

1. Entries begin at the left-hand margin with the subsequent lines of the entries indented five spaces (or half an inch). All entries are double-spaced. This is called a hanging indent; most software programs allow this to be done automatically.
2. All works are listed in alphabetical order according to the author or editor's last name.
3. If there is no author or editor, begin with the title of the work. Note that the words *the*, *a*, and *an* are not alphabetized when they begin a title.
4. Do not number the entries on the Works Cited page.
5. Do not give page numbers except for works in anthologies, periodicals, and newspapers. Also, abbreviate all months except May, June, and July.
6. If there are more than three authors, list the first one and add *et al* ("and others") instead of listing everyone's name. The name of the first author is in reverse order with the last name first; subsequent authors' names are in normal order with the first name first. Use *and* to separate the names if there are two names; if three names, separate the second name by a comma then put *and* between the second and third names.
7. When two books by the same author are cited, use three hyphens in the second entry instead of the author's name. Alphabetize these entries according to the titles of the books, following rule 3 above.
8. Use the following initials to indicate when information cannot be found: *n.p.* for no place of publication; *n.p.* for no publisher; *n.d.* for no date of publication; and *n.pag.* for no page if none is given. Put these initials in the place where such information is usually found.
9. If a suffix, such as *Jr.*, or a Roman numeral, such as *IV*, appears after the author's or editor's name, it should be preceded by a comma.

Hollandale, Jerry R., IV

Jones, James, Jr.

10. The essential information for all entries includes the author, the title of the work, the place of publication, the publishing company, and the copyright date. With some sources, such as periodicals, additional information will be needed. The examples given after this list show variations of the form to accommodate different sources. By following these examples, you should be able to cite any entry; ask your instructor if you run into an unusual source.
11. Step 4 gives a detailed listing of the style to be used in citing sources on the World Wide Web. Examples are also given in the listing that follows.

Orlov 5

Heading is centered.

Works Cited

List is alphabetized by authors' last names (or by title when a work has no author).

Abbreviation "n.d." indicates that the online source has no update date.

First line of each entry is at the left margin; extra lines are indented 1/2" (or five spaces).

Double-spacing is used throughout.

A work with four authors is listed by the first author's name and the abbreviation "et al." (for "and others").

Adams, Scott. *Dilbert and the Way of the Weasel*. New York: Harper, 2002. Print.

American Management Association and ePolicy Institute. "2005 Electronic Monitoring and Surveillance Survey." *American Management Association*. Amer. Management Assn., 2005. Web. 15 Feb. 2006.

"Automatically Record Everything They Do Online! Spector Pro 5.0 FAQ's." *Netbus.org*. Netbus.Org, n.d. Web. 17 Feb. 2006.

Flynn, Nancy. "Internet Policies." *ePolicy Institute*. ePolicy Inst., n.d. Web. 15 Feb. 2006.

Fraenheim, Ed. "Stop Reading This Headline and Get Back to Work." *CNET News.com*. CNET Networks, 11 July 2005. Web. 17 Feb. 2006.

Gonsalves, Chris. "Wasting Away on the Web." *eWeek.com*. Ziff Davis Enterprise Holdings, 8 Aug. 2005. Web. 16 Feb. 2006.

Kesan, Jay P. "Cyber-Working or Cyber-Shirking? A First Principles Examination of Electronic Privacy in the Workplace." *Florida Law Review* 54.2 (2002): 289-332. Print.

Lane, Frederick S., III. *The Naked Employee: How Technology Is Compromising Workplace Privacy*. New York: Amer. Management Assn., 2003. Print.

Tam, Pui-Wing, et al. "Snooping E-Mail by Software Is Now a Workplace Norm." *Wall Street Journal* 9 Mar. 2005: B1+. Print.

Tynan, Daniel. "Your Boss Is Watching." *PC World*. PC World Communications, 6 Oct. 2004. Web. 17 Sept. 2006.

Verespej, Michael A. "Inappropriate Internet Surfing." *Industry Week*. Penton Media, 7 Feb. 2000. Web. 16 Feb. 2006.

Works Cited

- American Forest and Paper Association. "Recycling." Environment and Recycling. 2006. 30 Apr. 2006. <http://www.afandpa.org/Content/NavigationMenu/Environment_and_Recycling/Recycling/Recycling.htm>.
- Blumberg, Louis, and Robert Gottlieb. War on Waste: Can America Win Its Battle with Garbage? Washington: Island, 1989.
- Brown, Elizabeth A. "Paper Recycling Catches on Slowly." Christian Science Monitor 14 Nov. 1989: 12-13.
- Carra, Joseph S. "Municipal Solid Waste and Sanitary Landfilling in the United States of America." International Perspectives on Municipal Solid Wastes and Sanitary Landfilling. Ed. Joseph S. Carra and Raffaello Cossu. San Diego: Academic, 1990. 221-34.
- Easterbrook, Gregg. "Good News from Planet Earth." USA Weekend 14-16 Apr. 1995: 4-6.
- . A Moment on the Earth: The Coming Age of Environmental Optimism. New York: Viking, 1995.
- Eller, Daryn. "Spare the Wrappings: Give Trees a Chance." Longevity Dec. 1990: 96.
- Gore, Al. Earth in the Balance: Ecology and the Human Spirit. New York: Plume, 1993.
- Grove, Noel. "Recycling." National Geographic July 1994: 92-115.
- Hightower, Jim. Foreword. War on Waste: Can America Win Its Battle with Garbage? By Louis Blumberg and Robert Gottlieb. Washington: Island, 1989. xv-xviii.
- Holmes, Nigel. Illustration. "Harvesting the Wasteland." Attaché Apr. 2001: 28.

The heading *Works Cited* is centered at the top of the page.

LaRose uses MLA style for her list of works cited. The list begins on a new page. The first line of each entry begins at the left margin; subsequent lines are indented five spaces. Double-space within entries as well as between entries.

Second source by author of two or more cited works. Three hyphens replace author's name.

The correct MLA forms for various other kinds of publications are given on pages 309-325.

- Lipschutzke, Neal. "Recycling Efforts Outpace Capacity to Use Old Papers." Wall Street Journal 1 Oct. 1990: B7.
- McGrath, William. Personal interview. 11 Nov. 2002.
- Pardue, Leslie. "What Goes Around Comes Around: A Look at Paper Recycling." E Magazine Mar.-Apr. 1990: 54-56.
- Pennsylvania Department of Environmental Protection. "Newsprint as Animal Bedding." Pennsylvania Homepage. Aug. 1995. 3 Nov. 2002 <<http://www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/Facts/ANMALB>>.
- Purcell, Arthur H. The Waste Watchers: A Citizen's Handbook for Conserving Energy and Resources. Garden City: Anchor, 1980.
- Rathje, William L. "Rubbish!" Atlantic Monthly Dec. 1989: 99-109.
- Shaw, Kent. "Closing the Recycling Loop." Burlington Free Press 26 Nov. 1990, Business Monday: 1+.

8 1/2"

Double-space

Laura N. Josephson
Professor Bennett
Humanities 2710
8 May 1999

Ellington's Adventures in Music and Geography

In studying the influence of Latin American, African, and Asian music on modern American composers, music historians tend to discuss such figures as Aaron Copland, George Gershwin, Henry Cowell, Alan Hovhaness, and John Cage (Brindle; Griffiths 104-39; Hitchcock 173-96). They usually overlook Duke Ellington, whom Gunther Schuller rightly calls "one of America's great composers" (318), probably because they are familiar only with Ellington's popular pieces, like "Sophisticated Lady," "Mood Indigo," and "Solitude." Still little known are the many ambitious orchestral suites Ellington composed, several of which, such as Black, Brown, and Beige (originally entitled The African Suite), The Liberian Suite, The Far East Suite, The Latin American Suite, and Afro-Eurasian Eclipse, explore his impressions of the people, places, and music of other countries.

Not all music critics, however, have ignored Ellington's excursions into longer musical forms. In the 1950s, for example, while Ellington was still alive, Raymond Horricks compared him with Ravel, Delius, and Debussy:

The continually enquiring mind of Ellington [. . .] has sought to extend steadily the imaginative boundaries of the musical form on which it subsists. [. . .] Ellington since the mid-1930s has been engaged upon extending both the imagery and the formal construction of written jazz. (122-23)

Ellington's earliest attempts to move beyond the three-minute limit

11"

Works Cited

Josephson 15

Brindle, Reginald Smith. "The Search Outwards: The Orient, Jazz, Archaisms." The New Music: The Avant-Garde since 1945. New York: Oxford UP, 1975. 133-45.

Burnett, James. "Ellington's Place as a Composer." Gammond 141-55.

Ellington, Duke. Afro-Eurasian Eclipse. 1971. Fantasy, 1991.

.... Black, Brown, and Beige. 1945. RCA Bluebird, 1988.

.... The Far East Suite. LP. RCA, 1965.

.... The Latin American Suite. 1969. Fantasy, 1990.

.... The Liberian Suite. LP. Philips, 1947.

.... Music Is My Mistress. 1973. New York: Da Capo, 1976.

Gammond, Peter, ed. Duke Ellington: His Life and Music. 1958. New York: Da Capo, 1977.

Griffiths, Paul. A Concise History of Avant-Garde Music: From Debussy to Boulez. New York: Oxford UP, 1978.

Haase, John Edward. Beyond Category: The Life and Genius of Duke Ellington. Fwd. Wynton Marsalis. New York: Simon, 1993.

Hitchcock, H. Wiley. Music in the United States: An Introduction. 2nd ed. Englewood Cliffs: Prentice, 1974.

Horricks, Raymond. "The Orchestral Suites." Gammond 122-31.

Rattenbury, Ken. Duke Ellington, Jazz Composer. New Haven: Yale UP, 1990.

Schuller, Gunther. Early Jazz: Its Roots and Musical Development. New York: Oxford UP, 1968.

Southern, Eileen. The Music of Black Americans: A History. 2nd ed. New York: Norton, 1983.

Tucker, Mark, ed. The Duke Ellington Reader. New York: Oxford UP, 1993.

.... Ellington: The Early Years. Urbana: U of Illinois P, 1991.

11"

Citation at a glance: Short work from a Web site (MLA)

To cite a short work from a Web site in MLA style, include the following elements:

- 1 Author
- 2 Title of short work
- 3 Title of Web site
- 4 Sponsor of Web site
- 5 Update date ("n.d." if there is no date)
- 6 Medium
- 7 Date of access

ON-SCREEN VIEW OF SHORT WORK

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Bearings by Henry Jenkins

How new is news?

Representative democracy emerged slowly from the public, in part because they reproduce "intelligence" gathered through their harbours, information occurred months earlier at some remarkable, given the geography thirteen original colonies, that themselves as having collective Anderson's terms, an "imaginary firm against distant European po

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This page contains links to papers and articles generated by the MIT Communications Forum, Comparative Media Studies conferences and the Media in Transition project.

Andrew Lakshovitz, *Discourses of the Social: Making Multicultural Australia A Multicultural Society* (1999) [643 words, posted December 19, 1999]

Henry Jenkins, *Beatings* [287 words, posted February 19, 2002]

LINKS PAGE ON WEB SITE FOR SHORT WORK

BROWSER PRINTOUT OF SHORT WORK

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Andrew Lakshovitz, *Discourses of the Social: Making Multicultural Australia A Multicultural Society* (1999) [643 words, posted December 19, 1999]

Henry Jenkins, *Beatings* [287 words, posted February 19, 2002]

WORKS CITED ENTRY FOR A SHORT WORK FROM A WEB SITE

Jenkins, Henry. "Beatings." *MIT Communications Forum*. MIT, 19 Feb. 2002.

Web. 16 June 2005.

For more on citing sources from Web sites in MLA style, see pages 389-91.

6/16/05 4:56 PM

Citation at a glance: Article from a database (MLA)

To cite an article from a database in MLA style, include the following elements:

- 1 Author
- 2 Title of article
- 3 Name of periodical, volume and issue numbers
- 4 Date of publication
- 5 Inclusive pages
- 6 Name of database
- 7 Medium
- 8 Date of access

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Formats: PDF Full Text (PDF) Cited References (C)

Title: IT'S THE INFORMATION AGE, SO WHERE'S THE INFORMATION? **2**

Authors: Jensen, Jill D. **1**

Source: College Teaching Summer 2004, Vol. 52 Issue 3, p 107-6p

Document Type: Article **3**

Subject Terms: *COLLEGE TEACHERS *COMPUTER LITERACY *DATABASES *LIBRARIES *RESEARCH *STUDENTS *INTERNET in education

Author-Supplied Keywords: technology Internet information literacy electronic research NAICS Industry Codes 51412 Libraries and Archives 517 Scientific Research and Development Services

Abstract: Although most college faculty are aware of the problems that students encounter when conducting research using the Internet, fewer recognize why their students lack success when using the electronic databases and indexes to which the institution's library subscribes. In this article, I point to teachers' assumptions about their students' "computer literacy," as well as to the assumptions about the Internet that underlie the electronic databases and indexes of the problem. I provide practical, detailed suggestions, which are useful across disciplines, for overcoming these obstacles. [ABSTRACT FROM AUTHOR]

Author Affiliations: ¹Assistant Professor, Department of Composition, University of Minnesota Duluth

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WORKS CITED ENTRY FOR AN ARTICLE FROM A DATABASE

Jenson, Jill D. "It's the Information Age, so Where's the Information?" **2**
College Teaching 52.3 (2004): 107-12. *Academic Search Premier*.
3 **4** **5** **6**
7 **8**
 Web. 2 Feb. 2009.

For more on citing articles from a database in MLA style, see pages 391 and 394.

Give the medium for all multimedia sources, usually at the end of the citation and not italicized or in quotation marks (for instance, "Print," "Web," "Radio," "Television," "CD," "Audiocassette," "Film," "Videocassette," "DVD," "Performance," "Lecture," "PDF file," "Microsoft Word file," "JPEG file").

■ **39. WORK OF ART** Cite the artist's name; the title of the artwork, italicized; the date of composition; the medium of composition (for instance, "Lithograph on paper," "Photograph," "Charcoal on paper"); and the institution and the city in which the artwork is located. For artworks found online, omit the medium of composition and include the title of the Web site, the medium, and your date of access.

Constable, John. *Dedham Vale*. 1802. Oil on canvas. Victoria and Albert Museum, London.

van Gogh, Vincent. *The Starry Night*. 1889. Museum of Mod. Art, New York. *MoMA: The Museum of Modern Art*. Web. 14 Jan. 2009.

■ **40. CARTOON** Begin with the cartoonist's name; the title of the cartoon (if it has one) in quotation marks; the word "Cartoon" or "Comic strip"; publication information; and the medium. To cite an online cartoon, instead of publication information give the title of the Web site; the sponsor or publisher; the date; the medium; and your date of access.

Sutton, Ward. "Why Wait 'til November?" Cartoon. *Village Voice* 7-13 July 2004: 6. Print.