

## List of elements to included for each entry in your Works Cited

- Look for the following information. It will go in this order in your entry.
- If you cannot find the information, move onto the next box.
- Use a comma to separate most items. Use a period after the author, title of the source, and end of the entry.

**Author:** Author's last name, first name. If there is no author, move on to the next step. If there are two authors, only the first name is in reverse order.

**Title of the source:** What is the title of your resource? If this is the title of a book or the name of a web site, use *italics*. If it is an article online or in print, poem, or song, use quotation marks.

**Title of the Container:** What is "holding" your resource? If you are citing an article from a website, the container would be the website name. If you are citing an article from a periodical or newspaper, the container is the name of the periodical or newspaper.

**Other contributors:** This is where you would list an editor or translator. Use "edited by" or "translated by" in front of the name.  
If there aren't other contributors, move to the next step.

**Version:** Are there other editions of this resource? If so, note that with the edition number. For example, 5<sup>th</sup> ed.

**Number:** Is this resource numbered? If it is a journal article, look for a volume and issue number. Add it to your entry like this: vol.14, no. 7,

**Publisher:** Who is responsible for sending this resource out into the world? That is the publisher. It might be a publishing company, a new agency, or a company.

**Note:** You can omit the publisher name if 1) your resource is a periodical, 2) the work is published by the author, 3) the web site is the same as the publisher, or 4) the website isn't responsible for producing the resource (like YouTube – it is housing the resource, but didn't produce it)

**Publication Date:** If the full date is available, use it. Add it to your entry like this: 12 Jan. 2016, Otherwise, use the year. If there are multiple dates for a book, use the most current.

**Location:** Where will you find this resource?

If it is online, use the URL, but omit the http:// Or follow the instructions of your teacher.

If it an article in a periodical or anthology, note the page numbers: pp. 14-32.

## Take a Closer Look

### What is meant by "container?"

When you look at the items needed in your work cited, you'll notice the term "container."

Think about the container as the "bucket" that holds your resource.

The title of the "container" is written in italics and is followed by a comma.

### Some examples:

- The book that contains a poem you may be using.  
*"The Frog Poem" in Benny's Big Book of Bugs.*
- The name of a periodical that has an article you might want to reference.  
*The Journal of Bugs and Other Creeping Things.*
- A web site that contains an article or information you might be using.  
*What is that Insect?* *Centerville Newspaper*

You will usually find this information at the top of the web page or in the URL.  
This is not the entire URL, though.

Most of the time, you will find that locating the container is straightforward.

But, because there are so many ways to put information online, you can run into a "container in a container."

### Here's where things get tricky:

Let's say you want to site a journal article you found online. It is "contained" on a website that houses journal articles. In order to best help your reader locate that resource, you need to include the *original container as well as where it is stored (contained) online.*

**For example:** Terry found an article in third volume, fifth issue of *The Journal of Eight Legs* entitled "Centipedes" written by Juana Smith. It is on pages 23-32 and was published on June 1, 2015. The journal can be found on the website *The Big Bug Magazine Collection*. The URL for the website is [www.TheBigBugMagazineStash](http://www.TheBigBugMagazineStash).

### The entry would look like this:

Smith, Julie. "Centipedes." *The Journal of Eight Legs*, vol. 3, no.5, 1 Jun. 2015, pp. 23-32,  
*The Big Bug Magazine Collection*, [www.TheBigBugMagazineStash](http://www.TheBigBugMagazineStash).