



Rush-Henrietta
Work Cited
Manual and Examples



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Book written by 1 author:

Author's last name, (comma,) Author's first name. (period .) Title of Book. (Each major word CAPITALIZED and underlined then a period.) City of publisher: (type a colon : 2 spaces) Name of publisher, (a comma, 1 space) Year the book was published. (period .)

Remember: to double space and indent the second line 5 spaces

Sonder, Ben. Dangerous Legacy: The Babies of Drug-Taking Parents. New York:
Franklin Watts, 1994.

Book written by 2 authors or more:

The first Author's last name, (comma,) Author's first name. (period .) (type the word *and*) the second Author's first name then Author's last name (period .) Title of Book. (Each major word CAPITALIZED and underlined then a period .) City of publisher: (colon:) Name of publisher, (a comma,) Year the book was published. (period .)

Remember: to double space and indent the second line 5 spaces

Flanders, Stephen A. and Caroline M. Brown. Capital Punishment. New York: Facts on
File, 1991.

Book with an editor instead of an author:

Editor's last name, (comma,) First name, (comma .) Type *ed.* (period.)
Title of Book. (Each major word CAPITALIZED and underlined then a period .)
City of publisher: (type a colon : 2 spaces) Name of publisher, (a comma, 1 space)
Year the book was published. (period .)

Frazier, Kendrick, ed. The Hundredth Monkey and Other Paradigms of the Paranormal.
New York: Prometheus Books, 1991.

Short Story, Poem or Essay in a Collection or Anthology:

Starting with the author of the Short Story, Poem or Essay

Author's last name, (comma ,) Author's first name. (period .) "Title of Short Story, Poem or Essay." (Each major word CAPITALIZED then a period all in quotes " ") Title of Book. (Each major word CAPITALIZED and underlined then a period.) the Collection's Editor, or Translator's First name then Last name. (period.) City of publication: (type a colon: 2 spaces) Name of publisher, (comma,) Year the book was published. (period.) pages followed by a period.

Remember: if there is an editor- use Ed. before the name or if it's a translator use Trans. before the name. Do not use the abbreviation p. or pgs. for page(s).

Williams, Tennessee. "The Resemblance Between a Violin Case and a Coffin." The Best American Short Stories of the Century. Ed. John Updike. Boston: Houghton Mifflin Company, 1999. 312-324.

Gandor, Forrest. "Carried Across." The Best American Poetry. Ed. Robert Creeley. New York: Scribner, 2002. 49-55.

Pamphlet:

Author's last name, (comma,) Author's first name. (period.) Title of Pamphlet. (Each major word CAPITALIZED and underlined then a period.) City of publisher: (type a colon: 2 spaces) Name of publisher, (a comma, 1 space) Year the book was published. (end with period .)

Remember: A pamphlet is the same as a book citation

Jaffe, Natalie. Public Welfare: Facts, Myths and Prospects. New York: Public Affairs Committee, 1977.

Encyclopedia or Biographical Reference:

Title of Article (Each major word CAPITALIZED followed by a period all words in quotes " ")
Title of Reference Book or Encyclopedia. (Each major word CAPITALIZED and underlined then a period.) Edition number followed by the abbreviation *ed.* Date. (period.)

Remember: If there is an author of the article give the author first. If the Reference or Encyclopedia is arranged **alphabetically** do not give page numbers.

"Shakers." Compton's Encyclopedia. 1992 ed.

"Ginsberg, Ruth Bader." Who's Who in America. 52nd ed. 1998.

Government Publication:

The Government Agency That Issued the Report. (Each major word CAPITALIZED followed by a period.) Title of the Publication. (Each major word CAPITALIZED and underlined then a period.) Place: (colon: 2 spaces) Publisher, (comma,) Year. (period.)

United States Office of Management and Budget. The Budget of the United States Government Fiscal Year 1990. Washington, D.C.: GPO, 1990.

Magazine - Weekly:

Author's Last name, (comma,) Author's first name. (period.) Title of Article (each major word CAPITALIZED then a period then all words in quotes " ") Name of Magazine (each major word Capitalized and underlined) Day Month Year: (colon : 2 spaces) page numbers. (period.)

Remember: abbreviate all months except May, June, July. Do not include volume or issue numbers. Do not use the abbreviation p. or pgs. for page(s)

Lemann, Nicholas. "The Iraq Factor." The New Yorker 22 Jan. 2001: 34-38.

Magazine - Monthly:

Author's Last name, (comma,) Author's first name. (period.) Title of Article (each major word CAPITALIZED then a period then all words in quotes " ") Name of Magazine (underlined) Month Year: (colon: 2 spaces) page numbers. (period.)

Remember: the date should just be the month and year. Do not use the abbreviation p. or pgs. for page(s)

Laskas, Jeanne Marie. "Giving My Heart to Anna." Good Housekeeping Oct. 1991: 6.

Magazine - Monthly - No Author:

Title of Article (each major word CAPITALIZED then a period then all words in quotes " ") Name of Magazine (underlined) Day Month Year: (colon :) page numbers. (period.)

Remember: the date should just be the month and year. Do not use the abbreviation p. or pgs. for page(s)

"The Hostage Drama." World Press Review Oct. 1991: 6.

Daily Newspaper - Signed:

Author's last name, (comma,) Author's first name. (period.) "Title of Article." (each major word CAPITALIZED then a period then all words in quotes " ") Name of Newspaper (each major word CAPITALIZED, underlined, no period and drop the word *the*) Day Month Year, (comma,) Edition: (colon: 2 spaces) page number. (period.)

Remember: to abbreviate all months except May, June, July. Do not include volume or issue numbers. If pages continue into another section list as 8+

Jones, James. "Libya and Iran Talking Peace." Buffalo News 18 Jan. 1996, Sunrise Edition: A8+.

Daily Newspaper - Unsigned:

"Title of Article." (each major word capitalized then a period then all words in quotes " ")
Name of Newspaper (each major word CAPITALIZED and underlined, no period and drop the word *the*) Day Month Year, (comma,) Edition: (colon: 2 spaces) page number. (period.)

Remember: abbreviate all months except May, June, July. Do not include volume or issue numbers. If pages continue into another section list as 1+

"L.A. Police Chief Pledges Reforms." Democrat and Chronicle 19 May 1992, Section A: 1.

Interview - From TV, Radio, Internet, Movie...:

Person's last name, (comma,) First name. (a period.) Who interviewed the person (Each major word CAPITALIZED) What show, movie, Internet URL, radio show, etc. the interview took place (Follow general guidelines for citing shows, movies...) and (each major word CAPITALIZED then a period.) Place where the interview took place: (colon :) Day Month Year (period.)

Nader, Ralph. Interview with Ray Suarez. Talk of the Nation. National Public Radio. WBUR, Boston. 16 Apr. 1998.

Interview - You conducted

Person's last name, (comma,) First name. (a period.) State whether it was a personal interview or conducted via another means (each major word CAPITALIZED then a period.) Day Month Year (period.)

Belair, James. Personal Interview. 20 June 2003.

Kimmel, Sara. Telephone Interview. 5 Sept. 2002.

Lecture:

Speaker's Last Name, (comma,) First name. (a period.) "Title of Speech." (Each major word CAPITALIZED followed by a period with all words in quotes " ") Sponsoring Organization. (each major word CAPITALIZED then a period.) Location. (period.)

Day Month Year (period.)

Wojciechowski, Paul. "The Energy House." Instrument Society of America. Monroe
Community College, Rochester, New York. 8 Feb. 1978.

Television Program:

"Title of Episode." (Each major word CAPITALIZED followed by a period with all words in quotes " ") Title of Program. (Each major word CAPITALIZED followed by a period. all words underlined) Narrator's First, Last Name (with Narr. before the name then a period.) Director's First, Last Name (with Dir. before the name then a period.) Name of the Network. (period.) CALL LETTERS (all capitalized if any) City of station (period.) Day Month Year of Broadcast Date.

Remember: if there is no Title of Episode begin with the Title of the Program

"Frederick Douglass." Civil War Journal. Narr. Danny Glover. Dir. Craig Haffner. Arts and
Entertainment Network. 6 Apr. 1993.

A Line in the Sand. Narr. Peter Jennings. ABC News Special. ABC. New York. 21 Jan. 1991.

Recordings Music or Spoken:

Performer, Composer, or Conductor's Last name, (comma,) First name. (period.) Title of the
Recording. (Each major word CAPITALIZED followed by a period. all words
underlined) the Manufacturer, (comma,) Day Month Year of Issue. (if date
unknown write *n.d.*)

Mangione, Chuck. Main Squeeze. A&M, 1976.

Chekov, Anto. Uncle Vanya. Trans. Constance Garnett. Caedmin, 1964.

Film:

Film Title. (Each major word CAPITALIZED and underlined then a period.) Director.
(begin with Dir. then Director's First name then Last name followed by a period.)
Distributor, (comma,) Year of release. (period.)

It's a Wonderful Life. Dir. Frank Capra. RKO, 1946.

Videocassette, DVD, Laser disc:

Product Title. (Each major word CAPITALIZED and underlined then a period.) Product.
(period.) Director. (if given begin with Dir. then Director's First name then Last name
followed by a period.) Distributor, (comma,) Year of release, (period.)

Remember: if no date is given use n.d.

Water Skiing on Four Wheels. Videocassette. 13 minutes. AAA Foundation for Traffic Safety,
n.d.

Cartoon:

Cartoonist's Last name, (comma,) First name. (period.) "Title of Cartoon." (if there is one?)
(Each major word CAPITALIZED followed by a period with all words in quotes " ") type
the word *Cartoon.* (period.) Name of periodical the cartoon was found in (Each word
CAPITALIZED and underlined) Day Month Year. (period.)

Trudeau, Garry. "Doonesbury." Cartoon. Democrat and Chronicle Rochester, NY.

14 Jan. 1996.

Maps or Charts or Graphs:

Title of the Map/Chart/Graph. (Each major word CAPITALIZED and underlined then a period.)
type Map/Chart/Graph. (period.) City where it is published: (colon: 2 spaces)
Publisher, (comma,) Year.

Japan and Korea. Map. Washington, D.C.: National Geographic Society, 1992.

Why Do Young People Start Drinking? Graph. New York: The Rober Organization, 1990.

Painting

Artist's Last Name, (comma,) First Name. (period.) Title of Work. (Each major word CAPITALIZED and underlined then a period.) the Institution that houses the artwork. (period.) City. Date if known.

Remember: the Institution might be a museum or a person

Rembrandt, van Rijn. Aristotle Contemplating the Bust of Homer. Metropolitan Museum of Art. New York.

Picture of a Painting

Artist's Last Name, (comma,) First Name. (period.) Title of Work. (Each major word CAPITALIZED and underlined then a period.) the Institution that houses the artwork. (period.) City. (period.) Date if known. Citation of source.

Cassatt, Mary. Mother and Child. Wichita Art Museum. Wichita. Slide 22 of American Painting: 1560-1913. By John Pearce. New York: McGraw, 1964.

Internet: Web page - signed or unsigned

Author's last name, (comma,) Author's first name. (period .) Title of Work. (Each major word CAPITALIZED and underlined then a period.) the Day Month Year YOU found the information on the Internet (NO period) <URL> (in angle brackets then period < > .)

Hussey, Dermott. The Evolution of Reggae. 29 Apr. 2002 <http://www.softrax.com/pub/html>.

Victorian Women Writers Project. 26 Apr. 2002 <http://www.indiana.edu/letrs/vwwp/>.

Work from a Database:

SIRS, ProQuest, Worldbook Online, Health Reference Database, Grolier, Gale

Author's last name, (comma,) Author's first name. (period .) "Title of Article." (Each major word CAPITALIZED followed by a period with all words in quotes " ") Name of Source. (Each major word CAPITALIZED and underlined then a period.) Day Month Year of publication. (period.) Name of Database. (Each major word CAPITALIZED and underlined then a period.) the Day Month Year YOU found the information on the Internet (NO period) <URL.> (in angle brackets then period < >.)

Remember: there is no period after the date you found the information !

MAGAZINE from a database

Thomsen, Ian. "New York Knicks." Sports Illustrated. 29 Oct 2001. Proquest. 26 Apr. 2002
<<http://proquest.umi.com/>>.

NEWSPAPER from a database

Snider, Mike. "Tiger Woods Joins the Club Of Golf Book Authors." USA Today. 9 Oct. 2001.
Proquest 22 Apr. 2002 <<http://proquest.umi.com/>>.

REFERENCE MATERIALS from a database

"Washington." Worldmark Encyclopedia of the States, 4th ed. Gale Research, 1998. Gale
Group, 2002. 5 May 2002 <<http://galenet.galegroup.com>>.

ONLINE - ENCYCLOPEDIA

"Fresco." Britanica Online. Vers. 98.2 April 1998. Encyclopaedia Britannica. 20 Apr. 2002
<<http://www.eb.com:180>>.

Works Cited

Frazier, Kendrick, ed. The Hundredth Monkey and Other Paradigms of the Paranormal.

New York: Prometheus Books, 1991.

"Frederick Douglass." Civil War Journal. Narr. Danny Glover. Dir. Craig Haffner. Arts and Entertainment Network. 6 Apr. 1993.

"Ginsberg, Ruth Bader." Who's Who in America. 52nd ed. 1998.

Jones, James. "Libya and Iran Talking Peace." Buffalo News 18 Jan. 1996, Sunrise Edition: A8+.

Laskas, Jeanne Marie. "Giving My Heart to Anna." Good Housekeeping Oct. 1991: 6.

Sonder, Ben. Dangerous Legacy: The Babies of Drug-Taking Parents. New York: Franklin Watts, 1994.

United States Office of Management and Budget. The Budget of the United States Government Fiscal Year 1990. Washington, D.C.: GPO, 1990.

Victorian Women Writers Project. Ed. Perry Willett. June 1998. 26 Apr. 2002

<<http://www.indiana.edu/~letrs/vwwp/>>.

Williams, Tennessee. "The Resemblance Between a Violin Case and a Coffin." The Best American Short Stories of the Century. Ed. John Updike. Boston: Houghton Mifflin Company, 1999. 312-324.

Important !

Double space the entire page and indent the second line 5 spaces

Important !

Put all citations in alphabetical order