Step One: Parenthetical Notes in the Text of Your Paper
When you quote, paraphrase, or use other writers’ ideas, you must cite your sources. Every source in your bibliography (Works Cited page) must be cited in your writing, using notes in parentheses.

Cite the author’s last name and page numbers where the ideas you write about were found. Examples:

One author: Social networking is good for students, not bad for them (Sanders 170 - 171).

Two authors: (Joseph and Andrews 345).

For three or more authors, use the first author and et al.: (Wilson et al. 65).

If the author’s name is already included in the paragraph, only include the page number:

Klinger wrote that the story “symbolized the frustration of women being confined” (53).

For online sources, no page number is necessary. The author’s last name is sufficient:

“As artists love the basic materials of their art—paints, charcoal, clay, marble—so writers love the basic materials of their art—language” (Oates).

Step Two: Works Cited at the End of Your Paper
Format: The list titled “Works Cited” is double spaced. Each source is listed in alphabetical order and begins at the left margin. If the citation exceeds one line, indent the following lines one half inch. The words University and Press are abbreviated with U and P.

Book:

Author’s Last name, First name. Title of Book (italicized). Publisher, Year.


Book with editor:

Editor’s Last name, First name, editor. Title of Book (italicized). Edition number, if there is more than one, Publisher, Year.


E-book in a library database:

Last name, First name. Title of Book (italicized). Publisher, Year. Name of Database (italicized).


ProQuest ebrary.

Chapter in an e-book:

Articles in library databases -- Don’t include URLs, unless your professor requests them:
Author's Last name, First name. "Title of Article." Title of Publication, volume, or issue, number, date, page numbers if given. Name of Database, DOI number (if available) for scholarly journal articles.

Encyclopedia article with no author’s name provided, in a database:

Scholarly journal article with a DOI number, in a database:

Newspaper article in a database:

Magazine article in a database:

An article found on a website is cited as above, but replace the database name with the URL:

Document such as a blog from a website:

Video from a website:

Articles found in printed sources, not online: