When writing about what you learned from a source, you must tell the reader where you learned it. This is called citing sources. When you are writing titles of sources by hand, underline them. When typing them on a computer, italicize them.

**Formatting Specifics**

- The title should be centered on the page. It should not be typed in all caps, bold, italics, or underlined.
- List is alphabetized by authors’ last names (or by title when a work has no author).
- Each source on your Works Cited page should have a hanging indent.
- The entire page should be double-spaced.
- If you are writing an essay, you should have your Last Name and Page Number in Header.

### Source

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Proper Citation Method for Works Cited Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book with One Author</td>
<td>Last Name, First Name. <em>Title of Book</em>. Publishing City: Publishing Company, Year Published. Pg. #s. Print.</td>
</tr>
<tr>
<td>Book with Two Authors</td>
<td>Last Name, First Name, and First Name Last Name. <em>Title of Book</em>. Publishing City: Publishing Company, Year Published. Pg. #s. Print.</td>
</tr>
<tr>
<td>Book with no Author</td>
<td><em>Title of Book</em>. Publishing City: Publishing Company, Year Published. Pg. #s. Print.</td>
</tr>
<tr>
<td>Internet Source</td>
<td>Last Name, First Name. &quot;Title of Web Page.&quot; <em>Title of the Web Site</em>. Publishing Organization, Date Published or Last Revised. Web. 22 Mar 2010.</td>
</tr>
</tbody>
</table>

### Example

```
Works Cited


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Parenthetical Citation

Formatting Specifics

• Parenthetical documentation should look like this (Thompson 32).

• Put the end punctuation of the sentence after the final parenthesis.

• “When citing quotes, put end quotation mark before the first parenthesis and then a space” (Smith 15).

• The only things within the parentheses are the author’s last name and page number with one space between them. DON’T include “pg.” “p.” or “page #” in parentheses.

• DON’T put an Internet address.

• DON’T put commas, colons, semicolons, abbreviations, or symbols like &, #, or @ in your documentation.

• DON’T put a space between the final parenthesis and the end punctuation of the sentence.

• DO put a space between the last word in the sentence and the open parenthesis, like this (Washburn 146).

<table>
<thead>
<tr>
<th>Source</th>
<th>Proper Parenthetical Citation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book with One Author</td>
<td>(Last Name Pg. #s).</td>
<td>(Smith 15).</td>
</tr>
<tr>
<td>Book with Two Authors</td>
<td>(Last Name and Last Name Pg. #s).</td>
<td>(Walters and Crosby 20).</td>
</tr>
<tr>
<td>Book with Three Authors</td>
<td>(Last Name, Last Name, and Last Name Pg. #s).</td>
<td>(Walters, Smith, and Crosby 20).</td>
</tr>
<tr>
<td>Internet</td>
<td>(Last Name). or (&quot;Article Title&quot;).</td>
<td>(Webster). or (&quot;Prometheus&quot;).</td>
</tr>
</tbody>
</table>