Source Worksheet for Works Cited Page

Directions: Use this worksheet to list the bibliographic information needed to complete your Work Cited page. First, determine what type of source you have: book, website, periodical, encyclopedia, etc. Then fill in the blanks with the proper information. When typing your final copy the entries should be listed in alphabetical order. Remember to indent the second (and third, etc.) lines of an entry and include all punctuation listed on this sheet.

Entry Information for a Book

_____. _____.
Author's last name, first name   **Title of the book**

_____: _____, _____.
Place of publication   **Name of publisher**   **Publication date**

Entry Information for an Encyclopedia

_____. _____.
          "Name of article."   **Name of encyclopedia**

_____ . _____.
          Edition # (if given)   **Publication date**

Entry Information for a Periodical

_____. _____.
Author's last name, first name   **"Title of article."**

_____ _____: _____.
Name of periodical   **Date (day month year)**   **Start & end pages**

Entry information for an Internet source

_____ . _____ .
Author's last name, first name   **"Title of webpage."**

_____ . _____. _____
Date (day month year)   **Name of sponsoring organization**   **Date of access (day month year)**

<_____>.
      <Webpage address>.

Entry information for an Internet source

_____ . _____ .
Author's last name, first name   **"Title of webpage."**

_____ . _____. _____
Date (day month year)   **Name of sponsoring organization**   **Date of access (day month year)**

<_____>.
      <Webpage address>.

Entry Information for an Online Encyclopedia (Encarta)

_____. _____.
   "Name of article."   **Name of encyclopedia**

_____, _____ <_____>. **Keyword:** _____.
Date of publication Date of access   Webpage address   **Your search term**

Entry Information from an Online Encyclopedia (Encarta)

_____. _____.
   "Name of article."   **Name of encyclopedia**

_____, _____.<_____>. **Keyword:** _____.
Date of publication Date of access   Webpage address   **Your search term**