HINTS FOR A WORK CITED PAGE

Why do we cite?

- To give clues to your readers so they can find the sources you used to do further reading.
- To avoid plagiarism.
- To show understanding of the material you have read.
- To support ideas in your paper.
- To distinguish your analysis of what you've read from the author's analyses.

What is Plagiarism?

- Claiming another’s work as your own ideas. It can be intentional, like copying and pasting directly from the work, or unintentional as in not paraphrasing correctly.
- TSTC policy is disciplinary action.

What about Common knowledge?

- Common knowledge is information that is thought to be commonly known. Ask yourself:
  - Did I know this information before I took this course?
  - Did this information/idea come from my own brain?

If you answer "no" to either or both of these questions, then the information is not "common knowledge" to you and you should cited (If in doubt, cite to prevent problems).

What about paraphrasing?

- Paraphrasing means putting another’s ideas into your own words to support your ideas.
- Changing a few words, changing the sentence structure using the same words, or changing words for their synonyms is plagiarism.
- You must properly cite at the end of the sentence and on the work cited page.

What is a parenthetical citation?

- A brief citation at the end of the quotation or paraphrased section that clearly points the reader to exact source in the Work Cited page.
- Parenthetical citation includes the author’s name and the page in the source the material came from. (Jones, 10)
- See MLA manual for rules regarding clarity.
What is a Work Cited Page?

- A Work Cited or Bibliography is a list of all sources used to gain information to write your paper.
- It is done in alphabetical order.
- The second line of an entry is indented.
- Some of the information an entry may include is:
  - Author(s) name
  - Full title of the work
  - Editor (if there is one)
  - Edition
  - City of Publication
  - Publisher
  - Year of publication

The information needed will change depending on the source you are citing and the format you are using. Consult the MLA handbook or the appropriate format book for rules.

How do I format a Work Cited Page? Depends on the format, for MLA:

- Start on a new page, continuing the page numbering from your paper.
- Page number should appear in the top right hand corner, 1/2 inch from the top, flush with the right margin.
- Center the title, *Works Cited*, one inch from the top of page.
- Double space between the title and the first entry.
- Double space between lines.
- Each entry should be flush with the left margin.
- If the citation runs more than one line, indent the second line 1/2 inch.
- Alphabetize by author’s last name. If the author is unknown alphabetize by the first word of the title ignoring any initial A, An, or The.

An easier way is:

- Landmark citation machine. Available online at:
  - At http://citationmachine.net/
  - The LRC homepage at http://www.harlingen.tstc.edu/library/
  - Through the Knowledge portal link in our book catalog.
- Choose your format style, tell it what type of source you are citing, and fill in the form provided.
- Copy and paste to keep a working Work Cited page.