

# WHS WORKS CITED CARD DIRECTIONS

## General Instructions:

- ❖ BE AWARE THAT YOUR TEACHER MAY ASK YOU TO INCLUDE OTHER PIECES OF INFORMATION THAT ARE NOT INCLUDED HERE. ALWAYS MAKE SURE YOU UNDERSTAND WHAT IS REQUIRED. For instance, you may be asked to number your cards.
- ❖ Use cards of consistent size: 3 x 5 or 4 x 6.
- ❖ Always make a works cited card *before* you start to take notes.
- ❖ Make a separate card for each source.
- ❖ To guarantee that each card is complete and accurate, take your information directly from the source instead of from the card catalog or periodical index.
- ❖ Write down as much information as you can. It's better to have too much than not enough.
- ❖ Be sure to include all items that apply: author's name (last, first); title (book, magazine and/or article), volume number; pages; date of publication; place of publication; publisher's name.
- ❖ Including call number and place where you found the source will be helpful if you need to find the source again in case you don't have it with you and you want to check something.
- ❖ For Internet sources, provide as much of the following information that applies and is available: author's name (last, first); name of page; date of posting/update; name of institution/organization affiliated with the site; date of access; electronic address.
- ❖ Abbreviate the names of all months except May, June, and July.
- ❖ Look at the examples at the end of these suggestions.
- ❖ Develop a system for keeping your note cards organized. (using a rubber band, keeping them on a ring, putting them in a box, etc.)
- ❖ When you are finished collecting your source cards, consult the [MLA Format](#), [Knight Cite](#) or [Landmark's Citation Machine](#) for instructions on how to complete a Works Cited page.

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## WORKS CITED CARD EXAMPLE: BOOK

Carlson, Richard <u>Don't Sweat the Small Stuff...and It's All Small Stuff</u> New York Hyperion 1997	
SBD 158.1 CAR	Woodridge

Including the book's call number and location is helpful.

## WORKS CITED CARD EXAMPLE: MAGAZINE ARTICLE

Pickel, Pat "How to complete a works cited card and live to tell about it" <u>Woodridge Times Magazine</u> pp. 234-237 January 20, 2005	
	Woodridge

## WORKS CITED CARD EXAMPLE: INTERNET SOURCE

Lynch, Tim "DSN Trials and Tribble-ations Review." <u>Psi Phi: Bradley's Science Fiction Club.</u> 1996 Bradley University 8 Oct. 1997 <a href="http://www.bradley.edu/campus.org/psiphi/DS9/ep/503r.html">http://www.bradley.edu/campus.org/psiphi/DS9/ep/503r.html</a>	
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