

# Works Cited Worksheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DIRECTIONS:** Read over the introductory information about how to cite works you will use to help you write your Organizational Structures paper. Record all sources you look over during your research. This information will be useful later when you construct your paper and write your 'Works Cited' section.

## Works Cited (bibliography of works cited using MLA style)

- You will need to use the following information when performing your research: websites (professional or personal), fliers and brochures, and interviews.
- Your sources must be listed alphabetically.
- It should be on a separate page from the rest of your paper.
- It should be double-spaced.

### Examples:

#### Book, by a single author:

Author. Title of Work. Location: Publishing Company, Copyright date.

*For example:*

Stoker, Bram. Dracula. New York, New York: Penguin Books, 1993.

#### Article:

Author (when shown). "Title of article." Title of periodical. Volume (Date): Page numbers.

(If your article doesn't have a volume, take the date out of parentheses.)

*For example:*

Wernerfelt, Birgner. "Advertising Content When Brand Choice is a Signal." Journal of Business. 63.1 (1990): 91-98.

#### Video:

Title. Director. Type of video. Studio, Date of release.

*For example:*

Dr. Martin Luther King Jr. Dir. Denise Guyen. DVD. Universal Studios, 1998.

#### Web Site:

Author (if there is one). "Title of the piece. (if there is one)" Title of the complete work. Date of the latest update or publication. Organization sponsoring the site (if there is one). Date you accessed the site. Complete URL.

*For example:*

English. 23 Oct. 2000. Dept. of English, Howard U. 3 March 2003. <http://www.english.howard.edu/english/>

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## Works Referenced –

Source \_\_\_: **Book**   **Article**   **Video**   **Website**

Author \_\_\_\_\_

Director (if video) \_\_\_\_\_

Title of work \_\_\_\_\_

Title of publication (if article or website) \_\_\_\_\_

Location of publication \_\_\_\_\_

Publisher company or studio \_\_\_\_\_

Publishing date \_\_\_\_\_

Date of latest publication (if website) \_\_\_\_\_

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