Citations, Bibliographies and Works Cited Lists
## A How-To Guide
Unit 2 CHC2D

CITATIONS

What are they?

- Documentation used within your written work to acknowledge external sources for information or ideas. They may take the form of embedded citations, footnotes, or endnotes (depending on the discipline and instructor preference)

When do you use them?

- Different areas of study require different styles of citation
  - MLA is used for literature, humanities and arts programs
  - APA is used for social sciences and psychology
  - Chicago is used in some humanities courses
  - AMA is used for medical and biological sciences
- *You will most likely use MLA or APA*
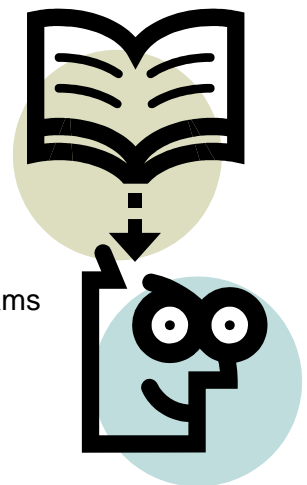
How do you use them?
- For this course you will be using MLA, embedded citations. An embedded citation follows the information you have used from a source, paraphrased or directly quoted. It is before the period of the sentence, and after the end quotes, if using a direct quote. It is in parentheses (brackets).
- Depending on which type of source you use, the information included in the citation may vary. For specific examples, refer to the Peel District School Board's *Source It* guide at http://stweb.peelschools.org/sssweb/library/SourceIt.pdf

BIBLIOGRAPHIES

What are they?
- A list of resources that you used when collecting research for your project. It includes information you used purely as reference, as well as resources you have actually cited.

When do you use them?
- As per your instructor's requirements; however, any time you do any researching to complete a project you should include a bibliography or works cited list – give credit where credit is due!

How do you use them?
- Bibliographies begin on a new page at the end of your written work
- Centre title – "Bibliography"
- Entries include all information you used to complete your work
- Entries are arranged in alphabetical order by author's last name, or title if there is no author (ignoring "A," "The" etc)
- Publication titles should be *italicized*
- First line of each entry should be flush left, if it continues onto a second line, the second line should be indented ½ inch
- There are NO numbering entries, subheadings etc.

Want to see samples? For specific examples, refer to the Peel District School Board's *Source It* guide at http://stweb.peelschools.org/sssweb/library/SourceIt.pdf

WORKS CITED LISTS

What are they?
- It is a list that contains information about all of the sources you have referenced in your writing. This is different from a bibliography, which contains all information you have reviewed in completing your project, cited or not.

When do you use them?
- At the high school level, changes are that you are creating works cited lists more often than bibliographies, although many people interchange the names. Your instructor should specify whether he/she requires a works cited or bibliography for each project you are given. However, if you have done <u>any research</u> to complete your work, you will have either a works cited list or bibliography.

How do you use them?
- Works cited lists always begin on a new page, at the end of your piece of writing
- Centre title – "Works Cited"
- Entries are arranged alphabetically, either by author's last name or if there is no author, by title
- Include the publication medium – web, print, DVD, etc.
- Titles should be *italicized*, as opposed to <u>underlined</u>
- NO numbering entries or subheadings

Need assistance or examples? For specific examples, refer to the Peel District School Board's *Source It* guide at http://stweb.peelschools.org/sssweb/library/SourceIt.pdf

PRACTICE ACTIVITIES

1. Using one of your textbooks from this semester, create a sample citation for each of the following formats:
   a. MLA
   b. APA
   c. Footnote

2. Using all of your textbooks for this semester, create a bibliography.
3. Using the bibliography you created in #2, find and add a different type of source to the list (DVD, CD, lecture notes), placing it in the correct spot on this list and cited correctly.

SELF EVALUATION CHECKLIST

Check off "yes" or "no" for each of the pieces of criteria. If you check "no", provide a course of action to improve in that area for the next time you must use this skill.

Criteria	Yes	No	If "no", how can I change this in the future?
I completed all parts of the practice section			
I included all necessary information to complete bibliographic entries			
I proofread for errors in spelling, grammar and punctuation			
I arranged my entries alphabetically by author's last name or title; I did not number anything or include unnecessary headings			
If I had questions about the practice activities, I asked the teacher for help			