

*To be used in conjunction with a handbook or online guide*

## Works Cited page

- The Works Cited page starts at the top of a new page
- The same font style and size is used as was used in the paper
- The title (Works Cited) is centered on the first line
- The Works Cited page is double-spaced, with no extra space between lines
- Entries are arranged in alphabetical order
- Entries are formatted as *hanging indents*
- No source appears on the Works Cited page that is not cited in the paper
- All sources cited in the paper appear on the Works Cited page
- Authors' names are spelled the same on the Works Cited page as they are in text
- All entries are formatted according to a handbook or online guide
- online sources include doi number or whatever is required

*Authors' names* (check handbook):

- one author
- two authors
- three or more authors
- corporate or group author
- more than one source by the same author

*Title formats* (check handbook):

- article* titles
- book* titles
- journal* titles

## In-text citations & attribution

- Every use of source material is fully cited
  - Each citation includes a reference to the source, in attribution or in parentheses
- Authors' names* (check handbook):
- one author
  - two authors
  - three or more authors
  - corporate or group author
  - more than one source by the same author
- Each citation includes the page number (or paragraph number if appropriate)
  - Citation appears at the logical end of the cited material (but see next)
  - Running attribution is used to cite ongoing use from the same source
  - Sources in attribution are spelled the same as they are on the Works Cited page
  - Sources in attribution are introduced the first time by full name/s (and with an identifier, if appropriate)

- All subsequent reference to sources in attribution use the last name/s only
- Verbs used in attribution are in present tense
- Quotations are few and effective
- All quotations are correctly copied and enclosed in quotation marks
- Quotations are integrated; they do not "float"

## Recommended handbooks & online guides:

Troyka & Hesse, *Quick Access: Reference for Writers*  
 Hacker, *A Writer's Reference*  
 Purdue OWL: <http://owl.english.purdue.edu/owl>  
 UNC Chapel Hill Writing Center:  
<http://writingcenter.unc.edu/handouts/>

---

Lewis Hall 321 (L-321) | 360-416-7855

[SVC.WritingCenter@skagit.edu](mailto:SVC.WritingCenter@skagit.edu) | [svcwritingcenter.wordpress.com](http://svcwritingcenter.wordpress.com)

