

Name:

Date:

Homeroom:

Heritage Fair

Citation Guide Worksheet

Properly citing sources is essential for giving credit and building credibility in your research paper. Use this guide to help format your citations correctly using MLA style.

Key Parts of a Citation:

Ask yourself the following when collecting information about a source:

- **Who** wrote it? (Author)
- **What** is it called? (Title of the source)
- **Where** was it published? (Publisher or website)
- **When** was it published? (Date)
- **Where** can it be found? (Page number or URL)

Practice Citations: Fill in the blanks using the correct format.

Book Citation Format: Author Last Name, First Name. *Title of Book*. Publisher, Year of Publication.

Example: Tolkien, J.R.R.. *The Hobbit*. George Allen & Unwin, 1937.

Use a book of your choosing, write a citation:

When a book has two authors, order the authors in the same way they are presented in the book. Start by listing the first name that appears on the book in last name, first name format; subsequent author names appear in normal order (first name last name format).

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Website Citation Format: "Title of Webpage or Article." *Name of Website*, Publisher (if different from website name), Date Published, URL.

Example: "Climate Change and Health." *World Health Organization*, 1 Oct. 2022, www.who.int/news-room/fact-sheets/detail/climate-change-and-health.

Using an online article of your choosing, write a citation:

Magazine/Newspaper Article Citation Format: Author Last Name, First Name. "Title of Article." *Title of Journal or Newspaper*, vol. #, no. #, Year, pp. #-#.

Example:

Martinez, Ana. "Urban Gardens and Community Wellness." *Journal of Environmental Studies*, vol. 15, no. 2, 2021, pp. 101–118.

Using a magazine or newspaper article of your choosing, write a citation:

Checking Your Citations:

Use this checklist to make sure your citations are complete and properly formatted:

- ☐ Did I include all required parts for each citation?
- ☐ Did I use italics and quotation marks correctly?
- ☐ Is my punctuation consistent and correct?
- ☐ Did I cite every source I used?
- ☐ Have I paraphrased properly to avoid plagiarism?

Use this guide to review your work before submitting your final draft!