

# Documenting Your Sources

## Creating a Works Cited Page in MLA Format

### Using Slate Citation Machine

<http://citationmachine.net/>

The screenshot shows the Citation Machine website interface. On the left, there is a navigation menu with sections: "Learn More about Citation Machine", "Read the Growing FAQ (Frequently Asked Questions)", "Print Resources" (listing Book, Work in an Anthology, Encyclopedia Article, Journal or Magazine Article, Newspaper Article, Published Interview, Presentation), and "Electronic Resources" (listing Web Page, Encyclopedia (CD-ROM), Internet Journal or Magazine Article, Internet Newspaper Article, Online Subscription Database, Recorded Interview, Interview Conducted by Researcher, Online Forum Posting, Broadcast & Multimedia Productions, Personal E-mail Message). The main content area is titled "Web Page" and contains a form with the following fields: "Author" (radio buttons for "Corporate" and "Individual"), "Author's First Name" (John D.), "Last Name" (Doe), "Organization Title" (National Institute on Drug Abuse), "Web Page or Article Title" (Marijuana: Facts for Teens), "Web Site Title" (National Institution on Drug Abuse), "Web URL" (http://www.nida.nih.gov/MarijBroch/Marijteens.html), "Published Date" (01 Sept 2004), and "Retrieved Date" (19 Oct 2005). A "Make Citations" button is at the bottom. A red arrow points from the "Electronic Resources" menu to the "Web Page" form.

Sample Screenshot of a Web Page Citation Helper completed form in SLATE.

The screenshot shows the Citation Machine website displaying the generated MLA citation. The citation text is: "Marijuana: Facts for Teens." National Institution on Drug Abuse. 01 Sept 2004. National Institute on Drug Abuse. 19 Oct. 2005. <http://www.nida.nih.gov/MarijBroch/Marijteens.html>. Below the citation, there are sections for "Parentetical Within Text" (Marijuana: Facts for Teens) and "APA Citation" (Bibliographic Reference: National Institute on Drug Abuse, (2004). Marijuana: facts for teens. Retrieved Oct. 19, 2005, from National Institution on Drug Abuse Web site: http://www.nida.nih.gov/MarijBroch/Marijteens.html). A "Notes" section contains two points: 1. Special formatting, such as underlines and italics, may not copy through to your Word Processor. Double check the formats and reset them with your Word Processor. 2. If the resource author's name is mentioned as an introduction to the resource you are using, then the name should not appear in the parenthetical citation. A red arrow points from the right side to the citation text.

Sample Screenshot of an MLA citation created with Web Page Citation Helper

## Works Cited *(sample)*

"Drug Abuse Resistance Education Kids' Site." Drug Abuse Resistance Education. DARE. 19 Oct. 2005 <[http://www.dare.com/kids/index\\_3.htm](http://www.dare.com/kids/index_3.htm)>.

"Marijuana: Facts for Teens." National Institution on Drug Abuse. 01 Sept 2004. National Institute on Drug Abuse. 19 Oct. 2005  
<<http://www.nida.nih.gov/MarijBroch/Marijteens.html>>.

"NIDA for Teens: Facts on Drugs." NIDA for Teens: The Science Behind Drug Abuse. National Institute on Drug Abuse. 19 Oct. 2005  
<[http://teens.drugabuse.gov/facts/facts\\_brain1.asp](http://teens.drugabuse.gov/facts/facts_brain1.asp)>.

Citations are organized in ABC order by the first word of the citation.

All lines are **double spaced**. Highlight all text and select **Format > Paragraph >** and **Double** under the **Line Spacing** drop down box.

# Instructions for Citing Sources with SLATE

The sample bibliography on the prior page is in MLA format. It was created using **SLATE**, an online citation tool. All sources in the bibliography are web pages.

1. Go to the **Rawlinson Library** page. Click on the **Slate Citation Machine** link in the right column under **Citation Helpers**.
2. Create a citation for a website by clicking the **Web Page** link under **Electronic Resources** on the **left** side of the **Slate** page.
3. Fill in the blanks in the form Slate displays. If you don't know what each blank means, see the list below for explanations.
  - ⊙ **Author** or **Corporate** refers to the creator of the page. If the page was created by a single person who does not represent an organization, it is an author page. You should select the **Author** radio button and fill in the author boxes. If it is the work of an organization, you should select the **Corporate** button and fill in the **Organization Title** box. If you know both sets of information, fill in both.
  - ⊙ The **Web Page Title** is located in the blue title bar at the top of the web page.
  - ⊙ The **Web Site Title** is usually displayed somewhere on the page. You may have to truncate or erase part of the URL (web address) to get back to the main website home page to locate the whole site's title.  
For example: [http://teens.drugabuse.gov/drnida/drnida\\_brain1.asp](http://teens.drugabuse.gov/drnida/drnida_brain1.asp) is a subpage of the main site which is <http://teens.drugabuse.gov>  
On that page you will find the whole website title:  
NIDA for Teens: The Science Behind Drug Abuse
  - ⊙ The **URL** is the internet address of the page where you locate your information.  
*Example:* [http://teens.drugabuse.gov/drnida/drnida\\_brain1.asp](http://teens.drugabuse.gov/drnida/drnida_brain1.asp)
  - ⊙ The **Published Date** sometimes appears at the bottom of the page, sometimes on the main site page, and sometimes you can't find it at all. If you can find the information, fill in the boxes.
4. Click the **Make Citations** button.
5. Highlight and copy only the text located under **Bibliographic Reference** as outlined inside the rectangle below.

## MLA Citation

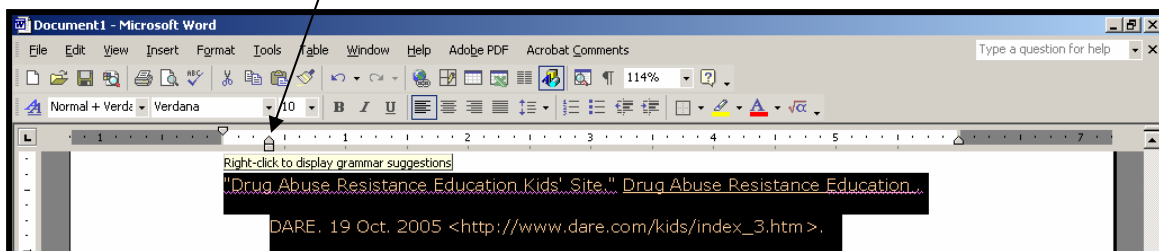
### Bibliographic Reference

"NIDA for Teens: Facts on Drugs." NIDA for Teens: The Science Behind Drug Abuse.  
National Institute on Drug Abuse. 19 Oct. 2005  
<[http://teens.drugabuse.gov/facts/facts\\_brain1.asp](http://teens.drugabuse.gov/facts/facts_brain1.asp)>.

Type and center the title **Works Cited** at the top of the page of the document where your bibliography will

appear. It might be the last page in PowerPoint, a page in a Publisher document, or a Word document or web page.

7. **Paste** in your citation.
8. Press **enter** to move to a blank line for the next citation.
9. Use the same procedure to make all citations. If your source is not a web page, be sure to click the correct source type in the left column in SLATE before you begin to make your citation.
10. When you finish all citations, **drag and drop each citation** to arrange the Works Cited list in alphabetical order by the first word in each citation.
11. **Highlight all citations**. Set **double spacing** between all lines in the Works Cited list. In Word you do that by selecting **Format > Paragraph > Double** (use the drop down box under *Line Spacing to find Double*)
12. MLA uses a hanging indent. To create that, **highlight all citations** and drag the **second line indent slider** across to make a 5-6 letter hanging indent. Be sure to use only the upward pointing triangle, not the little rectangle under it.



## GENERAL RESEARCH TIPS

1. Ask good questions to guide your research. (*see MOM worksheet*)
2. Use search tools efficiently
  - Select the correct search tool for the job (Online databases, typical web search tools such as Google and Alta Vista, government site search tools)
  - Use precise keywords closely related to your questions
  - Use advanced search features to narrow your search
3. Evaluate sources for quality and relevance. Select only quality, relevant information.
4. Restate or summarize information, adding your own ideas and answering your own questions.
5. Cite your sources.

You must cite all sources you use. Paraphrase. Summarize. Restate. Do not simply copy and paste information. When you use the work of another person and do not give credit to that person, you are guilty of **plagiarism**.

If you use the exact words of another person, put those words inside quotation marks. You must cite that source just as you would any other. Do not overuse direct quotes. It leads to secondhand thinking.

Question what you read, hear, and view!  
Your mind is more powerful than any media.

**Believe in your Minds Over Media!**