

BOOK BY TWO OR MORE AUTHORS:

- ❖ Use the **Title Page** for your information, not the front cover.
- ❖ Only the **first** author is written last name first; all others are written first name first.
- ❖ Underline or *italicize* book title
- ❖ Use the city of publication nearest to where you live.
- ❖ Use the most recent publication date.

Works Consulted Format Hints

Type your name, period and the date in the upper right hand corner of your paper. Title the paper Works Consulted.

Alphabetize by first word, whether it is the author or title (do not separate items by type of resource).

If the title begins with “The”, “A”, or “An”, skip that word and alphabetize by the second word.

Do not number your sources.

Indent the second, third, etc. line.

Do not underline periods.

Double space the whole document, do not add an extra space in-between entries. Type your information all the way across (natural line break); do not force it to the next line.

Be consistent with the titles, use italics or underline, not both.

Dates are written - day, month year. **Example: 14 March 2006.**

Date for the online visit has parenthesis and a period on the outside.

Example: (25 April 2007).

All web addresses are typed only from double slash to first single slash – hyperlink is removed and sideways carets are added on. Do not write in http://

Example: <www.darienps.org>

Be sure to look for the web page title (what information are you reading) and the web site title (who put that information there).

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