TITLE
Citing Scholarly Work
Module 3, Lesson 3
Works Cited, Bibliographies, and Notes

INTRODUCTION
Now that you know how to create citations and how to cite your sources within the body of a paper, it’s time to create the remaining piece of your citation system: a list of complete citations that appears at the end of your paper. In this lesson:

» You’ll learn how to create a Works Cited page.

» You’ll learn how Works Cited differs from a bibliography.

» You’ll also learn how to use notes to provide your readers with additional information.

TRACKING YOUR SOURCES
In Lesson 1, you learned how to find and collect the elements necessary for a complete citation. Having all of this information handy will make it much simpler to compile your Works Cited page. There are several ways to keep your sources organized as you do your research:

» Fill out a note card for each source. Each card should include a complete citation for the source, and you can also use it to make notes about how the source is useful for your paper.

» Create a research log: a word-processing document or spreadsheet that lists each source, along with your notes.

» Use a citation management program to save your sources as you do your research. Most of these programs allow you to add notes and tags to your sources to help you stay organized.

Use whatever method is most efficient for you. If you’re having trouble tracking down a piece of information you need for a citation, ask your librarian for help.
**Works Cited**

As you know, in-text citations tell the reader which ideas and facts come from your source material. At the end of your paper, you’ll include a comprehensive list of all the sources you’ve cited. In MLA style, this section is called Works Cited. APA style calls it the References section. In this lesson, we’ll use these terms interchangeably.

In MLA and APA style, references are listed alphabetically by author. In other styles that use numeric citation, the list of references will be numbered in the order they’re cited within the text. In both cases, the goal is that readers can see a citation within the text and refer to the Works Cited page to get the full information about the source used.

Here’s an important note: If a source is cited in your paper, it must be listed in the Works Cited. The opposite is also true: Every source included in your Works Cited must be cited somewhere in your paper.

**Creating Your Works Cited Page**

To create your Works Cited page, add sources to the page as you cite them. This means that you’ll be transferring your source information from your note card, research log document, or citation management system. As you add sources to your Works Cited page, be sure that:

» Citations are formatted according to your style guide
  
  • All the necessary elements of each citation are present
  
  • Punctuation, capitalization, and italics are used in keeping with your style guide

» Every in-text citation has a corresponding entry on the Works Cited page

Organize your citations in alphabetical order by the author’s last name. If you’ve cited more than one source from the same author, alphabetize those sources by title. For entries following the first one, you’ll replace the author’s name with three hyphens.

**Works Cited vs. Bibliography**

You’ve probably heard the word “bibliography” used to talk about a list of citations. It’s important to note that a bibliography is **not** the same as a Works Cited page.

As we’ve discussed, a Works Cited page is a list of the sources cited within the text of your paper, and only those sources. It does not include notes, and it’s formatted as a single alphabetical list.

A bibliography is broader and more extensive; it’s a list of every source you used while researching your paper, whether or not you cited them specifically within the paper. Bibliographies may contain notes about the sources listed, and they may be split into subsections based on subject.
In academic work at the high school level, you will usually not be asked to prepare a bibliography. If you’re not clear on what your teacher is asking for, be sure to get more detail about what’s expected of you. You don’t want to do the extra work to prepare a bibliography unless it’s required.

**Endnotes and Footnotes**

What if there’s a great article on your topic that you didn’t cite, but you think your readers would be interested in? You can do this by including notes in your paper. Notes are a way to provide additional information and suggestions for further reading. You will see them used in the articles you read in your research. And if you aren’t using them in your writing now, you will use them in college-level work.

A note has two parts: a superscript number within the text of your paper, and a corresponding entry in a numbered list. Within the text, use a superscript number to indicate each note. The text of the notes themselves can appear on a separate page at the end of your paper—these are called endnotes. Or, the notes can appear on the same pages as the superscript numbers—these are called footnotes. MLA style prefers endnotes rather than footnotes.

You might want to use a note to point readers to further articles on a topic; these are called bibliographic notes. Or you might use a note to give additional information about a statement; these are called content notes.

Remember that notes are optional and should be used sparingly, if at all. If notes are overused, you run the risk of overwhelming your reader with information, or distracting her from the main flow of your ideas.

**Next Steps**

We started this module by comparing two sources that provided statistics on youth voting. One included footnotes and citations, while the other gave its source as “a recent poll.” Now that you know more about how and why citations are important, which of those sources seems like a better bet for your academic research?

» Next, we’re going to move into a few practice activities related to what you’ve just learned.

» Then, you’ll take an assessment on what you’ve learned in Module 3.