Set up your Works Cited page before you begin to write your draft. Example:

Works Cited


(Note the first word(s) of the source in your Works Cited listing. Long titles and organizations can be shortened for use in in-text citations. For example, “2010 Cars: Safety” becomes “2010 Cars.”)

How should your in-text citation look?

Did you use the title, author name, or organization name in your text when introducing the quote?

YES

Is there a page number available for this citation?

YES

(25)

(42)

(70)

NO

[ Lucky you! In this case you do not need a citation at all ]

NO

Is there a page number available for this citation?

CANADIAN STANDARDS ASSOCIATION

(CANADIAN STANDARDS 25)

(CANADIAN STANDARDS 42)

(CANADIAN STANDARDS “2010 CARS”)

(PURDY AND JOYCE 25)

(PURDY AND JOYCE 42)

(PURDY AND JOYCE “2010 CARS”)