

# Gale Virtual Reference Library

**EXAMPLE:**

Whiteside, Glenn. "Airbag." How Products Are Made.  
(Author if provided) ("Title of article") (Title of reference work underlined or *italicized*)  
1994. Gale Virtual Reference Library.  
(Publication Date) (Online Service underlined)  
<go.galegroup.com> (24 February 2010).  
(Web address) (Date of visit)

\_\_\_\_\_, \_\_\_\_\_. "\_\_\_\_\_"  
(Author - Last name, first name) ("Title of article")  
\_\_\_\_\_. \_\_\_\_\_  
(Title of reference work, underlined or *italicized*) (Publication date)  
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(Online Service - underlined) (Web Address)  
(\_\_\_\_\_.)  
(Date of visit)

\_\_\_\_\_, \_\_\_\_\_. "\_\_\_\_\_"  
(Author - Last name, first name) ("Title of article")  
\_\_\_\_\_. \_\_\_\_\_  
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(Online Service - underlined) (Web Address)  
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(Date of visit)

## **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).

**THE PURPOSE OF A WORKS CONSULTED:** When you write a research paper, you must list exactly where you found your information, opinions, and facts. You have to be fair; you are giving credit to the other writers whose work you used. If you don't, you are guilty of plagiarism, a form of academic cheating. A second reason is so your readers can read more about your topic by checking into the sources you used. This is especially important when searching the internet, as sites frequently disappear. That's why you need the date YOU visited the site; there are archives to prove that the site really did exist.