General Guidelines

⇒ Always italicize the titles of books, magazines, and journals. Underlining is no longer acceptable.

⇒ Follow the guidelines in section 7.5 of the MLA Handbook for publisher abbreviations.

⇒ Abbreviate the names of months in your works cited, except for May, June, and July.

⇒ Punctuation is very important. Pay careful attention when writing your paper.

⇒ After the first line of each entry, indent one-half inch and double space the entries throughout your works cited page.

⇒ Always alphabetize your works cited page by author or editor’s last name. If there is no author or editor, alphabetize by title.

⇒ If the publication or webpage is undated, use n.d.

⇒ Provide the URL of a website only if the site will be difficult to locate without it, or if required by your instructor. In such cases, the URL should be inserted at the end of the citation after the date of access and enclosed in angle brackets (<>).

Basic In-Text Citation Rules

⇒ All sources in your paper should be included in the works cited page.

⇒ If you have end-notes, they should be compiled on a separate page from your paper and your works cited page.

⇒ If you wish to cite an entire work, it is preferable to include it in the text of your paper.

⇒ If you cite a source and its title is included in your paper, the title of the work should be italicized in your text. Do not italicize the name of the author.

⇒ Your works cited page should come at the end of your paper, following the last page. The page number should continue in the original order. Example: If your last page was 12, your works cited page would begin on page 13.
Print Sources

**Book with One Author**

**Two or Three Authors**

**More than Three Authors**

**No Author**

**Editor**

**Corporate Author**

**Annual Report**

**An Editor in Addition to an Author**

**Single Work from an Anthology**

**Book Published in a Second or Later Edition**

**Article in a Reference Book**

**Article in a Reference Book not Arranged in Alphabetical Order**

**Encyclopedia Article, Signed**

**Dictionary or Encyclopedia Article, Unsigned**

**Previously Published Scholarly Article Reprinted in a Collection of Essays**

**Book in a Series**

**Government Publication**


**Article from a Weekly Magazine and Weekly News Service—use a + sign if article not on consecutive pages.**

**Article from a Monthly Magazine With Two Authors**

**Newspaper Article—use a + sign if article not on consecutive pages**

A Brochure or Pamphlet

Media and Interviews
Personal Interview

Film or Video Recording
The Dark Knight. Dir. Christopher Nolan. Perf. Christian Bale. Warner Bros., 2008. DVD. [Include original release date after performer's name when relevant.]

Web Sites
Basic Entry-Entire Website

Basic Entry-Webpage Article
Katz, Aryeh. "A Beginner's Guide to Precious Metals." Investopedia.com. Investopedia ULC., 9 Sept. 2008. Web. 26 Feb. 2009. [This entry includes webpage author, title of article in quotation marks, title of webpage italicized, sponsor of web site, date of article or web site, publication medium, and date you found webpage. Please note that if the author and web site title are not available, you may leave them out of your citation. If the website date is not available use n.d. If the website sponsor is not available use N.p.]

Online Periodical
Tridgell, Guy. "From Snapping Turtles to Specialville, Town Names Revealed." Southtown Star. Southtown Star, 18 Feb. 2009. Web. 26 Feb. 2009. [This entry includes article author, title of article in quotation marks, title of webpage italicized, sponsor of webpage, date of article, publication medium, date you found article.]

Work on the Web Cited with Print Publication Data

Online Government Publication

Blog or Other Online Posting

Online Databases
E-Books

Online Magazine Article in a Subscription Database-ProQuest

Online Journal Article With Two Authors in a Subscription Database-EBSCOhost
Steinham, Gloria, and Barbara Walters. “Feminism.” Journal of the Feminist Movement 100.2 (2009): 50+. Academic Search Premier. Web. 2 Oct. 2008. [100 is the volume and 2 is the issue. Type a + sign when ending page of article not specified. Academic Search Premier is the database in EBSCOhost the article came from.]

Online Article in Hoover's Company Records-LexisNexis Academic

Newspaper Article in a Subscription Database-Westlaw Campus
Formatting the Works Cited List

The works cited list comes after the end of the paper and starts at the top of the first page after the last page of text. You must number each of the pages continuing the page numbers, in the top right hand corner of each page. The title Works Cited must be centered and the first entry must be double spaced from the title. The first entry on this page should begin in the left margin and, if there is a second line in the entry, it must be given a one-half inch hanging indent. Each entry must also be alphabetized and the entire list must be double spaced both between and within entries.

Example:

Works Cited


In-Text Citations-Print Publications

⇒ A typical works cited entry begins with the name of the author, editor, translator or narrator and the parenthetical reference starts with the same name.
⇒ When the entry has only one author, you only need to provide the author's last name and page number to identify the work.
⇒ If your list contains more than one author with the same last name, you must add the first initial. If it is a corporate author, use its full name.
⇒ For entries with two or more works by the same author, use the author's last name, title of the work, then page number where it is found. If the author's named is mentioned in the sentence, you don't need to add it to the in-text citation.

Entry with one author
When writing an argumentative paper, it is best to base it on a fundamental truth, value or right instead of specific evidence (Miller 25).

Entry with two or more authors
Corporations have continuous lives regardless of changes in stock ownership (Horngren and Harrison 9).

Entry with a corporate author
The federal government has funded research concerning consumer protection and consumer transactions with online pharmacies (Food and Drug Administration 125).

Entries with two or more works by the same author
Once you understand how assets and liabilities work, you can tell if someone is rich or not (Kiyosaki, Rich Dad's Escape 7).

“My overall philosophy is to start small and plant seeds” (Kiyosaki, Rich Dad Poor Dad 55).

Entries with two authors with the same last name
Some of the symptoms of stress are: an altered appearance, habits and behavior. Stress, if not managed, can cause biochemical changes as well as bad health (M. Williams 13).

“By no means was I born a criminal. I understood the penalties for my actions all too well” (B. Williams 4).

Entry for an article with no author
Picnics in the park are one of the best ways to relax, especially during the spring and summer months (“A Day in the Park” 10).

⇒ For a work in an anthology or collection, enter the name of the author of the work (not the editor) in parentheses. In the list of works cited, the work is alphabetized under the author's last name.

Entry for work found in an anthology or edited collection
In “A Jury of Her Peers,” Mrs. Hale describes both a style of quilt and a murder weapon when she utters the last words of the story (Glaspell 210).

Entry for multiple source citations
...as has been discussed elsewhere (Burke 3; Dewey 21).

Entry for a work by title only
As of 2001, at least 300 towns and municipalities had considered legislation regulating use of cell phones while driving (“Lawmakers” 2).
In-Text Citations-Online Publications

 ⇒ For a webpage, or electronic resource, it is generally preferable that you include the title of the webpage in the text, rather than in parenthetical citation. You should check with your instructor to determine his or her preference. [MLA 6.4.1-4]

  **Entry for a webpage**
  Too often we assume that as students write research papers and read textbooks, they are gaining sufficient information literacy skills *(Information Literacy).*

  OR

  The Association of College and Research Library's *Information Literacy* webpage discusses the assumptions that instructors have of students.

  **Entry for an electronic resource such as the Encyclopedia Britannica Online**
  The database *Encyclopedia Britannica Online* is an invaluable source for information about American history.

  OR

  In fresco painting, “the pigments are completely fused with a damp plaster ground to become an integral part of the wall surface” (“Fresco Painting”). [In this instance, “Fresco Painting” is an article in the *Encyclopedia Britannica Online.*]