

MLA CITATION HANDBOOK

Works Cited Page Format

Basic Rules for a Works Cited List--

- **PAY ATTENTION TO THE PUNCTUATION FOR EACH ENTRY!!!!** Some places require commas, periods, and such, while others don't.
- **Double-space all citations, but do not skip lines between entries.**
- Indent **every line after the first** in a citation.
- Alphabetize the entries in the Works Cited list. Alphabetize by whatever is first in the entry. This is usually the author's last name; if no author is given for a particular work, alphabetize by the title of the piece.
- List page numbers efficiently when needed. If the article was on pages 220 through 225, list the page numbers as **220-5**. If the article was on page D1 **and** D5, then list the page numbers as **D1, D5**.
- Dates are in the form **Day Month Year** (ex: 24 January 2005).

Authorship Issues

- Author's names are inverted (last name, first name).
- If there is no author, skip it and start with the title. **DO NOT** write "Anonymous," "No Author," etc.
- If there are two or three authors, give the first author's name last name first, then all others in normal order (first name first). Ex: Smith, John and Katie Jones.
- If there are more than three authors, use the name of the first author followed by "et al" (meaning "and others") Ex: Smith, John et al.

Title Issues

- Capitalize each **significant** word in the titles of articles, books, etc. This rule doesn't apply to articles (a, an), short prepositions, or conjunctions, unless one is the first word of the title or subtitle.
- Underline or *italicize* titles of books, journals, magazines, newspapers, and films.
- Use "quotation marks" around the titles of articles in journals, magazines, and newspapers. Also use them for the titles of short stories, book chapters, poems, and songs.

--Basic Citation Forms for Sources in Print--

Book:

Author. Title of Book. Location of publishing company: Publisher, Date.

Example:

Salinger, J.D.. The Catcher in the Rye. Boston: Little, Brown, 1951.

- If the book was translated from another language, add "Trans. [name of translator]" after the title.
- If the book has more than one edition, write "[number] ed." after the title.
- If there is more than one location listed, write only the first listed.
- Use the simplest form of the publisher's name (leave off words such as *Company, Press*, etc.).
- If the book has more than one date, use the most recent.

Magazine: (THIS IS ONLY FOR IF YOU HAVE THE HARDCOPY MAGAZINE IN YOUR HANDS! If you found it online, see “An Article or Publication Retrieved from an Electronic Database” on page 3.)

Author(s). “Title of Article.” Magazine Date: Page Numbers.

Example:

King, Stephen. “Before he was Stephen King.” Reader’s Digest January, 2001: 120.

Encyclopedia: (Meaning, well-known works that every library will have)

Author(s) if available. “Subject.” Name of Encyclopedia. # Edition. Date.

Example:

“Shakespeare.” World Book. 15th edition. 2003.

Newspaper:

Author(s). “Title of Article.” Newspaper Title Date: Page Numbers.

Example:

Wright, Joseph. “Computers in the Classroom: is it Worth the Effort?” Seattle Times 10 Jan. 1999: A1, A12.

- If the article is on two separate pages, use a comma; if the article is on consecutive pages, use a hyphen.

A Single Work in an Anthology: (when a book contains short works by different authors)

Author(s). “Title of Article.” Title of Collection. Editor’s Name(s). Place of Publication: Publisher, Year. Pages.

Example:

Harris, Muriel. “Talk to Me: Engaging Reluctant Writers.” A Tutor’s Guide: Helping Writers One to One. Ed. Ben Rafoth. Portsmouth, NH: Heinemann, 2000. 24-34.

--Basic Citation Forms for Electronic Sources--

Remember—There are many types of online resources...they are not just grouped into websites. Here are some tips to help you with online resources:

- On your final Works Cited list, **remove** the hyperlinks on web addresses. Right click on the hyperlink and select “remove hyperlink.”
- If the computer automatically erases your brackets and creates a hyperlink, simply hit **backspace** and the URL will return to normal.
- Date of posting/revision—date that the author of the website/article put it on the internet, or last revised it...Date of access—date that you looked at the information.

A Website:

Author(s). Name of Page. Date of Posting/Revision. Related Organization Affiliated with Site. Date of Access <URL>.

Example:

Brians, Paul. Common Errors in English. February 1997. Washington State University. 12 February 2003 <<http://www.wsu.edu/~brians/errors/>>.

- Provide as much information as possible. If there is little or no information available for the bibliography, you may want to reconsider the source.
- Be sure to include the complete address for the site.

An Article on a Website:

Author(s). "Article Title." Name of Website. Date of Posting/Revision. Name of Institution/Organization Affiliated with Site. Date of Access <URL>.

Example:

Poland, Dave. "Is This Justice?" MSNBC.com. 26 Oct. 1998. Microsoft Network. 28 Oct. 1998 <<http://www.msnbc.com/poland/justicefiles.com>>.

An Online Periodical:

Author(s). "Title of Article." Title of Periodical Complete Publication Date. Date of Access <URL>.

Example:

Coontz, Stephanie. "Family Myths, Family Realities." Salon 12 Dec. 1997. 3 Feb. 2000 <<http://www.salonmagazine.com/mwt/feature/1997/12/23coontz.html>>.

An Article or Publication Retrieved from an Electronic Database (Such as Proquest or Elibrary):

Author(s). "Title of Article." Publication Name Volume Number (if necessary) Publication Date: Page Number(s). Database Name. Service Name. Library Name, City, State. Date of Access <URL>.

Example:

Levenson, Eugenia. "The Fashionista in First Class." Fortune Vol. 153 15 May 2005: 164. MAS Ultra-School Edition. EBSCO. Kentridge High School, Kent, Washington. 19 February 2006 <<http://web22.epnet.com>>.

- The URL in this case is just the basic address because some people are not going to be able to access the information without an account.

--Basic Citation Forms for Other Types of Sources--

Article in a Reference Database on CD-Rom:

Example:

“World War II.” Encarta. CD-ROM. Seattle: Microsoft, 1999.

Pamphlet:

Example:

Office of the Dean of Students. Resources for Success: Learning Disabilities and Attention Deficit Disorders. West Lafayette, IN: Purdue University, 2000.

Interview That You Conducted:

Example:

Purdue, Pete. Personal Interview. 1 Dec. 2000.

Television or Radio Program:

Example:

“The Blessing Way.” The X-Files. Fox. WXIA, Atlanta. 19 July 1998.

Sound Recording:

Example:

U2. All That You Can't Leave Behind. Interscope, 2000.

Film:

Example:

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio Del Toro. Polygram, 1995.

E-Mail Communication

Example:

Boyle, Anthony T. “Re: Utopia.” E-mail to Daniel J. Cahill. 21 June 2002.

MLA Style In-Text Citations
also known as *parenthetical references*

Basic for in-text citations--

- Each source that you put in a Works Cited list should be cited in your essay.
- If you are using direct quotes, or summarizing the work of another person, **you must cite the information in your essay...if you do not, it is plagiarism!!!!**
- You must put a period at the end of an in-text citation. It sounds easy, but a lot of people forget to do it!
- **Tip: In the parenthesis, you are writing whatever is FIRST in the entry for the source in the Works Cited list/ Bibliography.**

Basic Format:

(Author's Last Name[space]Page Number)

Example:

One author claims that “no one is concerned with this issue” (Jones 45).

- If the author's last name appears in the sentence, then only a page number is required (this is also known as a **signal phrase**):

-Howard Jones argues that “no one is concerned with this issue” (45).

Multiple Authors:

If there are two or three authors, use the last names of each with the word “and” between them.

Example: “Heroes come and go, but this guy is here to stay” (Cortez and Jones 56).

If there are more than three authors, use the last name of the first author and “et al.”

Example: (Takayama et al. 30).

Different Authors With the Same Last Name:

When citing authors with the same last name, include enough information so as to be able to differentiate them:

Example:

-One of the biggest concerns with students today is their laziness (H.Jones 46).

-It is one of the most popular sports in the world (R. Jones 59).

More Than One Work by the Same Author:

If you are citing more than one work by the same author, include the author and the title. For instance, if you have used two sources by the author Howard Jones, a book called The Man With the Horns, and a magazine article called “The Destruction of the American Mind,” you would use the following:

Example:

-“The man was like no other” (Jones, The Man With the Horns 5).

-A mind is something that needs to be stimulated in order to be effective (Jones, “The Destruction of the American Mind” 80).

In any case, if two sources have the same first item in the Works Cited entry, include the first AND second item in the parenthetical in-text citation, with a comma between them.

No Author Available:

If no author is available, use the first thing that appears in the bibliography/ works cited entry. Usually, this means the title. For example, if you were working with an article called “Thirty Reasons to Spay Your Pet,” you might use the following:

Example:

-Labs are the most popular of the dog breeds (“Thirty Reasons to Spay Your Pet” 26).

If two such sources both start the same, use both the first and second thing from the bibliography. Ex: (“Diabetes,” UWHealth).

Multiple Sources Used in One Sentence

Sometimes, you will use two sources in one sentence. This is the case if you found the same fact in two sources. Use one set of parenthesis, and put a semicolon between the two sources.

Example: (Nguyen 26; Schulz 102).

This information has been accumulated from Purdue University’s Library Homepage, A Pocket Style Manual by Diana Hacker, and Steve Marques, Kentridge Librarian. Modified by Barbara Segal May 2009.