

MLA Works Cited Style Guide

General Information

The list of works cited appears at the **end of the paper**. The *Works Cited* page is a **numbered** page. For example, if your paper is ten pages in length, then the *Works Cited* page will be page number eleven. The page number appears in the upper right-hand corner.

- **Center** the title, *Works Cited*, an inch from the top of the page.
- **Double space** between the title and the first entry.
- Begin each entry flush with the left margin: if an entry runs more than one line, **indent the subsequent line** or lines five spaces from the left margin.
- **Double space** the entire list, both between lines and within entries.
- **Alphabetize** entries in the list by author's last name. If the author's name is unknown, alphabetize by title, ignoring *A*, *An*, or *The*.
- A Works Cited is a simple *fill in the blanks*. Find the format you are looking for and plug in your own information. Simple!

PRINT FORMAT (BOOKS)

BOOK BY ONE AUTHOR

Basic Format, or Fill in the Blanks:

Last Name, First Name. Title. Place of Publication: Publisher, Year. Format.

Finished Example:

Bierhorst, John. *The Mythology of North America*. New York: Morrow, 1985. Print.

BOOK BY TWO OR THREE AUTHORS (all names are listed up to three authors)

Basic Format, or Fill in the Blanks:

Last Name, First Name, First Name, Last Name, and First Name, Last Name. Title. Place of Publication:

Publisher, Year. Format.

Finished Example:

Marquart, James W., Sheldon Ekland Olson, and Johnathan R. Sorensen. The Rope, the Chair, and the

Needle: Capital Punishment in Texas, 1923-1990. Austin: University of Texas Press, 1994. Print.

BOOK BY MORE THAN THREE AUTHORS (only first author and add "et al." which means "and others")

Basic Format, or Fill in the Blanks:

Last Name, First Name, et al. Title. Place of Publication: Publisher, Year. Format.

Finished Example:

Kirby, Ella, et al. Beautiful Vieques. New York: Holiday House, 2005. Print.

BOOK BY AN EDITOR

Basic Format, or Fill in the Blanks:

Editor Last Name, First Name, ed. Title. Place of Publication: Publisher, Year. Format.

Finished Example:

Powell, John, ed. Weapons and Warfare. Pasadena, CA: Salem Press, 2001. Print.

BOOK FROM A MULTIVOLUME SET (when you are citing only one volume)

Basic Format, or Fill in the Blanks:

Last name of Author or Editor, First name of Author or Editor, ed. "Title of Article (in quotes)."

Vol Number. Title of Book (underlined). Vol. #. Place of Publication: Publisher, Date. Format.

Finished Example:

Palmisano, Joseph, ed. "Epistemology." World of Sociology. Vol. 1. Detroit: Gale Group, 2001. Print.

Note: If you are citing two or more volumes from a multivolume work, cite the total number of volumes in the work ("5 vols.") before place of publication.

ENCYCLOPEDIA ARTICLE and other REFERENCE BOOKS

1. If the reference book you are using is **general** (lots of different topics), use the following:

Basic Format, or Fill in the Blanks

Last name of Author, First name of Author. "Title of Article (in quotes)." Title of Book (underlined). Edition.

Date. Format.

Finished Example:

Mohanty, Jitendra M. "Indian Philosophy." The New Encyclopedia Britannica: Macropedia.

15th ed. 1987. Print.

Note: If the encyclopedia entry has no author (ALWAYS LOOK AT THE END OF THE ENTRY FOR AN AUTHOR'S NAME), then the title of the article is the first piece of information listed. If an edition is not provided, then it is omitted.

2. If the reference book is **specialized** (meaning a collection on a specific topic like the Civil War), use the following:

Basic Format, or Fill in the Blanks

Last name of Author, First name of Author. "Title of Article (in quotes)." Title of Book (underlined). Editor.

Edition. Vol. Vol. #. Place of Publication: Publisher, Year. Format.

Finished Example:

Allen, Anita L. "Privacy in Health Care." Encyclopedia of Bioethics. Ed. Stephen G. Post. Vol. 4. New York:

Macmillan-Thomson, 2004. Print.

MAGAZINE ARTICLE (in print format)

Basic Format, or Fill in the Blanks

Last name, First name. "Title of Article (in quotes)." Title of Magazine (underlined) Day Month. Year:

Page Number(s) of Article. Format.

Finished Example:

Bazell, Robert. "Science and Society: Growth Industry." New Republic 15 Mar. 1993: 13-14. Print.

NEWSPAPER ARTICLE (in print format)

Basic Format, or Fill in the Blanks

Trachtenberg, Jeffrey A. "What's in a Movie Soundtrack? Catchy Tunes and Big Business." Wall

Street Journal 1 Apr. 1994, eastern ed.: B1. Print.

Finished Example:

Last name of Author, First name of Author. "Title of Article (in quotes)." Title of Newspaper (underlined)

Day Month. Year of Article, Edition: Section Page. Format.

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ELECTRONIC FORMAT (DATABASES, EBOOKS AND WEBSITES) **SUBSCRIPTION INTERNET DATABASES**

(Includes: Ebsco; all Facts on File databases; Student Resources in Context; and all other databases accessible from the HTHS Library Media Center website found by visiting www.haddontwpschools.com).

Basic Format, or Fill in the Blanks

Last name of author, First name of author. "Title of article (in quotes)." Title of print publication. City of pub:

Publisher, Date of pub. (does not always apply) Name of database. (underlined) Name of service.

Format. Day Month Year you accessed database

Finished Example:

Schneider, Dorothy and Carl J. Schneider. "Roosevelt, Eleanor." First Ladies: A Biographical

Dictionary. New York: Facts on File, Inc., 2001. American Women's History. Facts on File, Inc.

Web. 10 Feb. 2008.

eBooks

For reference eBooks, use the following:

Basic Format, or Fill in the Blanks:

Last name of author, First name of author. "Title of article (in quotes)." Title of print publication. Editor (if

given). Edition (if given). Volume # (if given). (underlined). Place of publication: Publisher, Date of

publication.. Name of database. (underlined) Name of service. Format. Day Month Year You Accessed.

Finished Example:

"Righteous Among the Nations." Learning About the Holocaust: A Student's Guide. Ed. Ronald M. Smelser.

Vol. 3. New York: Macmillan Reference USA, 2001. p177-180. Gale Virtual Reference Library. Web. 2

Aug. 2009.

WEBSITE WITH AUTHOR

Basic Format, or Fill in the Blanks:

Last name, First name. "Title of Web Page (in quotes)." Name of Website (underlined). Format. Day Month

Year of Publication. Day Month Year you accessed info.

Finished Example:

Fish, Larry. "A Proposal to Help Navajo and Forests at the Same Time." The Philadelphia

Inquirer. Web. 31 Aug. 2001. 20 Feb. 2008.

WEBSITE WITH NO AUTHOR (same as above, but don't include an author)

Basic Format, or Fill in the Blanks:

"Title of Web Page (in quotes)." Name of Website (underlined). Year of Publication. Publisher. Format.

Day Month Year you accessed info. <entire web address in carrots>.

Finished Example:

"This Day in History: August 28." The History Channel Online. 1998. History Channel. Web. 7 Feb. 2003.

E-MAIL

Basic Format, or Fill in the Blanks:

Last name of sender, First name of sender. "Title of the message (in quotes)." Message to recipient first
and last name. Day Month Year sent. Format.

Finished Example:

Shine, Will. "Green Energy Research." Message to Ima Winner. 8 Sept. 2009. E-mail.

CD-ROM (Multimedia Encyclopedia i.e. Microsoft Encarta)

Basic Format, or Fill in the Blanks:

Last name of Author, First name of Author (if available). "Title of Article (in quotes)." Title of CD-ROM

Program. Place of publication: Publisher, Date of publication. Format.

Finished Example:

"Soweto." Microsoft Encarta Reference Library. Redmond, WA: Microsoft, 2004. CD-ROM.

Still Insisting on Your Information?

If you are using a site that you “googled,” you should be able to confidently make statements like these about your selections:

“This web site contains information that was not available in any other source. Information about the author is given and the author is a subject expert.”

“This web site contains the authors name and contact information. The author gives a bibliography of sources used to create the information found on this web site.”

“This web site was created for high school students. It is an award-winning site.”

“This information is unbiased. Both sides of the issue were presented. This is exactly the type of information I needed.”

“This is an .org web site. The viewpoints of this group are exactly what I needed to support my thesis statement.”

“Teacher recommended site.”

Remember, we subscribe to **a number of databases, which will get you reliable and current resources!** To access the databases:

- Go to the Haddon Township website (www.haddontwpschools.com)
- Click High School or Middle School
- Select “Media Center” from the links on the left
- Go to the databases page, review the choices, and select the best match for your needs.

Still Insisting on Googling Your Information?

If you are using a site that you “googled,” you should be able to confidently make statements like these about your selections:

“This web site contains information that was not available in any other source. Information about the author is given and the author is a subject expert.”

“This web site contains the authors name and contact information. The author gives a bibliography of sources used to create the information found on this web site.”

“This web site was created for high school students. It is an award-winning site.”

“This information is unbiased. Both sides of the issue were presented. This is exactly the type of information I needed.”

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