

USING MLA STYLE

CREATING THE WORKS CITED SECTION

This brief handout was compiled using the *MLA Handbook*, seventh edition. For further information, please refer to Chapter 5 (pp. 123-212) in the handbook.

“Works Cited” is an alphabetical list of bibliographic entries for each work you cited.

As you do the groundwork for your paper, record citation information for each source that you use. Doing so will save much time and energy for building accurate Works Cited entries as well as help you avoid unintentional plagiarism.

CITATION INFORMATION YOU MIGHT NEED FOR WORKS CITED SECTION

- **author’s** name(s)
- **translator’s** and/or **editor’s** name(s); **indication** of translation or edition
- title of the **cited text**
- if the text is part of a larger volume, title of the **entire work**
- **page numbers** from and through which the shorter text appears in a larger work
- name and/or number of **part, chapter** or **section** of the text cited (if there is no page number or if the work has been published in multiple editions)
- **place** of publication (name of state if city is unfamiliar or ambiguous; name of country other than the US)
- name of the **publisher** (and name of imprint if it appears on title page of the work you cited)
- **year** of publication (and year of original publication if the work you cited was republished)
- number of **volume** and **issue**
- **edition used**
- name and number of **series** (if the work you used is part of a series)
- **date** of retrieval of text from web site
- indication if any of the required information is **missing**
- indication of any special information about the source (for example, a dissertation paper)

Note:

- List only the works you actually cited in your paper.
- Check that you have every author you cited on the Works Cited page.

FORMAT

Begin the Works Cited section on a new page; number it continuously with the body of the paper. Center the title Works Cited (no quotation marks; see below).

- Keep the one-inch page margins, double-spaced format and flush left margin of regular text.
- Format entries as hanging indented (which means that the first line of each entry should be at the left margin and the rest of the lines should be indented half an inch).
 - In MS-Word, you can do this by pressing control + T.

AUTHOR NAME(S)

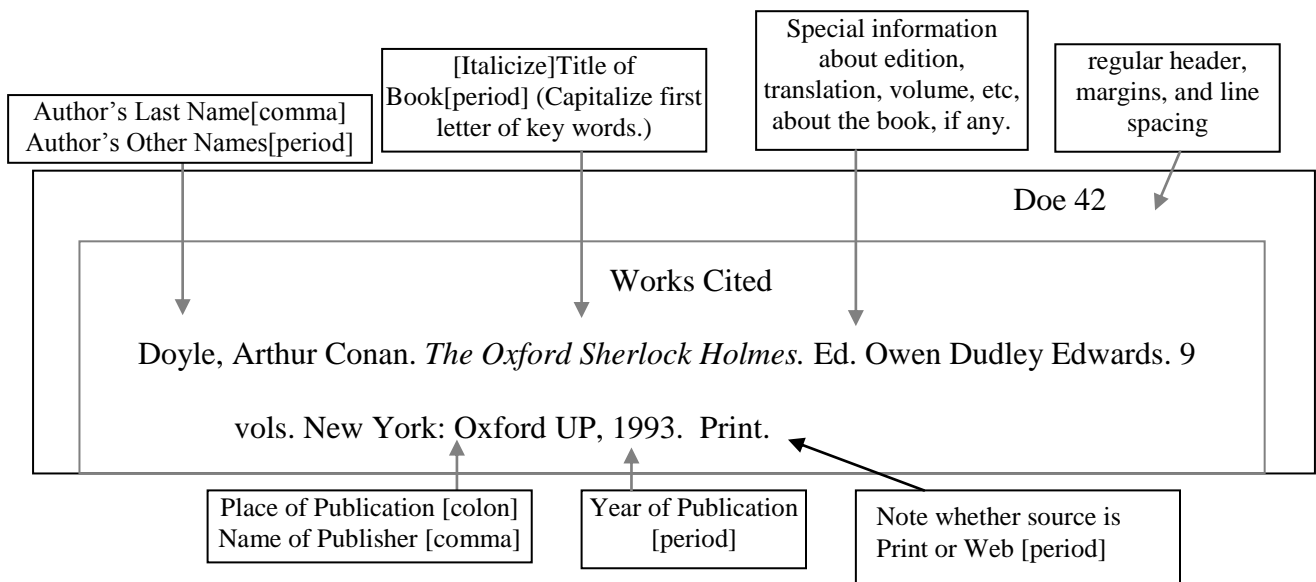
- Alphabetize Works Cited entries by the last name of the author you cited. When there is no author, alphabetize by the title of work.
- Put “Brown” before “Browns” because “nothing comes before something.”
- When last names are similar, consider the full first names as well for alphabetical order.
 - Abraham, Adam.
 - Abraham, Robert.

Note: Most word processors have a “sort” function that can save a lot of your time. In MS Word, highlight all entries of your Works Cited, go to the Table menu, click on “Sort,” and click “Ok” to “Sort by paragraph.” Make sure to check with MLA rules after you alphabetize entries electronically.

- When there are multiple works by the same author, replace the author’s name with three hyphens (---) and list the entries of that author’s works by their titles in alphabetical order.
 - Frye, Northrop. *Anatomy of Criticism: Four Essays*. Princeton: Princeton UP, 1957.
Print.
 - ---. *The Double Vision: Language and Meaning in Religion*. Toronto: U of Toronto P, 1991.
Print.
- If a work was written by two or three authors, list the authors’ names by the first author’s last name. Invert only the first author’s name. Follow the same order of author names that the book uses.
 - Marquart, James W., Sheldon Ekland Olson, and Jonathan R. Sorensen. *The Rope, the Chair and the Needle: Capital Punishment in Texas, 1923-1990*. Austin: U of Texas P, 1994. Print.
- For more than three authors, give only the first author’s name followed by et al. (“and others”); you also have the option of giving all authors’ names, maintaining the order used on the title page.
 - Gilman, Sander, et al. *Hysteria Beyond Freud*. Berkeley: U of California P, 1993.
Print.

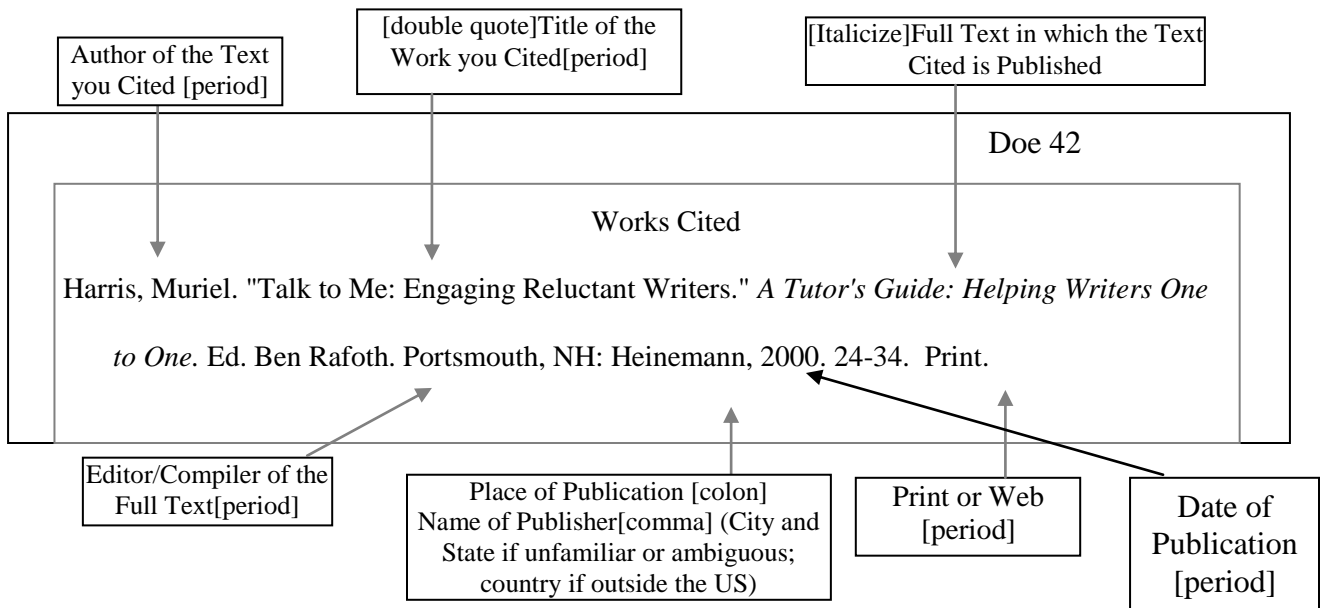
- Treat a corporate author like an individual. Omit initial article (a, an, the) in the name.
 - American Medical Association. *The American Medical Association Encyclopedia of Medicine*. Ed. Charles B. Clayman. New York: Random, 1989. Print.
- Do not abbreviate first names unless the title page of the book you used did so.
- If the persons listed on the title page are editors, translators, or compilers, place a comma (not a period) after the final name and add the appropriate abbreviation (eds., trans., or comps., for “editors,” “translators,” and “compilers”).
 - Lopate, Phillip, ed. *The Art of Personal Essay: An Anthology from the Classical Era to the Present*. New York: Anchor-Doubleday, 1994. Print.

BOOKS



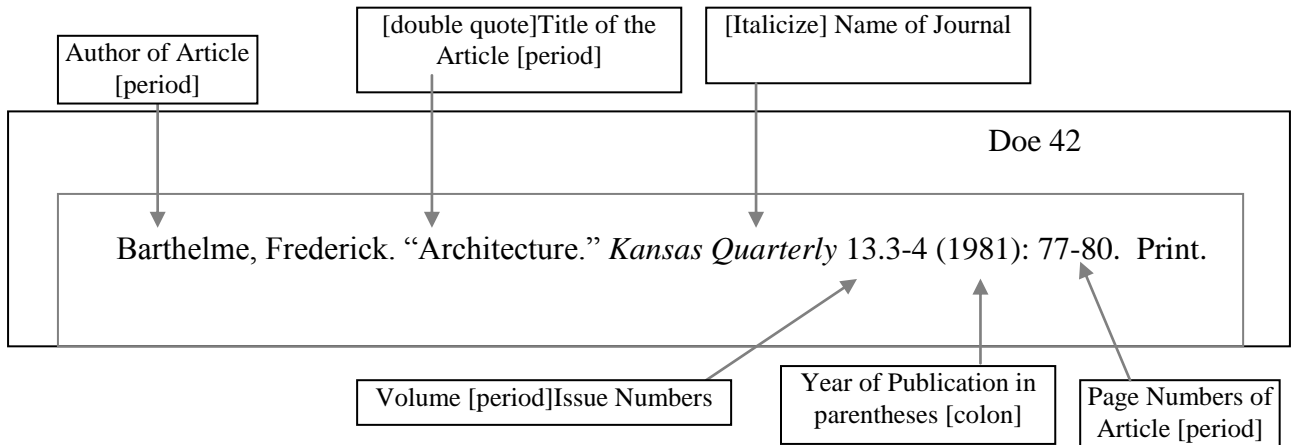
- Italicize the title of a book. Capitalize the first letters of key words (see above).
- If you used two or more volumes of a multivolume work, cite the total number of work (5 vols.) after the title of the work and editorial information, if any.
 - Doyle, Arthur Conan. *The Oxford Sherlock Holmes*. Ed. Owen Dudley Edwards. 9 vols. New York: Oxford UP, 1993. Print.
- If you used any edition other than the first edition of a work, you should identify the edition by number (2nd ed., 5th ed.), by year (2007 ed.), or by name (Rev. ed. for “revised edition”)—whichever the title page of the work indicates.
 - Chaucer, Geoffrey. *The Works of Geoffrey Chaucer*. Ed. F. N. Robinson. 2nd ed. Boston: Houghton, 1957. Print.

PARTS OF A BOOK



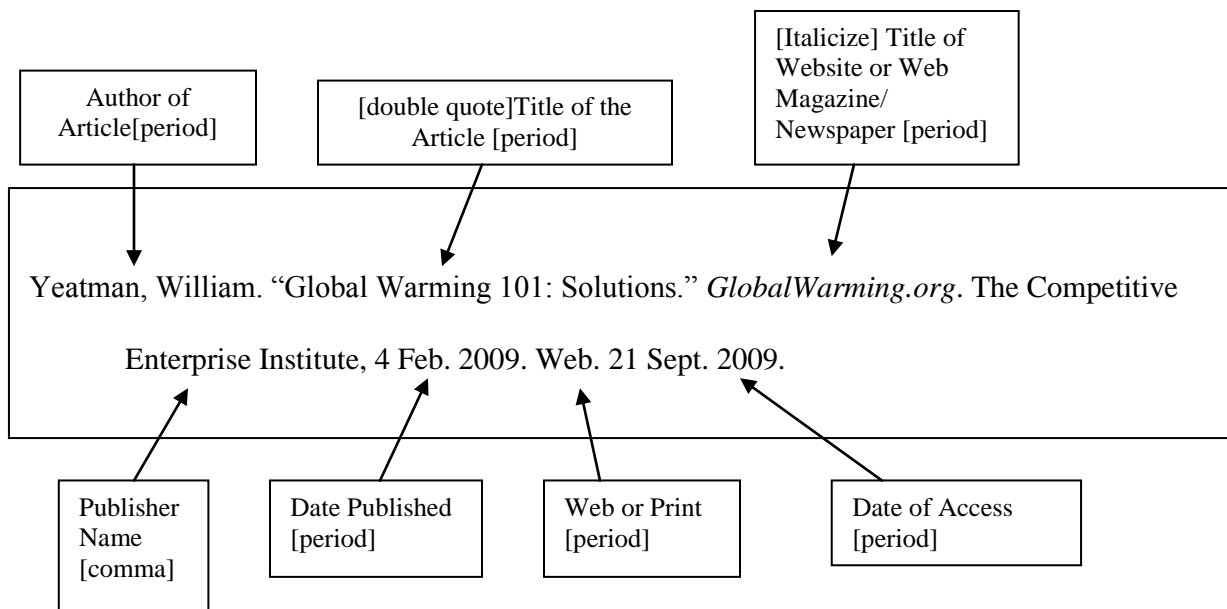
- Use double quotation marks for articles, chapters, and any shorter works that were published as a part of a larger volume. Capitalize the first letters of key words (see above).
 - Franco, Veronica. "To the Painter, Jacopo Tintoretto." *Poems and Selected Letters*. Ed. and Trans. Ann Rosalind Jones and Margaret F. Rosenthal. Chicago: U of Chicago P, 1998. 35-37. Print.
- If the text you cite is an introduction, foreword, preface, or afterword, give that information.
 - Doody, Margaret Anne. "In Search of the Ancient Novel." Introduction. *The True Story of the Novel*. New Brunswick: Rutgers UP, 1996, 1-11. Print.

JOURNAL ARTICLES



- If issues were combined, show them with a hyphen, like “3-4” above.
- For journal articles retrieved from online databases, see the entry under “electronic sources” below.

ELECTRONIC SOURCES



NOTE: MLA no longer requires a URL for electronic sources. Identifying the source as web or print is sufficient.

- If the site does not mention the author of the text you cited, begin with the title (double quote it); and if the text does not have a title either, start with the name of the entire site.
 - “City Profile: San Francisco.” *CNN.com*. Cable News Network. 14 May 2002. Web. 16 June 2002.
 - *Hoover’s Online*. Hoover’s, Inc. 19 June 2002. Web. 25 August 2002.
- For a journal article downloaded from a database, look at the format below followed by an example.
 - Author. “Title of Article.” *Name of Journal* Volume.Issue (year): Pages. *Name of Database*. Web. Date retrieved
 - Tolson, Nancy. “Making Books Available: The Role of Early Libraries, Librarians, and Booksellers in the Promotion of African American Children’s Literature.” *African American Review* 32 (1998): 9-16. *JSTOR*. Web. 1 Oct. 2002.

FIGURES AND OTHER SOURCES (*MLA Handbook* 134-137)

- For pictures, graphs, and figures of all kinds, create the full citation entry right after you insert them in your text: no Works Cited entry is required.
 - Delacroix, Eugene. *Death of Ophelia*. 1853. Louvre, Paris. Web Gallery of Art. Web. 24 December 2005.
- For government publications, cite the author. If no author is mentioned in the source, cite the government agency that published the work.
 - New York State. Commission on the Adirondacks in the Twenty-First Century. *The Adirondack Park in the Twenty-First Century*. Albany: State of New York, 1990. Print.
- Cite a published dissertation like a book and add pertinent dissertation information before the publication facts.
 - Fullerton, Matilda. *Women’s Leadership in the Public Schools: Towards a Feminist Educational Leadership Model*. Diss. Washington State U, 2001. Ann Arbor: UMI, 2001. Print.

MISSING INFORMATION (*MLA Handbook* 178-179)

- When you do not find essential citation information in the source, supply as much of the missing information as you can, using brackets to show that it did not come from the source. Use “c.” for “circa” (approximate) or “?” for approximate or uncertain dates. For information you cannot find, consider using the following abbreviations:
 - n.p. no place of publication given
 - n.p. no publisher given
 - n.d. no date of publication given
 - n.pag. no pagination given
- Malachi, Zvi, ed. *Proceedings of the International Conference on Literary and Linguistic Computing*. [Tel Aviv]: [Fac. Of Humanities, Tel Aviv U], n.d. Print.