

Works Cited Reminder Sheet

These reminders reflect changes as outlined in the 7th edition of the *MLA*. For a more complete listing of citations, please see the handout available in the library, computer lab, and online through the Library Page.

- ◆ Title – Centered – Works Cited (no matter how many items being cited)
- ◆ Spacing – Double-spaced – the whole document is double-spaced, not just between the citation (see example on the back)
- ◆ Order – All citations are in alphabetical order (not numbered or separated by type). Ignore the words ‘A,’ ‘An,’ and ‘The’ when alphabetizing
- ◆ Dates – All dates are in Day Month Year format. The months, except May, June, and July, are abbreviated (January = Jan., February = Feb., etc.)
- ◆ Page Format – Use Hanging Indent
 - Every line of each citation, except the first, is indented 5 spaces (see examples on back)
 - Hanging Indent can be set up in Word under Format – Paragraph
- ◆ Punctuation – Titles in Italics; periods inside quotation marks and at the end of each section and the citation; access dates have periods after them; URLs have angle brackets <> around them
- ◆ Other Information – Use N.p. when there is no place of publication given for book source; use n.p. when there is no publisher given for a book or no sponsor for web source. Use n.d. when no date is given for print or web source. Use n. pag. when there are no pages given for a print source found on the web
- ◆ Source Type – Identify whether the source is Print by stating so at the end of the citation (see below). Use Web before the access date if the source is from the Web (see below and examples on back)
- ◆ Print entries – Always static – every copy of each edition is always the same
 - Book – Author (name reversed). *Title*. City of Publication (no need for state if well-known city): Publisher, Date. Medium. (the example on back is noted with ¹)
 - Two authors – reverse first name only (see example on back ¹)
 - Magazine – Author (name reversed). “Article Title.” *Magazine Title* (no period after any periodical title) Date: Pages. Medium. ²
 - Encyclopedia/Reference Book - Author (if available, name reversed). “Article Title.” *Title*. (If well-known work like *World Book* or *Webster’s*; don’t include publication information, just the edition # (if available) and the publication date. Medium. ³
- ◆ Web entries – Never static – no guarantee of consistency
 - Source cited is only found on the Web (web site, page, publication) – Name of author, compiler, editor, narrator, or performer (reversed). *Title of Whole Page*. (If you are citing a page of a web site, put the page name in quotation marks followed by the page title in italics.) Publisher or site sponsor, if not available use N.p., Date of publication, if not available use n.d. Medium. Access date (day, month, year). <URL>. ⁴
 - Source from a Subscription Database – Author (name reversed). “Article Title.” *Title* (cite as you would a print source – if it is from a book, end the title with a period and add all publishing information provided; if it is from a magazine or journal, include the date and page information if provided before the period. Italicize the name of the database or service. Medium. Access date. <URL only of the database, end after the first />. (See examples on back) ⁵
 - Graphic – Site all pictures, graphs, charts, maps, etc that you find on the web. You do not need to cite graphics provided by software programs you own. Author (if provided, name reversed). “Title of Item.” *Title of Site/Page*. Publisher or site sponsor, if not available use N.p., Date of publication, if not available use n.d. Medium. <URL> of item. ⁶

Best Student

Ms./Mr. Teacher Name

Class Title, Period #

1 September 2009

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