

Works Cited: Quick Reference

Based on the *MLA Handbook for Writers of Research Papers, Fourth Edition*

TIPS:

- If the first required item (usually the author) is missing from your source, start with the next required item (usually the title). This happens a lot with web sites.
- if there are more than three authors or editors, list only the first one followed by et al (meaning *and others*). Example: Brown, Nancy, et al.
- Be sure to do the punctuation, underlining and spacing the same as the examples.
- Put a colon (:) between the title and subtitle.
- Always follow a colon or a period with two spaces.
- Sources are always cited alphabetically.
- Remember: a Works Cited document only lists the sources that you actually used, and a Bibliography lists all of the sources that you researched.

WORK BY A SINGLE AUTHOR

Structure

Author's Last Name, Author's First Name. Title. Place of publication: Publisher, copyright date.

Example

Smith, John. Space: The Greatest Expanse in the Universe. New York: Harper Collins, 2003.

WORK BY TWO OR THREE AUTHORS (USE COMMAS TO SEPARATE NAMES)

Structure

First Author's Last Name, First Author's First Name, and Second Author's Full Name. Title. Place of publication: Publisher, copyright date.

Example

Smith, John H. and Mary L. Lamb. Space: The Greatest Expanse in the Universe. New York: Harper Collins, 2003.

WORK BY A SINGLE EDITOR

Structure

Editor's Last Name, Editor's First Name, ed. Title. Place of Publication: Publisher, copyright date.

Example

Smith, John, ed. Space: The Greatest Expanse in the Universe. New York: Harper Collins, 2003.

GENERAL ENCYCLOPEDIAS (WORLD BOOK, BRITANNICA, ETC.)

Structure

Author's Last Name, Author's First Name. "Article Title." Name of Encyclopedia. Edition Year.

Example

Smith, John. "Space." World Book Encyclopedia. 2000 ed.

SUBJECT SPECIFIC ENCYCLOPEDIA (CURRENT BIOGRAPHY, ENCYCLOPEDIA OF RELIGION, ETC.)

Structure

Author 's Last Name, Author's First Name. "Entry Title." Encyclopedia Title.
Editor of Encyclopedia. Volume Number. Place of publication: Publisher,
copyright date.

Example

Smith, John. "Albert Einstein." Great Scientists: A Collection of Literary Biographies. Ed. Mary Lamb. Vol. 2. New York: Harper Collins, 2003.

DICTIONARIES AND ALAMANACS

Structure

"Word or section title." Title of Source. Place of Publication: Publisher, copyright
date.

Example

"Astonishment." Webster's Sixth New International Dictionary of the English Language.
Springfield, MA: G & C Merriam, 2000.

MAGAZINES (HARD COPY OR MICROFICHE)

Structure

Author's Last Name, Author's First Name. "Article Title." Magazine Title. Issue
Date: page number(s) of article.

Example

Smith, John. "Writing Research Papers: How to Write the Best Paper of Your Class." Writer's
Magazine. Jan. 2002: 23-24, 27-30.

NEWSPAPERS

Structure

Author's Last Name, Author's First Name. "Newspaper Article Title." Newspaper
Issue Date: page number(s) of article.

Example

Smith, John. "Local School Helps Students Write Better Papers." LA Time
15 October. 2001: D12.

ELECTRONIC OR ONLINE SOURCES CD-ROM ENCYCLOPEDIA

Structure

Author's Last Name, Author's First Name. "Article Title." Name of CD-ROM
Encyclopedia. CD-ROM. Publisher. Copyright date.

Example

Smith, John. "The Universe." Grolier Electronic Encyclopedia. CD-ROM. Grolier. 2002.

INTERNET - WORLD WIDE WEB

Structure

Author 's Last Name, Author's First Name. *Title of Web Page*. [Online] Available Protocol: URL of specific site, date of document or download.

Example

Lane, Sarah. *The Nuts And Bolts of College Writing*. [Online] Available at: http://www.classbrain.com/artteensb/publish/article_94.shtml, 9 May. 2003.

IMAGES, CHARTS, ETC.

Structure

Artist if Available. Description or Title of Image." Date of image. Online image. *Title of Larger Site*. Date of download. <URL>.

Example

Beck, Beth. "The Earth And Moon From Mars." 3 June 2003. Online image. NASA. 9 June. 2003. <http://www.nasa.gov/multimedia/imagegallery/image_feature_56.html>.

VIDEOTAPES & DVDs

Structure

Title. Director, Producer, and/or Writers. Medium. Distributor, Year.

Example

Space. John Smith, A&E, Beth Beck. DVD. A&E, 1999.

INTERVIEWS

Structure

Last Name of person being interviewed, First Name. Interview format (telephone, personal, etc.). Date of interview.

Example

Smith, Mary. Telephone Interview. 14 June 2003.

Please pick up a copy of the *MLA Handbook for Writers of Research Papers* for complete reference information. It is an invaluable guide that every student should own.