**Guidelines for “Works Cited” List Using MLA Format (S.F., E.K.)**

### Basic Rules—MLA

- The samples found in this handout indicate what information is needed and the correct order of its arrangement. In most cases where a particular piece of information is not available, either in the print or the electronic source, skip to the next piece of information. For example, if no author name is given, alphabetize by the title of the piece and use a shortened version of the title for parenthetical citations.
- The first line of each entry in your list should be flush left. Subsequent lines should be indented one-half inch.
- All works cited should be double-spaced.
- Capitalize each word, except short prepositions and conjunctions, in the titles of works, and always capitalize the first word of a title.
- Italicize titles of books, journals, magazines, newspapers, and films.
- Use quotation marks around the titles of articles in journals, magazines, and newspapers. Also use quotation marks for the titles of short stories, book chapters, poems, and songs.
- Identify the medium of publication for each entry (“Print,” “Web,” “DVD,” etc).

### Sources in Print—MLA

**a book with one author:**


**two books by the same author:**


**a book with more than one author:**


**part of a book (such as a work in an anthology):**

Daniels, Charlie. “An Open Letter to the Class of 1996 UNCW.” *The Informed Citizen: Argument and*

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**Guidelines for “References” List Using APA Format (L.W., A.P.)**

### Basic Rules—APA

- The samples found in this handout indicate what information is needed and the correct order of its arrangement. In cases where a particular piece of information is not available, either in the print or the electronic source, skip to the next piece of information. For example, if no author name is given, alphabetize by the title of the piece and use a shortened version of the title for parenthetical citations.
- The first line of each entry in your list should be flush left. Subsequent lines should be indented one-half inch. This is also known as the hanging indent.
- All references should be double-spaced.
- With the exception of journal titles and other periodicals, only capitalize the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- Capitalize each word of a journal title except any short prepositions or conjunction words. Always capitalize the first word of a title.
- On the References page, do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
- Italicize titles of books, journals, magazines, newspapers, and films.

### Sources in Print—APA

**a book with one author:**


**two books by the same author:**


**a book with more than one author (keep the ordering of names as they read on the publication):**

**An excerpt from a book that reprints material first published someplace else, such as the Opposing Viewpoints series:**


**Part of a book (such as a work in an anthology):**


**An excerpt from a book that reprints material first published someplace else, such as the Opposing Viewpoints series:**


**An article from a reference book:**


**An article in a periodical (newspaper or magazine):**


**An article in a scholarly journal:**

Note: the number following the title of the journal is the volume number. If the journal uses continuous pagination throughout a particular volume, only volume and year are needed, e.g. PMLA 105 (1990): 505-518. If each issue of the journal begins on page 1, however, you must also provide the issue number following the volume, e.g. Kansas Quarterly 13.3-4 (1981): 77-80.


**An article in a scholarly journal that uses continuous pagination:**

a work of literary criticism from a collection of criticisms (*Gale's Twentieth Century Literary Criticism, Contemporary Literary Criticism, Poetry for Students, Short Stories for Students, Poetry Criticism, etc.)*:

Use this format if the text you are quoting is originally from another source and being reprinted in the book:


Use this format if you are quoting text that was written specifically for the book:


Use this format if the text you are quoting has no specific author:


Electronic Sources—APA

Web Pages

Many Web pages are found by using search engines, e.g. Google, MSN, Dogpile, or Yahoo. Most of the time, access to pages found using a search engine is free and unrestricted.

**Information needed:** Document title or description, the date of publication, and the journal or newspaper title. Include the digital object identifier (DOI), when a DOI is unavailable include a URL. Whenever possible, identify the authors of a document as well.

The “official” title of the page is listed in the upper-left corner of the page AFTER you print it out, or in the upper-left corner of the page in the very top blue bar on the screen. The DOI will be labeled as such and is typically located in the upper-right hand corner of a document.

**Remember, in cases where a particular piece of information is not available skip to the next piece of information.** You should have enough information listed so someone else can easily find that source again.

In general, wikis (such as Wikipedia) are not recommended for research, although they may be appropriate for basic information gathering.

Use this example for a website with an author:


doi:0000000/00000000000


doi:10.1108/0309056071082116

With no DOI:
page,” for the title. Do not italicize the description or put it in quotation marks.

MLA does not require that citations include the Web address (URL); however; some instructors may ask you to include them. If this is the case, place the URL at the end of the citation between brackets: < >.

**Use this example if your web page has an author:**


**Use this format if your page has NO author listed:**


*This date is listed as the copyright date – no other date is listed.

**Online Periodical Article—journal or newspaper from the WWW:**

If you have an article that was accessed in an online periodical it is also a free resource if it can be accessed by anyone using author’s name and title. If you access a periodical article using a database accessed through the Inver Hills Library home page, see the instructions below.

**Information needed:** author, title of article in quotation marks, name of journal/newspaper (in italics), volume number, issue number, or other identifying number, date of publication, number range or total number of pages, paragraphs, or other sections, if numbered, publication medium, date of access. If any of the above information is missing, cite what is available, and use the abbreviation “N.p.” if there is no publisher and “n.d.” if there is no date.


**Online Encyclopedia**

**Information needed:** name of article, name of encyclopedia service, publication medium, date of access.


**Online Government Publication**

**Information needed:** author (U. S. government), government department, sub-department, title, date of publication, publication medium, and date of access.

**Use this example if your web page has an author:**


**Online dictionaries and encyclopedias with no authors listed:**

Often, there will not be an author given, if so, simply skip to the next item: the entry title. Provide publication dates if available or specify (n.d.) for no date. When listing the URL, only include the home URL, rather than the full URL.


**Entry from a wiki:**


**Use this example if your web page has an author:**


**Electronic version of a print book:**


**Online Periodical Article—journal or newspaper from the WWW:**

If you are citing a periodical article you accessed from a publication’s website, such as *Journal of the American Medical Association* (jama.ama-assn.org), *Time* (www.time.com), or the *Star Tribune* (www.startribune.com), then use the citation format below.
Online Periodical Article from a Database Available through Inver Hills Community College Library

When you access a journal or newspaper article from EBSCOhost, InfoTrac or LexisNexis, you are using a subscription database available through the Inver Hills Community College Library. That means the library pays a fee in order for you to use this service, just as you would pay for a magazine subscription delivered to your home. The service uses a web browser to access the articles, but it is not a web site or a web page available to anyone on the World Wide Web. Only current students, faculty, and staff at Inver Hills Community College are able to use these services. Use the following guide when citing articles from EBSCOhost, InfoTrac, or LexisNexis. These examples can also be used for articles found using CINAHL and ProQuest.

To cite a work from a periodical in an online database, include the following information: author’s name, title of article in quotations, title of periodical in italics, volume and issue numbers, date of publication, inclusive pages, name of database, medium of database, and date of access.

Barrera, Rebeca María. “A Case for Bilingual Education.”  


Kolata, Gina. “Scientists Debating Future of Hormone Replacement.”  

Other Types of Sources—MLA

an interview that you conducted:
Information needed: To cite an interview that you conducted, give the name of the person interviewed, the kind of interview (Personal interview, Telephone interview), and the date.

Mondavi, Robert. Personal interview. 7 Sept. 2001.

an advertisement:

doi:0000000/000000000000

doi:10.1108/0309056071082116

With no DOI:


Online Government Publication


Online Periodical Article from a Database Available through Inver Hills Community College Library

Unlike MLA, it is usually not necessary to include database information. Instead, the citation is treated as if it were a print citation. The exception being sources that are very hard to find without the database information. Examples of this would include discontinued journals, dissertations, and documents that were not formally published.

Scholastic Parent & Child, 12(3), 72-73.
Information needed: To cite an advertisement, state the name of the product, company, or institution that is the subject of the advertisement, followed by the descriptive label “Advertisement”, neither italicized nor enclosed in quotation marks. Conclude with the usual publication information and the medium of publication.


a television show or radio program:

Information needed: A television show or radio program entry usually begins with the title of the episode or segment in quotation marks, followed by the title of the program or series, italicized, followed by any relevant information, including performers (“Perf.”), director (“Dir.”), or narrator (“Narr.”) the network; the local station (if any) and location; the date of broadcast; and the medium (“Television,” “Radio”). For a program you accessed online, after the information about the program give the network, the title of the Web site, the medium (“Web”), and your date of access, the name of the network, call letters and city of the local station, if any, and the broadcast date.


a film:

Information needed: A film entry begins with the title, italicized, and includes the director (“Dir.”), lead performers (“Perf.”) the distributor, and the year of release, and the medium (“DVD,” “Film,” “Videocassette”).


a lecture:

Information needed: In a citation of an oral presentation, give the speaker’s name, the title of the presentation in quotation marks (if known), the meeting and the sponsoring organization (if applicable), the location, the date, and the label, such as “Lecture” or “Address.”


**Other Types of Sources—APA**

**an interview that you conducted:**

Interviews are considered to be personal communications and as such are not included in the reference list. Cite personal interviews in text only.


or

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

**a television or radio program:**


**a film:**

Information needed: A film entry begins with the producer followed by the director (this is often the same person). You also need the date of publication, the title in italics, the medium in brackets, the country of origin and the studio or distributor.

Capra, F. (Director). (1946). *It’s a wonderful life* [Motion picture]. United States: RKO.

**a lecture:**

Because lectures do not provide recoverable data, they are not included in the reference list. Cite lectures in text only.
In-text citations MLA

In-text citations refer to citations in your text (your essay).

In MLA, there are usually two items listed: an author and a page number.

Signal phrases are written in present tense.

Include the author’s name in the signal phrase or in the parenthesis at the end of the sentence. Include the page number(s) in parenthesis:

One study suggests, “blah, blah, blah” (Smith 101).

Barb Jones points out, “blah, blah, blah” (101-102).

Often, there will not be a page number given. If there is a section of paragraph that can be clearly identified, you should include that.

One author contends, “blah, blah, blah” (Richter par. 4).

Another researcher feels, “yak, yak, yak” (Pruka sec. 10).

Two to three authors

According to a recent study of homeless youth … (Smith, Jones, and Green 101).

Four or more authors

Include all the names or only the first name followed by et al.

The recent study of obesity suggests … (Jones et al. 55).

Indirect source

It is always best to find the original work the quote is from. Sometimes, that is impossible, and you will have to cite an indirect source.

You need to give credit to both the author (or speaker) of the quote and the work where it is found.

President Obama told an audience of union workers, “blah, blah, blah” (qtd. in Jones 101).

Name the person who gave the original quote in the signal phrase and the author of the work it is found in in the parenthetical citation. In the Works Cited page, only the author where the quote is found will be indicated. In the example above, that is Jones.

Indirect source that is paraphrased

There is no method given by MLA to indirectly cite paraphrased information. It is best to find the original source. However, if your essay concerns how an author paraphrased another work, then it may be appropriate to quote a source who is paraphrasing another work. For example:

Smith misrepresents Jones’s explanation when she states, “blah, blah, blah” (Smith 31).

You cannot cite Jones without the original quote, but you should include Jones in the signal phrase. In the above example, it is clear from the signal phrase that the quote is what Smith wrote about what Jones wrote, and is not what Jones actually wrote.

In-text citations APA

In-text citations refer to the citations in your text (your essay).

In APA, there are two items always listed: an author(s) and a date. In the case of direct quotes, there should also be a page number.

Signal phrases are written in past tense.

Include the author’s name and the date in parenthesis directly after the mention of the source:

One study (Smith, 2012) found that…..

In the case of quoted material, also include a page number at the end:

One article (Jones, 2012) reported, “blah, blah” (p. 59).

Author named in text

If you name the author in the signal phrase, you will not include it again in the parenthesis:

According to Smith (2012), blah...


Two authors

Inside the parenthesis, always use an ampersand between names instead of the word and:

One study (Watt & Thury, 2012) found…

Three to five authors

The first time they are cited, name all the authors in the signal phrase:

Jones, Smith, and Richter (2012) stated…

After that refer to the first name followed by et al.:

Jones et al. (2012) argued…

Five or more authors

For all citations use the first name and the et al.

Pruka et al. (2012) argued…

One study (Thury et al., 2012) found…

No author or anonymous author or no date

You will need to use the title, or what you can gather is a title, to create an in-text citation. Unlike in the reference page, the title will have quotes around it:

Another study of students and research decisions discovered that students succeeded with tutoring (“Tutoring and APA,” n.d.).

Indirect source

Name the original source in the signal phrase and the secondary source in the parenthetical citation: