

### **Basic Style for Citations form a book**

A typical **MLA Works Cited entry for a book** includes the following basic information:

- Author, last name first, followed by a period and a space.
- Title of the work, underlined, followed by a period and a space.
- Place of publication, followed by a colon.
- Publisher, followed by a comma.
- Date of publication, followed by a period.

### **Basic Style for Citations of Electronic Sources**

Here are some common features you should try and find before citing electronic sources in MLA style. Always include as much information as is available/applicable:

- Author and/or editor names
- Name of the database, or title of project, book, article
- Any version numbers available
- Date of version, revision, or posting
- Publisher information
- Date you accessed the material
- Electronic address, printed between carets (<, >).

You must use citations when writing a research paper. You need to give the original author credit for his or her own work. If you do not use citations in a paper, where citations are needed, you are plagiarizing. (Plagiarizing = Stealing.)

In your paper you need to use parenthetical notes. (Last name of the author page number). By doing so, the reader knows where you found your information.

## Works Cited /Bibliography

### Works Cited

**Summary:** MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. Resource: the *MLA Handbook for Writers of Research Papers (6th ed.)* and the *MLA Style Manual and Guide to Scholarly Publishing (2nd ed.)*.

### Basic Rules

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not underline the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should provide enough information so that the reader can locate the article either in its original print form or retrieve it from the online database (if they have access).

### Capitalization and Punctuation

- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*
- Use italics or underlining for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)

### Listing Author Names

Entries are listed by author name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name:

Burke, Kenneth

Levy, David M.

Wallace, David Foster

### Books

First or single author's name is written last name, first name. The basic form for a book is: Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of Publication.

### Book with One Author

Gleick, James. *Chaos: Making a New Science*. New York: Penguin Books, 1987.

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999.

## Works Cited /Bibliography

### **Book with More Than One Author**

First author name is written last name first; subsequent author names are written first name, last name.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000.

### **Book with No Author**

List and alphabetize by the title of the book.

*Encyclopedia of Indiana*. New York: Somerset, 1993.

Parenthetical citations of the source above would appear as follows: (Encyclopedia 235).

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### **An Entire Web Site**

Basic format:

*Name of Site*. Date of Posting/Revision. Name of institution/organization affiliated with the site (sometimes found in copyright statements). Date you accessed the site <electronic address>.

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site. Here are some examples:

*The Purdue OWL Family of Sites*. 26 Aug. 2005. The Writing Lab and OWL at Purdue and Purdue University. 23 April 2006 <<http://owl.english.purdue.edu/>>.

\*This resource was written by **Dave Neyhart and Erin E. Karper**.

Last full revision by **Karl Stolley**.

Last edited by Dana Lynn Driscoll on October 31st 2006 at 11:09AM