

# MLA Guide

When citing your source, start by finding the list of core elements. There are ten general pieces of information that MLA suggests including in each Works Cited entry. In your citation, the elements should be listed in the following order:

<b>Author or Editor.</b>	<b>“Title of Source.”</b>	<b>Title of Container,</b>	<b>Other contributors,</b>	<b>Version,</b>
<b>Number,</b>	<b>Publisher,</b>	<b>Publication date,</b>	<b>Location.</b>	<b>Date of Access.</b>

\*Please note that each element should be followed by the punctuation mark that is shown here.

<b>Author or Editor.</b>	<b>Last name, First name. (must be a person’s name)</b>
<b>“Title of Source.”</b>	<b>“Article or chapter title.”</b>
<b>Title of Container,</b>	<b>Title of website or book,</b>
<b>Other contributors,</b>	<b>Editor, illustrator, translator (if relevant to your research use their job title in citation)</b>
<b>Version,</b>	<b>3<sup>rd</sup> ed., (mainly for print sources)</b>
<b>Number,</b>	<b>Volume number,</b>
<b>Publisher,</b>	<b>Organization or company responsible for producing information,</b>
<b>Publication date,</b>	<b>Publication year, (look for the copyright symbol or last updated for a website)</b>
<b>Location.</b>	<b>Page numbers from a book or a website’s URL.</b>
<b>Date of Access.</b>	<b>Accessed Date Month Year. (Only for an online source)</b>

## Missing Information:

If information is missing simply skip it and list the next item.

## Example Citations:

### Entire Book:

Pattern or format

**Author or Editor. Title of Container, Publisher, Publication date.**

Sample citation of what goes “IN” your project:

**(Bachrach 17)**

- The page number should be the exact page in which the information can be found.

Sample citation of what goes “OUT” on your Works Cited:

**Bachrach, Susan D. *Tell Them We Remember: The Story of the Holocaust*, Little, Brown, 1994.**

### Chapter of section of a book:

Pattern or format

**Author or Editor.** "Title of Source." Title of Container, Number, Publisher, Publication date, Location.

Sample citation of what goes "IN" your project:  
(Schmittroth and Rosteck 113)

Sample citation of what goes "OUT" on your Works Cited:  
Schmittroth, Linda, and Mary Kay Rosteck. "Adolf Eichmann." *People of the Holocaust*, vol. 1, UXL, 1998, pp 112-20.

Sample citation of what goes "IN" your project:  
("Einstein, Albert" 133)

Sample citation of what goes "OUT" on your Works Cited:  
"Einstein, Albert." *Compton's*, vol.7, *Encyclopedia Britannica*, 2008, p 133.

Take note of the page numbers. With parenthetical citing, citing "IN" your project, you only list the exact page in which the information can be found. With the bibliographical citing, citing "OUT" on your Works cited page, you will list the entire range of pages from which your information is found but you will omit any repetitive number.

For example: Page 112-120  
Parenthetical or "IN" your project (Schmittroth and Rosteck 113)  
Bibliography or "OUT" on your Works Cited the page numbers are listed as pp 112-20. The 1 in the hundredths place is repetitive so it is omitted.

### Website:

Pattern or format

**Author.** "Title of Source." Title of Container, Publisher, Date, Location.  
Date of Access.

Sample citation of what goes "IN" your project:  
("What is Cyberbullying")

Sample citation of what goes "OUT" on your Works Cited:  
"What is Cyberbullying." *Stopbullying.gov*, U.S. Department of Health & Human Services, [www.stopbullying.gov/cyberbullying/index.html](http://www.stopbullying.gov/cyberbullying/index.html).  
Accessed 15 Oct. 2016.

Sample citation of what goes "IN" your project:  
("Anne Frank")

Sample citation of what goes "OUT" on your Works Cited:  
"Anne Frank." *Jewish Virtual Library*, American-Israeli Cooperative Enterprise, 2016, [www.jewishvirtuallibrary.org/jsource/biography/frank.html](http://www.jewishvirtuallibrary.org/jsource/biography/frank.html).  
Accessed 31 Mar. 2016.

Sample citation of what goes "IN" your project:  
**(Martin Luther King Jr.)**

Sample citation of what goes "OUT" on your Works Cited:  
**"Martin Luther King Jr." History.com, A&E NewtWorkss, 2009,**  
[www.history.com/topics/black-history/martin-luther-king-jr](http://www.history.com/topics/black-history/martin-luther-king-jr).  
Accessed 9 Dec. 2015.

Sample citation of what goes "IN" your project:  
**("J. Robert Oppenheimer")**

Sample citation of what goes "OUT" on your Works Cited:  
**"J. Robert Oppenheimer." Bio.com, A&E NetWorkss, 15 Oct. 2015,**  
[www.biography.com/people/j-robert-oppenheimer-9429168](http://www.biography.com/people/j-robert-oppenheimer-9429168). Accessed 31  
Mar. 2016.

### **General Rules:**

- Abbreviations: omit corporate abbreviations in publishing company titles.
- Dates: Use the format day month year, 31 Mar. 2016. **Do not use commas.**
- Location: Make sure every source has a location (page number or website address). The only time a location is not listed is when the entire book is used for research.
- Titles: Capitalize all major words in the article title and the book or website title.
- **Always check with your teacher for specific question about project guidelines.**

A "Works Cited" page is the name that MLA gives to a bibliography. It is a listing of all the sources you cited in the body of your paper or project.

#### Items to Remember:

- The "Works Cited" page is always the last page of your essay or found at the end of your project.
- The title "Works Cited" should be centered on the last page.
- Each source entry must be complete and accurate.
- Each source entry reads like one long sentence.
- The first line of a source entry is aligned to the left. All other lines are indented 5 spaces, known as a hanging indent.
- The source entries are listed alphabetically by the first word of the source entry.
- The source entry ends with a period.