

MLA Quick Guide

Information needed in order to cite a source:				
Author(s) or Editor(s)	Title of Book or Periodical	Title of Article, Section or Chapter	Volume/Version/Edition	Date of Access
Place of Publication	Publisher	Date	Pages	Medium

Book: Single Author

Pattern or format

Author. *Title*. Place of Publication: Publisher, Date. Medium.

Sample citation of what goes "IN" your project:

(Bachrach)

Sample citation of what goes "OUT" on your Work Cited:

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

Book: Editors

Pattern or format

Editors. "Article Title." *Title*. Volume. Place of Publication: Publisher, Date. Pages. Medium.

Sample citation of what goes "IN" your project:

(Schmittroth and Rosteck 112-120)

Sample citation of what goes "OUT" on your Work Cited:

Schmittroth, Linda, and Mary Kay Rosteck. "Adolf Eichmann." *People of the Holocaust*. Vol. 1. Detroit, MI.: UXL, 1998. 112-20. Print.

Sample citation of what goes "IN" your project:

(Saari and Allison 680-691)

Sample citation of what goes "OUT" on your Work Cited:

Saari, Peggy, and Stephen Allison. "J. Robert Oppenheimer." *Scientists: The Lives and Works of 150 Scientists*. Vol. 2. U.S.A: Gale, 1996. 680-91. Print.

Take note of the page numbers. With parenthetical citing, citing "IN" your project, you include all of the numbers. With the bibliographical citing, citing "OUT" on your work cited page, you omit any repetitive number.

For example: Page 112-120

Parenthetical or "IN" your project (Schmittroth and Rosteck **112-120**)

Bibliography or "OUT" on your Work Cited the page numbers are listed as **112-20**. The 1 in the hundredths place is repetitive so it is omitted.

Website:

Pattern or format

Author (if given). "Article Title." *Website Title*. Version/Edition (if available).
Publisher (if none, use n.p.), Date (if no date, use n.d.). Medium. Date of
Access.

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

Sample citation of what goes "OUT" on your Work Cited:
"J. Robert Oppenheimer." *Bio.com*. A&E Networks Television, n.d. Web. 31 Mar.
2016.

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

Sample citation of what goes "OUT" on your Work Cited:
"Anne Frank." *Jewish Virtual Library*. American-Israeli Cooperative Enterprise,
2016. Web. 31 Mar. 2016.

Missing Information:

No author listed: Begin citation with "Article Title"

No publisher listed: substitute n.p.

No date listed: substitute n.d.

Pages unnumbered: n.pag.

General Rules:

- Abbreviations: Use two letter state and corporate abbreviations, IL for Illinois.
- Dates: Use the format day month year, 31 Mar. 2016. **Do not use commas.**
- Medium: Make sure that every source has medium listed, Print or Web.
- 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 or name of the source entry.