

Preparing the Works Cited List: A Guide for Students

How to Write & Format Your Works Cited List, based on the
MLA Handbook for Writers of Research Papers, 7th Edition

Use [Noodle Tools](#) for help in creating your works cited list & taking notes. Be sure to use **MLA Advanced** format for your Works Cited lists.

When you hand in a research project, you should also hand in a list of all the materials you used – books, encyclopedias, web sites, videos, etc. This is called the **Works Cited List**.

The works cited list:

- Is in **alphabetical order** (by the first word in the entry, excluding "a," "an," and "the" when alphabetizing by title)
- Is formatted with a **hanging indent**: the first line is flush with the left margin, and subsequent lines are indented .5 inch. In MS Word, this is under the format pull-down menu, select “paragraph,” and is under “special”
- Is **double-spaced** throughout, including between the title and the first entry
- Titles of articles from encyclopedias, websites, newspapers, magazines and databases are put in **“quotation marks”**
- Titles of books, encyclopedias, websites, newspapers, magazines and databases are ***italicized***
- Includes a **medium of publication** (Print, Web, Film, DVD, etc.)
- Use abbreviations for Web publications when there is no sponsor or publisher (N.p.), no date (n.d.), or no pagination (n.pag.) available.

You need to include:

WHO wrote the book or article or website? (Author’s last name first, then first name)

WHAT is it called? (Title of Book / Article / Webpage)

WHERE was it published? (City and name of publisher / URL)

WHEN was it published? (Copyright date / issue date / last updated date & access date)

The **MEDIUM** of publication (Print, Web, Radio, Television, CD, DVD, Film, performance, Lecture, PDF file, etc.)

For websites, who is the **SPONSOR** (or publisher) of the website? (use n. pub. if no sponsor or publisher is found).

Internal Citations / Parenthetical References:

In the text of your paper you acknowledge the sources you used with a brief internal citation (also called parenthetical reference) that refers to an alphabetical Works Cited list at the end of the paper. The brief citation should include just enough information for a reader to find the full citation in the list as well as a page number, if appropriate. For example, if you are paraphrasing or citing a quote found on page 35 of *The Two Koreas* by Jennifer Peloso, the brief citation might be (Peloso 35); it might be (Peloso *Two* 35) if your list contains two books by Peloso.

Sometimes, not all the information is available. For example, some encyclopedias and many web pages do not list authors, so just go to the next part of the works cited list entry.

Follow this citation format for **books**:

Lastname, Firstname. *Book Title*. City of Publication: Name of Publisher, Year Published. Medium (ex: Print).

Follow this citation format for **encyclopedias**:

Lastname, Firstname. "Article Title." *Encyclopedia Title*, edition. Medium (example: Print).

Follow this citation format for **magazines**:

Lastname, Firstname. "Article Title." *Magazine Title* issue date: page(s). Medium (example: Print)

Follow this citation format for **websites**:

Lastname, Firstname. "Title of Web Page." *Title of Website*. Sponsor or publisher. Web. Date Accessed <url>.

PRINT SOURCES

Book - One Author

Woog, Adam. *Elvis Presley*. San Diego: Lucent, 1997. Print.

Book - Two Authors

Delany, Sarah and A. Elizabeth Delany. *Having Our Say: The Delany Sisters' First 100 Years*. New York: Dell, 1992. Print.

Book - Three or More Authors

Lass, Abraham H., et. al. *The Dictionary of Classical, Biblical, & Literary Allusions*. New York: Fawcett, 1988. Print.

Book - No Author's Name Given

A History of The American West. Los Angeles: Maverick, 1995. Print.

Book - With Editor

Henderson, Bill, ed. *Rotten Reviews: A Literary Companion*. New York: Penguin, 1987. Print.

Chapter or Essay From a Book

Norman, Geoffrey. "Hunting Keeps the Wildlife Population in Check." *Animal Rights*. San Diego: Greenhaven, 1999. 78-85. Print.

Encyclopedia - Unsigned Article

"Westward Movement." *The World Book Encyclopedia*. 1989 ed. Web.

Encyclopedia - Signed Article

Ewing, Rodney C. "Manazite." *The World Book Encyclopedia*. 1996 ed. Print.

Magazine Article

Smith, Gene. "Lost Bird: The Infant Survivor of Wounded Knee." *American Heritage* April 1996: 38-40. Print.

Newspaper Article

Manegold, Catherine S. "Becoming a Land of the Smoke-Free, Ban by Ban." *New York Times* 22 March 1994, late ed.: A1+. Print.

NON-PRINT SOURCES

Interview Conducted by Yourself

Subject's Lastname, Firstname. [Type of interview: Personal, E-mail, Telephone, Instant Message, Web chat, etc.] Interview. Date(s) of interview.

Bowie, David. Personal interview. 24 March 1996.

Interview Conducted by Another Person

Updike, John. Interview with Scott Simon. *Weekend Edition*. National Public Radio. WBUR, Boston. 2 April 1994. Radio.

ON-LINE DATABASES:

(It is no longer necessary to include the URL for subscription services or the name of institution providing the database)

Author. "Article title." *Original Source of Article* Date of Original Source: page numbers. *Name of the Database Used*. Publisher of database. Web. Date Accessed.

DISCovering Collection

(Tip: Use the citation included at the end of the article)

"Benedict Arnold." *DISCovering Biography*. Farmington Hills, Mich.: Gale Research, 1997. Reproduced in *Discovering Collection*. Gale Group. Web. 4 March 2009.

EBSCO *MiddleSearch* +

Tator, Charles, James D. Carson, and Robert Cushman. "Hockey injuries of the spine in Canada, 1966-1996." *CMAJ: Canadian Medical Association Journal* Vol.162 Issue 6, 03/21/2000, 787. *Academic Search Elite*. EBSCOhost. Web. 15 November 2009.

InfoTrac Student Edition

Drummond, Daniel F. "Bill would bar EVMS stem-cell research." *The Washington Times* 22 January 2002: 3. *InfoTrac Student Edition*. Gale Research. Web. 5 April 2009.

SIRS Researcher

Sears, Stephen W. "The First News Blackout." *Civil War Chronicles* Winter 1994: 16-23. *SIRS Researcher*. SIRS Knowledge Source. Web. 2 November 2009.

Frick, Robert. "Investing in Medical Miracles." *Kiplinger's Personal Finance* Feb. 1999: 80-87. *SIRS Researcher*. SIRS Knowledge Source. 10 February 2009.

Opposing Viewpoints

Califano Jr., Joseph A. "Prisons Should Rehabilitate Inmates" *Prisons*. Bryan J. Grapes, Ed. *Current Controversies* Series. Greenhaven Press, 2000. Reprinted, with permission, from "A Punishment-Only Policy," by Joseph A. Califano Jr., *America*, February 21, 1998. Reproduced in *Opposing Viewpoints Resource Center*. Farmington Hills, Mich.: Gale Group. Web. 4 May 2009.

"Edward Abbey." *DIScovering Authors. Student Resource Center*. Gale. 3 September 2000.

United Streaming

World War I and Its Aftermath. Discovery Channel School. 2004. unitedstreaming. Web. 26 October 2009.

Television or Radio Program

"Frederick Douglass." *Civil War Journal*. Narr. Danny Glover. Dir. Craig Haffner. Arts & Entertainment Network. 6 April 1993. Television.

Videorecording

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946. DVD.

Sound Recording

Delany, Sarah and A. Elizabeth Delany with Amy Hill Hearth. *Having Our Say: The Delany Sister' First 100 Years*. 1993. Read by Whoopi Goldberg. Audio Renaissance Tapes, 1994. Audio cassette.

Internet

Lastname, Firstname. "Title of Web Page." *Title of Website*. Sponsor or publisher of website. Web. Date Accessed. <url>.

"Joe DiMaggio Yankee Legend Dead at 84." *Cable News Network Home Page*. Accessed 8 March 1999 <http://cnnsi.com/baseball/mlb/news/1999/03/08/dimaggio_obit>.

Use abbreviations for Web publications when there is no sponsor or publisher (N.p.), no date (n.d.), or no pagination (n.pag.) available.

Technology Education dept. home page. *University of Washington*. N.p., n.d. Web. 24 Mar. 2009. <<http://www.washington.edu/uwired/outreach/teched/projects/web/rockteam/WebSite/rockcycle.htm.htm>>.

Photograph Found Online

Statue of Liberty. Photograph. *Statue of Liberty Picture Gallery*. The Statue of Liberty-Ellis Island Foundation. 10 Dec. 2007. Web. <http://www.statueofliberty.org/Statue_of_Liberty_Picture_13.html>.

Sample Works Cited List

"The Magic School Bus." Cartoon. *Wired Science*. PBS, n.d. Web. 8 Apr. 2009. <<http://www-tc.pbs.org/kcet/wiredscience/blogs/Magic-School-Bus.jpg>>.

McNamara, Robert. "Seeing and Believing are Often Wrong." Interview by Erroll Morris. *Fog of War*. 2004. DVD.

"Rock Cycle." *Fact Monster*. Pearson Education, 2007. Web. 24 Mar. 2009. <<http://www.factmonster.com/dk/science/encyclopedia/rock-cycle.html>>.

"Sediments." *Fact Monster*. Pearson Education, 2007. Web. 24 Mar. 2009. <<http://www.factmonster.com/dk/science/encyclopedia/sediments.html>>.

"Solar Power." Cartoon. *BrainPOP!* BrainPOP LLC., n.d. Web. 30 Sept. 2009.