

Name \_\_\_\_\_

Date \_\_\_\_\_ Period \_\_\_\_\_ (2/09)

## FORMAT FOR BIBLIOGRAPHY/WORKS CITED (MLA)

In a Works Cited page, you should only list works which you actually referred to in the body of your essay. The SKHS English Department requires that all research assignments be formatted according to MLA (the Modern Languages Association) guidelines.

- Center the title *Works Cited* one inch from the top. Double space before the first entry.
- Use a hanging indent for each entry (i.e., begin each entry at the left margin, and indent additional lines 1/2-inch).
- Double-space each entry; also double-space between entries. (Double-spacing *within* each entry is optional.)
- List each entry **alphabetically** by the author's last name. If there is no author, use the first word of the title (disregarding *A, An, The*).
- Do **not** number Works Cited entries.

### FORMAT TO USE FOR BOOKS:

Author's last name, author's first name. Title of book. City of publication, State (if necessary): Publisher's name, year of publication.

#### Example:

Gilson, Edith, with Susan Kane. Unnecessary Choices: The Hidden Life of the Executive Woman. New York: Morrow, 1987.

### FORMAT TO USE FOR PERIODICAL ARTICLES:

Author's last name, author's first name. "Title of article." Name of Periodical date of publication (in DD MMM YYYY format): page numbers of article.

#### Example:

Updike, John. "Poet On the Fault Line." Review of Robert Frost: A Life, by Jay Parini. The New Yorker 15 Mar 1999: 84-91.

### FORMAT TO USE FOR INTERNET SITES:

Author's last name, author's first name (if given). Title of website. Parent site, institutional affiliation, etc. (if available). Date created (if given); date last modified, revised, or updated (if given). Date visited <url> (website address).

#### Example:

McNaron, Toni. "Alice Walker: Biography – Criticism." Voices from the Gap: Women Artists and Writers of Color. University of Minnesota. 08 July 1996; revised 20 Sep. 2004. 20 Mar. 2005 <[http://voices.cla.umn.edu/vg/Bios/entries/walker\\_alice.html#bio](http://voices.cla.umn.edu/vg/Bios/entries/walker_alice.html#bio)>.

**Note:** If a website contains a database version of a printed source, your bibliography entry should include all the information for a traditional print-media source as well as Internet site information (parent site or institution; date created, date modified, date visited; url; etc.)

#### Example:

Wilford, John Noble. "Fossils Found in Spain Seen as Last Link to Great Apes." New York Times 19 Nov. 2004. 20 Mar. 2005 <<http://www.nytimes.com/2004/11/19/science/19ape.html>>.

**For accepted format of other forms of publication (newspaper articles, works with multiple authors; unsigned works; encyclopedia articles; CD-ROMs; music albums; movies and TV shows; etc.), see the other side of this sheet; *Writers, Inc.*; the *MLA Handbook*; *The Chicago Manual of Style*; any one of dozens of websites which include guides to MLA bibliography format (several of which are linked to on Mr. Alper's Schoolnotes.com page); or talk to a librarian, library aide, or your English teacher.**

## MLA-Style Citation Format in a Nutshell

Depending on the type of source in which the item you are citing appears, use appropriate MLA guidelines for (a) newspaper, (b) magazine, (c) book, or (d) other.

### Structure:

In your bibliography entries, list the information in the sequence shown below. If the information shown in one of the steps is unavailable or not applicable, go on to the next applicable step.

1. Creator's last name, first name and middle name or initial.
2. Title of work (minor or short works in quotation marks; major works underlined or italicized).
3. Format (if other than text), neither underlined nor in quotation marks.
4. Title of source (underlined or italicized).
5. Publishing information:
  - if a magazine or newspaper: (no period after title of source) date (DD MMM YYYY): page number (if available).
  - if a scholarly journal: (no period after title of source) volume # (year): page number.
  - if a book: city of publication: shortened name of publisher, date of publication. Page number.
6. Title of website or online collection (underlined or italicized).
7. Editor or compiler of website or online collection (if available).
8. Date (DD MMM YYYY) of posting or most recent update (if available).
9. Name of project or reference database (underlined or italicized).
10. Name of sponsoring institution.
11. Date (DD MMM YYYY) of access.
12. Electronic address (in pointy brackets).

Last name, First name and Middle name or initial. "Title of Work."  
Format. Title of Source. Day Month Year issued: page number.  
Title of Online Collection. Editor of collection. Day Month  
Year of posting. Name of Project/Database. Sponsoring  
institution. Day Month Year of access <electronic address>.

### Example:

Franklin, Benjamin. "Join or Die." Illustration. *The Pennsylvania Gazette* 9 May 1754. *Prints and Photographs Online Catalog*. 02 Dec. 2005. *American Memory*. Library of Congress. 31 Jan. 2006 <<http://memory.loc.gov/pp/pphome.html>>.

**BIBLIOGRAPHY SOURCE #\_\_:**

**AUTHOR:** \_\_\_\_\_

**TITLE:**

**CITY: PUBLISHER or NAME OF PERIODICAL or WEBSITE AFFILIATION:**

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**DATE OF PUBLICATION (and DATE MODIFIED and DATE VISITED):**

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