



English 1301 Project: How to Cite in MLA Style

http://library.lsc.edu/04_GetHelp/Citing1301Project.pdf

This guide gives the basic forms, examples, and rules for citing the English 1301 Library Project. See more information about MLA citation style in your text. The basic forms show citation order, punctuation and capitalization. The examples are all taken from the online tutorial. Read the notes for additional explanations and special cases.

Project #1: A book written by your author (1a) and a book about your author (1b)

Basic form for printed books: Most of your printouts are for printed books in the library. If you got an e-book printout, see E-books below.

Author's Lastname, Firstname. *Book Title: Subtitle*. PublisherCity: PublisherName, publication year. Print.

Example for 1a: A book written by one of the authors:

Welty, Eudora. *Delta Wedding: A Novel*. New York: Harcourt Brace Jovanovich, 1979. Print.

Example for 1b: A book about the author:

Johnston, Carol Ann. *Eudora Welty: A Study of the Short Fiction*. New York: Twayne, 1997. Print.

Do you have more than one author? Cite the first named author's Lastname, Firstname, the 2nd and 3rd authors as Firstname Lastname. Place commas between the names and an "and" before the last author. End with a period. For example: Smith, John, George Jones, and Sam Brown.

More than three authors: Cite the first named author as Lastname, Firstname, a comma, and then add "et al." (latin for "and others") and a period. For example: Smith, John, et al.

No author: Skip to the next part, the title of the book or if you are citing a periodical, the article title.

Titles: Do not simply copy book titles as they appear in the catalog; different rules apply. Cite both title and subtitle. Capitalize ALL words at the start of titles and subtitles. Capitalize all other words EXCEPT FOR *the, a, an,* (articles) *and, or, not, but, yet* (conjunctions) or prepositions such as *of, to, from, near, above, below,* etc. (too many to list) Place a colon (:) between the title and subtitle. *Italicize* book titles. End all titles with a period. Cite an edition if it is more than the 1st edition after the title. Abbreviate edition as ed. For example: *Book Title: Subtitle*. 2nd ed.

Publisher info for books: Cite the first U.S. city named, omit the state name, a colon (:) the publisher name, main name only, omitting words like Press, House, Publisher, Inc., Co., Ltd. etc. But if the publisher is a university press, abbreviate it as UP. For example: University of Texas Press would be U of Texas P. or Oxford University Press would be Oxford UP. Place a comma after the publisher and cite the year of publication. End with a period. Add the medium of the book, Print. for printed books.

E-books: If you printed the catalog information for an e-book, cite the book information as described above. Omit Print. Add: *NetLibrary* (the e-book database name) Web. (the e-book medium) day Month year (the date you printed the citation) Abbreviate months as three letters except for May, June, July, Sept. End with a period.

Project #2-3 A scholarly journal article from an online periodical database—Use the citation information from your printout #2, printed in PDF for #3. (Circle the citation information in #2.)

Basic form for a journal article: Apply book author rules (see above) for more than one author. Cite volume/issue, numbers only, omitting words or abbreviations for volume/issue. Place a period between volume and issue numbers. Follow with the publication year in parentheses.

Author's Lastname, Firstname. "Article Title: Subtitle." *Journal Name* volume. issue (year): start page-end page. *Database Name*. Web. day month year. (Date you printed the article)

Example for #2-3: A scholarly journal article from the *Academic Search Complete* database:

Folks, Jeffrey. "The Fierce Humanity of Morgana: Welty's 'The Golden Apples.'" *Southern Literary Journal* 39.1 (2006): 16-32. *Academic Search Complete*. Web. 13 Aug. 2009.

Article Titles: Cite titles and subtitles. Apply the same rules as for books regarding capitalization and the use of a colon (:). Place article titles inside "double quotes." Do not italicize. If the title contains the title of a short work such as a story, or poem, place that title inside 'single quotes'. If it names a longer work, (i.e. novels) *italicize* the longer work title. End with a period placed inside the ending quotation marks.

Periodical Names: Capitalize the same as for books. Italicize names of periodicals: journals, newspapers, and magazines. Omit *The* when it starts a periodical name.

Database Info: Provide the database name, the publication medium as Web. Then provide the date you used the database, called the "date of access." Italicize the database name.

Dates: Dates are cited for publication dates of newspapers or magazines INSTEAD OF citing volume and issue numbers as with journals, and as dates of access for database articles and e-books. Cite all dates as day Month year. Abbreviate all months as three letters except for May, June, July and Sept.

Project #4 A newspaper article from *Opposing Viewpoints Resource Center*.

Note: In this database, phrases added after an article title in parentheses are not part of the title, but are usually headings on the page (such as Editorial Desk). They are not part of a title.

Basic form:

Author's Lastname, Firstname. "Title: Subtitle of the Article." *Newspaper Name* day Mon. year: Section Letter Page number. Database Name. Web. day Month. year

Example:

Fernandez, Elizabeth. "The Road to the Presidency: Health Care: Insurance Funding." *San Francisco Chronicle* 27 Jan. 2008: W3. *Opposing Viewpoints Resource Center*. Web. 13 Aug. 2009

Project #5 A weekly news magazine article from *Opposing Viewpoints Resource Center*:

Basic form:

Author's Lastname, Firstname. "Title of the Article." *News Magazine Name* day Mon.year: startpage-endpage. Database Name. Web. day Mon. year.

Example: This article did not have an author, so we start with the next thing, the title of the article.

"Cures for an Ailing System." *Newsweek* 10 Dec.2007: 78. *Opposing Viewpoints Resource Center*. Web. 13 Aug. 2009.

Formatting the Works Cited page:

- Use whatever assignment header is required by your instructor.
- Use the Times New Roman font in 12-pt., recommended for research papers by MLA.
- Set your page margins at the standard 1 inch all around and double space the entire list.
- Center the title at the top: Works Cited
- Use **the hanging indent format** for each citation, in other words, the first line is at the left margin, and the rest of the lines are indented ½ inch. If using MSWord, highlight your citation and open the Paragraph Menu. Under "Indentation" under "Special" highlight "Hanging" and click OK. The citation automatically indents in the hanging indent format.
- If this were a Works Cited list for a research paper, the citations would need to be alphabetized using the first word of the citation. Since we are only doing an assignment to learn MLA style, we will number each citation with its project number. Type the number and hit Enter key to begin the citation at the left margin.

This page is an example of a citation page for the Project using the citations from this guide. Turn in your project pages with the assignment page on top, the page printouts numbered in Project order with the Works Cited page last.

Works Cited

1 a

Welty, Eudora. *Delta Wedding: A Novel*. New York: Harcourt Brace Jovanovich, 1979. Print.

1b

Johnston, Carol Ann. *Eudora Welty: A Study of the Short Fiction*. New York: Twayne, 1997. Print.

2-3

Folks, Jeffrey. "The Fierce Humanity of Morgana: Welty's 'The Golden Apples.'" *Southern Literary Journal* 39.1 (2006): 16-32. *Academic Search Complete*. Web. 13 Aug. 2009.

4

Fernandez, Elizabeth. "The Road to the Presidency: Health Care: Insurance Funding." *San Francisco Chronicle* 27 Jan. 2008: W3. *Opposing Viewpoints Resource Center*. Web. 13 Aug. 2009.

5

"Cures for an Ailing System." *Newsweek* 10 Dec. 2007: 78. *Opposing Viewpoints Resource Center*. Web. 13 Aug. 2009.