This guide provides basic MLA formats with examples, and rules for citing items for the English 1301 Library Project. See more information about MLA citation style in your text. The basic formats show order of each part (i.e. author, title, publisher city & name, year or other source info such as database name, medium, date of access). Follow rules as to punctuation, capitalizing and italicizing of the parts.

Project #1-2: A book written by your author (#1) and a book about your author's life or works (#2)
Basic form for printed books: Most catalog records will be for printed books that are in the Library. If you chose an e-book, an e-book example is shown for #2.

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

Example for #1: A book written by our example author, Stephen King.

> King, Stephen. *Full Dark, No Stars*. New York: Scribner, 2010. Print.

Example for #2: A book about Stephen King and his work. This example shows an **e-book** with a title and subtitle. E-books found in our Library Catalog are in the database *eBooks on EBSCOhost*.

> Russell, Sharon A. *Revisiting Stephen King: A Critical Companion*. Westport: Greenwood, 2002. *eBooks on EBSCOhost*. Web. 25 Aug. 2012.

E-book rules: Cite the book information exactly as described for a printed book, omitting the word "Print" at the end and adding: *eBooks on EBSCOhost.* (our e-book database) Web. (the e-book medium) day Mon. year. (date of access, when you used the e-book) End with a period.
Dates: Cite all MLA dates as day Month year without a comma. Abbreviate all months as three letters except for May, June, July, and Sept. For example: 25 Aug. 2011. Or 8 Sept. 2011

Author variations: 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 the word "and" before the last author. End with a period. 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") End with a period. Example: Smith, John, et al. **No author?** Skip to the next part, the book's title. But you probably have at least one author in the Project records. **Editor as the author?** Cite an editor the same as an author but add comma ed. after the name: Smith, John, ed.

Titles: Do not simply copy/paste book titles as they appear in the catalog! Catalog capitalization rules are **not MLA**! Cite both title and subtitle separated by a colon (:). Capitalize the first word of title and subtitle. Capitalize all other words EXCEPT **the, a, an**, (articles) **and, or, not, but, yet** (conjunctions) and words such as **of, to, from, near, above, below**, etc. (all prepositions). *Italicize book titles*. End titles with a period.
Editions: Cite the edition of a book after the title if it is NOT the 1st edition. Abbreviate edition as ed. Example: *The Title of the Book: The Subtitle of the Book*. 2nd ed. Edition statements are under the title line in catalog records. First editions do not usually have edition statements in the catalog.

Publisher info: Cite the first city named, omitting state names, a colon (:) the publisher name, main name only, omitting non-essential words like Press, House, Publisher, Inc. However, a university press is abbreviated as UP. For example: University of Texas Press would be U of Texas P and Oxford University Press would be Oxford UP. Place a comma after the publisher name and cite the year of publication. End with a period.

Medium: End book citations with the medium: **Print.** (printed books) or **Web.** See e-book example.

Project #3: A journal article from an online periodical database. Cite that article (#3) as a journal article from a database.
All types of Article Authors: Apply the same author rules as above under books, for one to three authors, more than three authors, etc.

All types of Article Titles: Cite both title and subtitle separated by a colon (:). Apply the same capitalization rules as for books. Place article titles inside "Double Quotes." And do NOT italicize article titles. However, if the title contains the title of a longer work, i.e. a novel or other book, italicize that title only. If the title contains the title of a shorter work, i.e. a story, poem or play, put 'Single Quotes' around that title only. End article titles with a period placed inside the ending quotes.

Journal Source Information: Cite the journal name in *Italics*. Cite volume and issue, **the numbers only**, omitting words or abbreviations for volume and issue. Place a period between volume and issue numbers. Follow with the publication year in parentheses, a colon (:) then page range numbers, the start and end pages. For example, Volume 25 Issue 6 for this year would be: 25.6 (2013): 235-45.
Page numbers: For page numbers greater than 99, omit the hundreds place number for the ending page, unless it goes into the next hundred number: 235-45 (for 245) or 295-305. Cite numbers only. Do not add "page" or page abbreviations p., pp., pgs., etc. for page numbers.
End with: *Database Name* in italics, Web. date of access as day Mon. year. End with a period.

Basic format for a journal article:
> Author's Lastname, Firstname. "Article Title: Subtitle." *Journal Name* volume number.issue number (year): start page-end page. *Database Name*. Web. day Mon. year.

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

> Janicker, Rebecca. "It's My House, Isn't It?: Memory, Haunting and Liminality in Stephen King's 'Bag of Bones.'" *European Journal of American Culture* 29.3 (2010):183-95. *Academic Search Complete*. Web. 25 Aug. 2012.

Project #4-5 Article from a newspaper (#4) and a news magazine (#5) using a database.
Authors: Same rules as for books. **Article titles:** Same rules as for journal article titles. In *Opposing Viewpoints* database, phrases added after an article title [inside square brackets] are not part of the title but are normally various headings from the print page (such as Editorial Desk, etc.). Do not cite.
Newspaper and Magazine Source Information: Omit "The" if it starts the name of a newspaper or magazine. For city newspapers without the city name appearing in the title, cite the city in parentheses. Newspapers that are national in scope do not need a city. Examples: *American Press* (Lake Charles), *USA Today*, *Wall Street Journal*. City names are provided in *Opposing Viewpoints*.
Other source info: Instead of citing volume and issue numbers as we did for journals, cite the publication date in MLA date format: day Mon. year colon (:) page numbers. If you see a letter and a number for newspaper articles, it is the section and page of the paper: A1, B2, etc. If you do not see page numbers use n. pag. (for no pages). If you see an (L) after a page number, it means late edition of the paper, and should be cited after the date as: day Mon. year, late ed.: page. We normally see late editions for the *New York Times*, but there may be others.

Basic format for #4 and #5: Articles from a newspaper and a news magazine
> Author's Lastname, Firstname. "Title: Subtitle of the Article." *Name of Newspaper/ Newsmagazine* day Mon. year: section letter & page number or start page-end page. *Database Name*. Web. day Mon. year.

Example #4: Both articles in *Opposing Viewpoints in Context* (the topic was "Offshore Drilling")
> Guarino, Mark. "Is Oil Leaking in the Gulf from the BP Spill Site?" *Christian Science Monitor* 1 Sept. 2011: n. pag. *Opposing Viewpoints in Context*. Web. 8 Sept. 2012.

Example #5:
> Boyden, Joseph. "Spilling Over: It's Been a Year Since the BP Disaster, and Nobody Has Learned a Lesson." *Maclean's* 9 May 2011: 34+. *Opposing Viewpoints in Context*. Web. 8 Sept. 2012.

Project #6 Formatting the MLA citation page:
- Use the assignment header required by your instructor.
- Use the **Times New Roman font in 12-pt**., recommended for MLA style papers.
- Set your page margins at the standard **1 inch** all around and **double space the entire list.** (Our guide examples were not double spaced to save space.)
- Center the standard MLA citation list title at the top, which is: Works Cited
- **Use the hanging indent format for each citation**: the first line is at the left margin, and the following lines are indented ½ inch. Using MSWord, first highlight your citation and open the Paragraph Menu. Under "Indentation," under "Special" highlight "Hanging" and click OK.
- **Item Numbering:** Number each citation with its corresponding project number. Hit "Enter" after the number to begin the citation at the left margin. Actual "Works Cited" lists for research papers need an alphabetized list of citations.
- Here is an example of how your page should appear. Citations are all examples from this guide.

<div align="center">Works Cited</div>

1.

King, Stephen. *Full Dark, No Stars*. New York: Scribner, 2010. Print.

2.

Russell, Sharon A. *Revisiting Stephen King: A Critical Companion*. Westport: Greenwood, 2002.

   eBooks on EBSCOhost. Web. 25 Aug. 2012.

3.

Janicker, Rebecca. "It's My House, Isn't It?: Memory, Haunting and Liminality in Stephen King's 'Bag

   of Bones.'" *European Journal of American Culture* 29.3 (2010): 183-95. *Academic Search*

   Complete. Web. 25 Aug. 2012.

4.

Guarino, Mark. "Is Oil Leaking in the Gulf from the BP Spill Site?" *Christian Science Monitor* 1 Sept.

   2011: n. pag. *Opposing Viewpoints in Context*. Web. 8 Sept. 2012.

5.

Boyden, Joseph. "Spilling Over: It's Been a Year Since the BP Disaster, and Nobody Has Learned a

   Lesson." *Maclean's* 9 May 2011: 34+. *Opposing Viewpoints in Context*. Web. 8 Sept. 2012.