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. 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:


**Example for 1b:** A book about the same author as 1a:


**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.

**Do you have 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 as 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 the word Print. Add: *NetLibrary* (the e-book database name) Web. (the e-book medium) day Mon. 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 to cite the article. Cite the article that was printed in item 3. Circle the citation for the article that was printed.

**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. (The date you printed the article)
Example for #2-3: A scholarly journal article from the Academic Search Complete database:


Article Titles: Cite both 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 these. 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: Cite dates of the 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 in Context.
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). Do not cite in 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 Mon.. Year.

Example:

Project #5 A weekly news magazine article from Opposing Viewpoints in Context:

Basic form:
Author’s Lastname, Firstname. “Title of the Article.” Newsmagazine 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 in Context. Web. 13 Aug. 2010.

Formatting the Works Cited page:

- Use the assignment header that 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 standard MLA citation 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.
Staple the 6 printouts to the assignment page, with each page labeled in the upper right corner (1A, 1B, 2, 3, 4, 5) arranged in order, with the Works Cited page last. The following page is an example of a Works Cited page for the Project using the citation examples used in this guide.

Works Cited

1a

1b

2-3

4

5