Documentation: Preparing a List of Works Cited

General Notes:
Resources are generally divided into two basic categories: Print or Web.
- Print resources are books, journals, magazines, newspapers, and pamphlets.
- Web resources are electronic sources accessed by using a computer – online sources, reference works, full-text databases.
- Additional sources include film, video, interview, sound recording, speech, and visual art references, etc.

Only works cited in the paper should be listed in the Works Cited.
- When citing a title of a published work, take the title from the title page, NOT from the book cover. Titles are italicized and capitalize the first word and all principal words.
  - When a title appears within a title, it is not italicized.
    For example: Ernest Hemingway’s The Old Man and the Sea.
    Twentieth Century Interpretations of Romeo and Juliet.
- Be careful to always identify your source when using direct quotes, repeating ideas or paraphrasing someone else’s words.
- Any information or concepts taken from a source, even if not quoted word for word, must be cited, and included in the Works Cited.
- If you merely consulted a work and did not cite it, do not include the source on the Works Cited page.

Check with your teacher when you are uncertain about your use of sources.

Print Publications (Nonperiodical - Books, Reference books, etc.)
MLA 5.5 p. 148-180

One author

Two authors

Three authors

Four or more authors (Use et al. Latin for and others, instead of listing all authors.)
No author given

A compiler or translator – (use Comp. or Trans.)


An editor, but no single author

A Work in an Anthology
A poem, short story, essay, or chapter from a collection of works by one author

A poem, short story, essay, or chapter from a collection of works by several authors

Contemporary Literary Criticism – CLC (format used for NCLC & TCLC & SC)

If criticism originally came from one chapter or section of a book

If criticism originally came from a whole book written by only one author

If criticism originally came from a scholarly journal or periodical
**Reference Book (Multi-volume work)**
A chapter in one volume of a set of volumes


An encyclopedia article (no author listed)


An encyclopedia article (author listed)


**Dictionary**


**Pamphlet or Brochure** - Cite as you would a book.


**Government Document**


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**Scholarly Journal**

An article from a quarterly or monthly journal –

(After the journal title, give the volume number, the issue number, the year of publication, inclusive page numbers)


**Magazines**

An article from a quarterly or *monthly* magazine


An article from a *weekly* magazine


**Cartoon**

Newspapers
An article from a daily newspaper

An editorial

A letter to the editor

A Published Letter or Memo


A Manuscript or Typescript (MS or TS entered after the date written)
Cahill, Daniel J. Memo to English Dept. fac., Brooklyn Technical High School, New York. 1 June 2000. TS.

Additional Common Sources MLA 5.7 p.193-211

Film, Video, DVD

A Letter, a Memo, or an E-Mail

Map or Chart

A Musical Score or Libretto

Personal Interview (Conducted by researcher)
Pei, I. M. Personal interview. 22 July 2009.
Sound Recording


Speech or Lecture

Telephone Interview (Conducted by researcher)

Television or Radio Broadcast

Visual Art / Photograph

Citing Web Publications MLA 5.6 p. 181-193
When citing sources from the internet, try adding as much of the following in the same sequence:


www. Internet – URLs are no longer included in the entry unless the reader cannot locate the source without it. Add it at the end of the entry.


Or:

Internet encyclopedia (free access)

Cartoon
Scholarly Journal, magazine, newspaper (online version)


e-book

Digital image

EBSCO (Power Library databases)

Student Resource Center (InfoTrac)

Documentation: Citing Sources in the Text  MLA 6.1 – 6.5  p. 213-232
1. Place parenthetical documentation in the sentence where a pause would naturally occur (preferably at the end of a sentence), as near as possible to the material documented. The parenthetical reference precedes the punctuation mark.

2. After any quotation, paraphrase, or précis, enter a single space (as between words). Then in parentheses, write the source name and the page number.

   a. Use the author’s last name to indicate the source.
      Example:
      The point has already been argued (Tannen 178-85).

   b. If there are two authors, use both last names.
      Example:
      Others hold the opposite point of view (Jakobson and Waugh 210-15).
c. If there is no author, use the title, shortened if possible. Use quotation marks
   or underscore as appropriate for the title.
   Example:
   Earlier labeled “the Rodney Dangerfield of the environment”
   (“Importance” 2), wetlands are gaining respect as an integral part of life’s interdependence.

d. If you use more than one work by a given author, you must identify both the author and the
   work. Separate the author’s name from the title with a comma.
   Example:
   “Since 1950 over 4.5 million acres of wetlands have been lost
   in the Mississippi flyway alone” (Kusler, “Roles” 43).

e. If you include the author’s name in the text of a sentence that requires documentation, you
   need not include the author’s name in the citation. Instead, include only the page number in the
   parentheses.
   Examples:
   According to Benjamin Franklin, “Early to bed, and early to rise, makes a Man healthy,
   wealthy and wise (207).
   In Poor Richard’s Almanac, Benjamin Franklin shares many clever aphorisms that belie
   his wisdom and sense of humor (206).

Note: If both author and page numbers are included in the text of the sentence, no
citation is necessary.
Example:
According to Seymour Bloch on page 264 of his book entitled Benjamin Franklin: His Wit,
Wisdom, and Women, “The accumulation of wealth was desirable...but not for its own
sake.”

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