

## **Works Cited: Quick Reference**

Based on the *MLA Handbook for Writers of Research Papers, Fourth Edition*

### **TIPS:**

If the first required item (usually the author) is missing from your source, start with the next required item (usually the title). This happens a lot with web sites.  
if there are more than three authors or editors, list only the first one followed by et al (meaning *and others*). Example: Brown, Nancy, et al.  
Be sure to do the punctuation, underlining and spacing the same as the examples.  
Put a colon ( : ) between the title and subtitle.  
Always follow a colon or a period with two spaces.  
Sources are always cited alphabetically.  
Remember: a Works Cited document only lists the sources that you actually used, and a Bibliography lists all of the sources that you researched.

### **WORK BY A SINGLE AUTHOR**

#### **Structure**

Author's Last Name, Author's First Name. Title. Place of publication: Publisher, copyright date.

#### **Example**

Smith, John. Space: The Greatest Expanse in the Universe. New York: Harper Collins, 2003.

### **WORK BY TWO OR THREE AUTHORS (USE COMMAS TO SEPARATE NAMES)**

#### **Structure**

First Author's Last Name, First Author's First Name, and Second Author's Full Name. Title. Place of publication: Publisher, copyright date.

#### **Example**

Smith, John H. and Mary L. Lamb. Space: The Greatest Expanse in the Universe. New York: Harper Collins, 2003.

### **WORK BY A SINGLE EDITOR**

#### **Structure**

Editor's Last Name, Editor's First Name, ed. Title. Place of Publication: Publisher, copyright date.

#### **Example**

Smith, John, ed. Space: The Greatest Expanse in the Universe. New York: Harper Collins, 2003.

### **GENERAL ENCYCLOPEDIAS (WORLD BOOK, BRITANNICA, ETC.)**

#### **Structure**

Author's Last Name, Author's First Name. "Article Title." Name of Encyclopedia. Edition Year.

#### **Example**

Smith, John. "Space." World Book Encyclopedia. 2000 ed.

## **SUBJECT SPECIFIC ENCYCLOPEDIA (CURRENT BIOGRAPHY, ENCYCLOPEDIA OF RELIGION, ETC.)**

### **Structure**

Author 's Last Name, Author's First Name. "Entry Title." Encyclopedia Title.  
Editor of Encyclopedia. Volume Number. Place of publication: Publisher,  
copyright date.

### **Example**

Smith, John. "Albert Einstein." Great Scientists: A Collection of Literary Biographies. Ed. Mary Lamb. Vol. 2. New York: Harper Collins, 2003.

## **DICTIONARIES AND ALAMANACS**

### **Structure**

"Word or section title." Title of Source. Place of Publication: Publisher, copyright  
date.

### **Example**

"Astonishment." Webster's Sixth New International Dictionary of the English Language.  
Springfield, MA: G & C Merriam, 2000.

## **MAGAZINES (HARD COPY OR MICROFICHE)**

### **Structure**

Author's Last Name, Author's First Name. "Article Title." Magazine Title. Issue  
Date: page number(s) of article.

### **Example**

Smith, John. "Writing Research Papers: How to Write the Best Paper of Your Class." Writer's  
Magazine. Jan. 2002: 23-24, 27-30.

## **NEWSPAPERS**

### **Structure**

Author's Last Name, Author's First Name. "Newspaper Article Title." Newspaper  
Issue Date: page number(s) of article.

### **Example**

Smith, John. "Local School Helps Students Write Better Papers." LA Time  
15 October. 2001: D12.

## **ELECTRONIC OR ONLINE SOURCES CD-ROM ENCYCLOPEDIA**

### **Structure**

Author's Last Name, Author's First Name. "Article Title." Name of CD-ROM  
Encyclopedia. CD-ROM. Publisher. Copyright date.

### **Example**

Smith, John. "The Universe." Grolier Electronic Encyclopedia. CD-ROM. Grolier. 2002.

## INTERNET - WORLD WIDE WEB

### Structure

Author 's Last Name, Author's First Name. *Title of Web Page*. [Online] Available Protocol: URL of specific site, date of document or download.

### Example

Lane, Sarah. *The Nuts And Bolts of College Writing*. [Online] Available at: [http://www.classbrain.com/artteensb/publish/article\\_94.shtml](http://www.classbrain.com/artteensb/publish/article_94.shtml), 9 May. 2003.

## IMAGES, CHARTS, ETC.

### Structure

Artist if Available. Description or Title of Image." Date of image. Online image. *Title of Larger Site*. Date of download. <URL>.

### Example

Beck, Beth. "The Earth And Moon From Mars." 3 June 2003. Online image. NASA. 9 June. 2003. <[http://www.nasa.gov/multimedia/imagegallery/image\\_feature\\_56.html](http://www.nasa.gov/multimedia/imagegallery/image_feature_56.html)>.

## VIDEOTAPES & DVDs

### Structure

*Title*. Director, Producer, and/or Writers. Medium. Distributor, Year.

### Example

*Space*. John Smith, A&E, Beth Beck. DVD. A&E, 1999.

## INTERVIEWS

### Structure

Last Name of person being interviewed, First Name. Interview format (telephone, personal, etc.). Date of interview.

### Example

Smith, Mary. Telephone Interview. 14 June 2003.

Please pick up a copy of the *MLA Handbook for Writers of Research Papers* for complete reference information. It is an invaluable guide that every student should own.