Organizing MLA References – The Works Cited

The Works Cited is a list of sources used in researching an essay or project. Even if you put the information into your own words, you must cite all your sources.

This guide will provide you with instructions as well as the most common examples of MLA style citations. There is a sample Works Cited at the end. MLA style is the most commonly used style at Robert College although senior level science classes may use APA.

The easiest way for you to create your Works Cited is by using NoodleTools a Google Docs App. If you don’t want to use NoodleTools, please read this.

The basic rules for creating MLA references are:

• Begin your Works Cited on a separate page at the end of your research paper. It should have the same formatting (e.g. fonts, margins), as the rest of your paper. Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.

• Double space all citations, but do not skip spaces between entries.

• Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent. (In Word, go to Format, Paragraph, then under Indentation, use the drop-down menu to select “hanging”, click OK.

• For every entry, you must determine the medium of publication. Most entries will likely be listed as Print or Web sources, but other possibilities may include CD-ROM, or DVD, etc.

• Writers are no longer required to provide URLs (webpage addresses) for Web entries. However, if your teacher insists on them, include them in angle brackets <>after the entry and end with a period.

• If you're citing an article or a publication that was originally issued in print but that you retrieved from an online database, type the online database name in italics.

• Type authors’ names with the last name first, separated by a comma followed by the first name.

• Capitalize all significant words in titles of books, journals and articles. Do not capitalize words like and, but, or, etc.

• Use italics for the titles of books, periodicals, websites, databases, television and radio shows.

• Use quotation marks around the titles of articles in journals and encyclopedias, and pages on websites.

• Arrange in alphabetical order by the author’s last name or, if there is no author, by the first main word of the title. Ignore A, And, and The in a title.
# Examples for Common Information Sources

## BOOKS

<table>
<thead>
<tr>
<th>General Format</th>
<th>One author</th>
<th>Last name, First name. <em>Title of Book</em>. City: Publisher, copyright year. Print.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>More than one</td>
<td>Last name, First name, and First name, Last name. <em>Title of Book</em>. City: Publisher, copyright year. Print.</td>
</tr>
</tbody>
</table>

**Examples:**

## ARTICLES from ONLINE DATABASE

<table>
<thead>
<tr>
<th>General Format</th>
<th>Last name, First name. &quot;Title of Article.&quot; <em>Title of Periodical</em>, volume number. issue number (year of publication): page numbers. Name of Database. Web. Date of access in the format day month year.</th>
</tr>
</thead>
</table>

**Example:**

## WEBSITES

<table>
<thead>
<tr>
<th>General Format</th>
<th>Last name, First name. &quot;Title of Web Page.&quot; <em>Title of Overall Website if different</em>. Publisher or sponsor of the site. If not available, use N.p. Year of creation or last update. If not available, use n.d. Web. Date of access in the format day month year.</th>
</tr>
</thead>
</table>

**Examples:**

If no author and no date, either **do not use the source** or use N.p. and n.d..


## ONLINE VIDEOS

<table>
<thead>
<tr>
<th>General Format</th>
<th>Author’s Last name, First name OR the Poster’s Username. “Title of Image or Video.” Media Type. <em>Name of Website</em>. Name of Website’s Publisher, date of posting. Web. Date retrieved.</th>
</tr>
</thead>
</table>

**Example:**

## INTERVIEWS

<table>
<thead>
<tr>
<th>General Format</th>
<th>Last name, First name of person interviewed. Personal interview. Date of interview.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last name, First name of person interviewed. Interview (by name, if by famous person). <em>Name of radio show</em>. Station call letters. Date of interview in the format day month year.</td>
</tr>
</tbody>
</table>

**Examples:**

For information on citing and referencing other information sources, go to the [OWL at Purdue](https://owl Purdue.edu) or use [NoodleTools](https://noodletools.com).
Works Cited

“MLA Formatting and Style Guide”. Purdue Online Writing Lab. Purdue University. 2015. Web. 11 Dec. 2015