Putnam High School
Abbreviated MLA Works Cited Guide

Use the following Guide to help you write the Works Cited page of your research paper.

**As always, if you have any questions about this guide, your research,
or how to find the information listed in the following examples,
please ask your teacher or a member of the library staff.**

A few points to get you started:
- Take the information about the book from its title page and copyright page.
- If the copyright page lists more than one date, use the most recent one.
- Alphabetically order all works cited. If one of your sources does not include an author, alphabetize the title (or the first word of the citation) instead.
- **All** the sources that you **used** should be entered on the Works Cited page.
- Indent the second line and all subsequent lines of each citation (5 spaces/ ½ inch).
- Use size 12 Times New Roman Font (unless your teacher gives other directions – always check first).
- Do not number the Works Cited page.
- Double-space everything on the page.
- Always underline or Italicize the title of a long work (see examples on the following pages):
  - Novel, Textbook, Encyclopedia, Dictionary, Anthology, Newspaper, Television Series, Movie, Magazine, CD/Record Album.
- Use quotation marks around the title of a short work (see examples on the following pages):
  - Title of a short story, Title of an **article** in a newspaper, magazine, or encyclopedia, Title of a song, Title of a poem, Title of an **episode** in a television series.

BOOKS:
** SINGLE AUTHOR **

On Works Cited Pages:
Author last name, first name. Title. City of Publication: Publishing House, copyright date.

Lamb, Wally. Always Begin Where You Are. New York: McGraw-Hill, 1979.

In Parenthetical Documentation:
- **Quoting, but Not Using the Author's Name In The Body of the Paper**
Today because of the mass media, which influences so many people at once, there is "a discomforting sameness" (Lamb 115) and individuality is becoming rare.
- **Quoting and Using Author's Name in the Body of a Paper**
In his work, Lamb observes that the effects of the mass media have brought about "a discomforting sameness" (115). The loss of individuality is…
- **Paraphrasing Without Using The Author's Name In The Body Of The Paper**
It is vital that each of us be aware of the dangerous effects of mass media upon individuality (Lamb 115).

** MORE THAN ONE AUTHOR **

**1st Author last name, first name, and 2nd Author First Name Last Name. <u>Title</u>. City of Publication:
    Publishing House, copyright date.**

Smith, Brian, John Jones, and Jane Ennis. <u>Century Farms in the Midwest</u>. New York: Charles Scribner's, 1984.

***If there are more than three authors, you may list only the first author followed by the phrase et al. (the
abbreviation for the Latin phrase "and others") in place of the other authors' names. OR you may list all the
authors in the order in which their names appear on the title page.***

Use the last name of the first listed author as in the examples above for a Book with a Single Author. (Smith 3).

** NO AUTHOR LISTED **

<u>Title</u>. City of Publication: Publishing House, copyright date.

<u>Encyclopedia of Indiana.</u> New York: Somerset, 1993.

Use a shortened version of the title. Use quotations marks and underlining as appropriate. (<u>Encyclopedia 235</u>).

** BOOK: WITH EDITOR **

Editor last name, first name, ed. <u>Title</u>. City of Publication: Publishing House, copyright date.

Bleiler, Edward F., ed. <u>Science Fiction Writers: Critical Studies of the Major Authors from the Nineteenth
    Century to the Present Day</u>. New York: Charles Scribner's, 1982.

Use the last name of the editor (if more than one, use the first editor listed) and page number: (Bleiler 158).

** A WORK IN AN ANTHOLOGY OR COMPILATION **

**Author. "Title of piece." <u>Title of anthology</u>. Ed. Name of editor or compiler of anthology. City of
    publication: Publisher, Date. Pages of work.**

Mattimore, John. "Coming of Age." <u>My Favorite Stories</u>. Ed. William Joseph. New York:
    Hamburg Press, 2005. 81-95.

    (Mattimore 81-84)

** BOOK ARTICLE OR CHAPTER **

Author last name, first name. "Article/ Chapter Title." <u>Book Title</u>. Ed. Editor's First and Last Name. City of Publication: Publishing House, copyright date.

James, Nancy E. "Two Sides of Paradise: The Eden Myth According to Kirk and Spock." <u>Spectrum of the Fantastic</u>. Ed. Donald Palumbo. Westport: Greenwod, 1988. 219-223.

(James 220).

<u>MAGAZINES AND NEWSPAPERS:</u>

When an article is found on one or more consecutive pages, give the range of pages (ex. 45, 67-70). When the article does NOT appear on consecutive pages, give the first page followed by the plus sign (ex. 33+).

** ARTICLE IN MAGAZINE OR NEWSPAPER **

Author's Last Name, First Name (if any). "Title of Article." <u>Title of Periodical</u> Day Month Year of Publication: page number(s).

Holden, Constance. "Wanted: 675,000 Future Scientists and Engineers." <u>Science</u> 30 June 1989: 1536-1537.

Author's last name or "Title of Article" (abbreviated if necessary) page number(s). (Holden 1536).

<u>ENCYCLOPEDIA, DICTIONARY, OR REFERENCE SOURCES:</u>

(Definition*: signed or unsigned articles in a book edited by someone else.)
These types of sources include sets such as <u>Compton's by Britannica</u>, <u>World Book</u>, <u>Encyclopedia of Careers and Vocational Guidance</u>, <u>American Writers</u>, <u>Shakespeare's World and Work</u>, <u>American Decades</u>, etc.)

<u>Note:</u> *In some reference materials, only the author's initials are given at the beginning or end of the article. You must locate the author's full name in the listing of authors, which is usually found in the first volume of a multi-volume set, or at the beginning of a single volume source. Ask the library staff for help.*

** WELL KNOWN SOURCE **

Author's Last Name, First Name (if any). "Title of article." <u>Title of Reference Book</u>. Edition Number (if any) ed. Date of Edition.

Posner, Rebecca. "Romance Languages." <u>The Encyclopedia Britannica: Macropaedia</u>. 15th ed. 1987.

(Author's last name or "Title of Article" [abbreviated if necessary], page number(s)). (Posner 187).

** *NOT A WELL KNOWN SOURCE* **

On Works Cited Page:

Author's Last Name, First Name (if any). "Title of article." <u>Title of Reference Book</u>. Vol. Volume Number. Ed. Editor's First Name and Last Name. Edition Number (if any) ed. Place of Publication: Publisher, Date of Edition.

"Shakespeare Festivals." <u>Shakespeare's World and Work</u>. Vol. 3. Ed. John F. Andrews. New York: Charles Scribner's Sons, 2001.

In Parenthetical Documentation:
(Author's last name or "Title of Article" [abbreviated if necessary], page number(s)). ("Shakespeare" 40).

ELECTRONIC SOURCES:

Please ask your teacher or the library staff for help with documenting Internet sources, as some of the information you need to make a proper citation may not be easily identifiable or in a format you need.

Use n.p. to show that no publisher or sponsor name is available.
Use n.d. to show that no publication date is available.

** *Website* **

On Works Cited Page:

Author's Last Name, First Name (if any). *Name of the Website*. Version Number (if any). Name of Sponsoring/ Publishing Institution/Organization*, Date of Creation#. Web. Date of Access.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003. Web. 10 May 2006.

Example of no author present:
Guide to Literary and Critical Theory. Purdue U, 28 Nov. 2003. Web. 10 May 2006.

In Parenthetical Documentation:
Author's last name or "Title" (abbreviated if necessary) and paragraph number. (Felluga 7). Or (*Guide* 3).

** *Article within a Website* **

On Works Cited Page:

Author's Last Name, First Name (if any). "Title of Article/ Page." *Name of the Website*. Version Number (if any). Name of Sponsoring/ Publishing Institution/Organization*, Date of Creation#. Web. Date of Access.

"How to Make Vegetarian Chili." *eHow*. Demand Media, Inc., n.d. Web. 24 Feb. 2009.

If the page has no title, use a description (ex: Home Page) in place of the title. Do not underline description

In Parenthetical Documentation:
Author's last name or "Title" (abbreviated if necessary) and paragraph number. ("Vegetarian Chili" 3).

** *Article in an Online Magazine or Newspaper* **

On Works Cited Page:
Author's Last Name, First Name (if any). "Title of Article." *Name of the Web Magazine/ Newspaper*.
     Publisher, Publication Day Month Year. Web. Date of Access.

Petit, Charles W. "The Risky Mission to Mars." *U.S. News & World Report.* U.S. News & World Report LP, 13
     Dec. 2003. Web. 28 Feb, 2004.

In Parenthetical Documentation:
Author's last name or "Title" (abbreviated if necessary) and paragraph number. (Petit 1).

** *Online Database: IConn or NetTreker* **

On Works Cited Page:
Author's Last Name, First Name. "Title of Article." *Name of Web Magazine/ Newspaper* **Date of**
     Publication: Page Number(s). *Name of Online Database*. **Web. Date of Access.**

Swartz, Mimi. "Kaye Stripling: getting a real education." *Texas Monthly* Sept. 1994: 103. *General OneFile*.
     Web. 9 Apr. 2012.

In Parenthetical Documentation:
Author's last name or "Title" (abbreviated if necessary) and paragraph number. (Swartz 5).

MULTIMEDIA SOURCES (Including Online Versions):

** *RADIO OR TELEVISION INTERVIEW* **

On Works Cited/Consulted Pages:
Last Name, First Name of the person being interviewed. Interview. "Title of Radio Segment or TV
     episode if any)." Title of the Program. **Name of the Network, Name of the Local Station (if any).**
     Date the program was broadcast.

McGovern, George. Interview. Charlie Rose. PBS. WNET, New York. 1 Feb. 2001.

In Parenthetical Documentation:
Interviewees name (McGovern).

** *WORK OF ART – Viewed Online* **

On Works Cited/Consulted Pages:
Last Name, First Name of Creator/ Artist. *Title of the Artwork*. **Date of Artwork. Institution where**
     the artwork can be found, City where the artwork can be found. *Name of Website.* **Web. Day**
     Month Year of Access.

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*. Web. 22 May 2006.

In Parenthetical Documentation:
<Last name of Artist, *Name of work of art (abbreviated if necessary) if citing more than one work of art by the same*
artist>

(Klee). **OR** (Klee, *Twittering*).

** WORK OF ART – Viewed in a Book **

Last Name, First Name of Creator/ Artist. *Title of the Artwork*. Date of Artwork. Institution where the artwork can be found, City where the artwork can be found. <u>Title of book where photograph is published</u>. Edition (if any). By First and Last Name of the Author of Book, Publication Location: Publisher, Date. Page/ Plate Number(s).

Ingres, Jean Auguste Dominique. *Apotheosis of Homer*. Musee du Louvre, Paris. <u>Gardner's Art Through the Ages</u>. 10th ed. By Helen Gardner. Fort Worth: Harcourt Brace, 1996. Plate 22.

<Last name of Artist, Name of work of art (abbreviated if necessary) if citing more than one work of art by the same artist>

(Ingres). **OR** (Ingres, *Apotheosis*).

** FILMS and MOVIES **
Recorded on DVD or Other Medium

***Title of Film*. Dir. First and Last name of director. Perf. First and Last names of major/ relevant performers (if any). Film Studio or Distributor. Year of release. Medium of Publication (DVD, VHS, etc.**

Ed Wood. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. Touchstone, 1994. DVD.

<Title of Film (abbreviated if necessary)>

(*Ed Wood*).

OTHER SOURCES:

** PERSONAL INTERVIEW **

Last Name, First Name of the person being interviewed. Personal Interview. Date of Interview.

Romano, Betsy. Personal interview. 12 December 1996.

In response to the question about a favorite author: "I do not have a favorite. I like many" (Romano).

** INTERVIEW PUBLISHED IN PRINT**

On Works Cited/Consulted Pages:

Last Name, First Name of the person being interviewed. "Title of Interview - if part of a larger work (if any)." *Title of larger work OR Title of Interview if it is an independent work.* **By Author of Book's First and Last Name (or Ed. Editor's name). Place of Publication: Publisher, Date of Publication. Print.**

Amis, Kingsley. "Mimic and Moralist." *Interviews with Britain's Angry Young Men*. By Dale Salwak. San Bernardino: Borgo, 1984. Print.

If the interview does not have a title, write **Interview** *or* **Interview by [name]** *(no quotes or italics) after the interviewee's name.*

In Parenthetical Documentation:
Last name of person being interviewed and page number (Amis 106)

** GOVERNMENT PUBLICATION **
Online

On Works Cited Page:

Name of Government. Name of Agency. <u>Title of the work</u>. Publishing Organization, Day Month Year of Publication. Day Month Year of Access.

United States. Dept. of Transportation. National Highway Safety Administration. <u>An Investigation of the Safety Implications of Wireless Communications in Vehicles</u>. Nov. 1999. 20 May 2006.

In Parenthetical Documentation:

Name of Government, Government Agency or Title (if more than one work is cited from the same government agency and paragraph number(s).

(United States. Dept. of Transportation 1).