This handout will briefly describe MLA documentation procedures. It is not intended to be inclusive, nor is it intended to replace the MLA handbook.

Guidelines for writing a Works Cited section:

- Place the words **Works Cited** in the center of the first page of this section, an inch from the top.
- Double space all lines.

*Note: To save space the following examples on this tip sheet are not double-spaced.*

- Begin the first line of all entries at the left margin and indent all subsequent lines within the same citation by 5 spaces (one tab or ½ inch). This is also known as a hanging indent.
- Alphabetize the list by the last names of authors. If no author is given, alphabetize by title. Ignore articles (A, An, and The).
- Include the author's name as it appears in the publication you are citing. For example, while you would probably list the author of *The Waste Land* as Elliott, T.S., you would list the author of *Beloved* as Morrison, Toni.
- Shorten publisher's names. You can find a list of appropriate abbreviations listed in the *MLA Handbook*.

How to make citations within the text:

- If you've used the author's name in your sentence, put only the page numbers in parentheses after the segment you are citing.
  
  **Example:** Monroe argues for abolition of . . . (177-98).

- If you did not name the author in your sentence, put both the name and page numbers in parentheses at the end of the segment.
  
  **Example:** Ursula’s clothes are usually described as . . . (Monroe 177-98).

- **Quoted material in your text:** Enclose quotations of less than four lines in double quotation marks.
  
  **Example:** Monroe describes Ursula as an original “trend setter of the twenty-first century” (198).

- **Block quote in the text:** Is used for a long quotation (more than 4 lines) This long quote is set off from the text by indenting ten spaces, or one inch, and it is **double spaced** throughout. **DO NOT** use quotations around the block quote.
  
  **Example:** The American Library Association states the role of librarians and libraries this way: *(must use complete sentence to introduce quote)*
  
  People from households making less than $15,000 annually are three times more likely to rely on library computers than those earning more than $75,000 annually. Public access to the Internet through public libraries is a major step toward closing the divide. (2)
Examples of how to list in the Works Cited page—double space all lines.

**BOOKS**—Usually available information is listed in this order: Author. “Article Title.” *Book Title.* Editor, Edition. City: Publisher, Year. Page numbers. Print.

**Book with one author:**

**Book with two or three authors:**

**Article in a chapter in a book:**

**PERIODICALS**—Usually available information is listed in this order: Author. “Article Title.” *Periodical Title.* Volume Number. Issue Number (Year): pages. Print. (For a daily publication use exact dates instead of volume/issue/year.)

**Journal article with continuous pagination:**

**Journal article, paginated by issue (includes both volume and issue nos.):**

**Magazine article:**

**An Article in a national newspaper (print)**

**Google books (Web):**

**WEB SITES**— When citing an entire Web site—example—a foundation site—include the editor, author, or compiler (if available); the title of the site, the sponsor, the date of publication or update, the medium (Web) and date of access.

An entire site (Web):