This guide provides basic MLA formats with examples, and rules for citing items for the English 1301 Library Project. See more information about MLA citation style in your text. The basic formats show order of each part (i.e. author, title, publisher, year or other source info such as database name, medium). Follow rules as to punctuating, capitalizing and italicizing of the parts.

**Project #1-2:** A book written by your author (#1) and a book about your author’s life or works (#2)

**Basic form for printed books:** Most catalog records will be for printed books that are in the Library. If you chose an e-book, an e-book example is shown for #2.

Author’s Lastname, Firstname. *Book Title: Subtitle*. PublisherName, publication year.

**Example for #1:** A book written by our example author, Stephen King.


**Example for #2:** A book about Stephen King and his work. This example shows an e-book with a title and subtitle. E-books found in our Library Catalog are in the database *eBooks on EBSCOhost*.


**E-book rules:** Cite the book information exactly as described for a printed book, add *eBooks on EBSCOhost* (our e-book database). Some instructors may ask that you include the stable URL, or permalink. If so, include the link after the database name and end with a period.

**Author variations:** More than one author? Cite the first named author’s Lastname, Firstname, the 2nd author as Firstname Lastname. Place a comma “and” between the names. End with a period. Example: Smith, John, and Sam Brown. **More than two authors?** Cite the first named author as Lastname, Firstname, a comma, and then add “et al.” (latin for “and others”) End with a period. Example: Smith, John, et al. **No author?** Skip to the next part, the book’s title. But you probably have at least one author in the Project records. **Editor as the author?** Cite an editor the same as an author but add comma “editor” after the name: Smith, John, editor.

**Titles:** Do not simply copy/paste book titles as they appear in the catalog! Catalog capitalization rules are not MLA! Cite both title and subtitle separated by a colon (:). Capitalize the first word of title and subtitle. Capitalize all other words EXCEPT the, a, an, (articles) and, or, not, but, yet (conjunctions) and words such as of, to, from, near, above, below, etc. (all prepositions). **Italicize book titles.** End titles with a period.

**Editions:** Cite the edition of a book after the title if it is NOT the 1st edition. Abbreviate edition as ed. Example: *The Title of the Book: The Subtitle of the Book. 2nd ed.*. Edition statements are under the title line in catalog records. First editions do not usually have edition statements in the catalog.

**Publisher info:** Cite the publisher name, main name only, omitting business words like Company (Co.), Corporation (Corp.), Incorporated (Inc.), and Limited (Ltd.). In the names of academic presses, replace University Press with UP (or, if the words are separated by other words or appear alone, replace them with U and P: “U of Chicago P,” “MIT P,” “Teachers College P”). Otherwise write the publishers’ name in full. Place a comma after the publisher name and cite the year of publication. End with a period.
Project #3: A journal article from an online periodical database. Cite that article (#3) as a journal article from a database.

All types of Article Authors: Apply the same author rules as above under books.

All types of Article Titles: Cite both title and subtitle separated by a colon (:). Apply the same capitalization rules as for books. Place article titles inside "Quotation Marks." And do NOT italicize article titles. However, if the title contains the title of a longer work, i.e. a novel or other book, italicize that title only. If the title contains the title of a shorter work, i.e. a story, poem or play, put 'Single Quotes’ around that title only. End article titles with a period placed inside the ending quotes.

Journal Source Information: Cite the journal name in Italic. Cite volume and issue by abbreviating vol. and using no. for the issue. Follow with a comma, the publication year, another comma, page range numbers (use pp.) For example, Volume 25 Issue 6 for this year would be: vol. 25, no.6, 2013, pp. 235-45.

Page numbers: For page numbers greater than 99, omit the hundreds place number for the ending page, unless it goes into the next hundred number: 235-45 (for 245) or 295-305.

Location: Cite the Database Name in italics, add a comma, then cite the stable URL, permalink, or DOI of your article. End with a period. The DOI is preferable to URLs. Some instructors do not require you to cite the URL, so make sure to double check.

Basic format for a journal article:
Database Name, URL.

Example for #3: A scholarly journal article from Academic Search Complete database:


Project #4-5 Article from a newspaper (#4) and a news magazine (#5) using a database.
Authors: Same rules as for books. Article titles: Same rules as for journal article titles. In Opposing Viewpoints database, phrases added after an article title [inside square brackets] are not part of the title but are normally various headings from the print page (such as Editorial Desk, etc.). Do not cite.
Newspaper and Magazine Source Information: Omit “The” if it starts the name of a newspaper or magazine. For city newspapers without the city name appearing in the title, cite the city in brackets. Newspapers that are national in scope do not need a city. Examples: American Press [Lake Charles], USA Today, Wall Street Journal. City names are provided in Opposing Viewpoints.

Other source info: Instead of citing volume and issue numbers as we did for journals, cite the publication date in MLA date format: day Mon. year, page numbers. If you see a letter and a number for newspaper articles, it is the section and page of the paper: A1, B2, etc. If you do not see page numbers, leave this part blank. If you see an (L) after a page number, it means late edition of the paper, and should be cited after the date as: day Mon. year, late ed., page. We normally see late editions for the New York Times, but there may be others. Location: Same as for Journal Articles.

Basic format for #4 and #5: Articles from a newspaper and a news magazine
Author’s Lastname, Firstname. “Title: Subtitle of the Article.” Name of Newspaper/ News Magazine, day Mon. year, section letter & page number or start page-end page. Database Name, URL.

Example #5:

Project #6 Formatting the MLA citation page:
- Use the assignment header required by your instructor.
- Use the **Times New Roman font in 12-pt.**, recommended for MLA style papers.
- Set your page margins at the standard 1 inch all around and double space the entire list. (Our guide examples were not double spaced to save space.)
- Center the standard MLA citation list title at the top, which is:  Works Cited
- **Use the hanging indent format for each citation**: the first line is at the left margin, and the following lines are indented ½ inch. Using MSWord, first highlight your citation and open the Paragraph Menu. Under “Indentation,” under “Special” highlight “Hanging” and click OK.
- **Item Numbering**: Number each citation with its corresponding project number. Hit “Enter” after the number to begin the citation at the left margin. Actual ”Works Cited” lists for research papers need an alphabetized list of citations.
- Here is an example of how your page should appear. Citations are all examples from this guide.

Works Cited


