QUICK CITATION GUIDE
Preparing a Bibliography Based on Modern Language Association Citation Format

The format below is for preparing bibliography or source cards, not footnotes or endnotes. A bibliographic entry for a Citation page or Works Cited page has three main parts, each separated by periods: the author’s name, reversed for alphabetizing; the title; and the publication information. A Works Cited page alphabetizes entries using reverse indentation. See Examples below.

NOTE: Asterisk (*) indicates most commonly used citations. Two asterisks (**) indicate white notebook citations. [Helpful instructions are in bold italicized type and brackets.]

Book Medium of publication: Print

1. Single volume books:
   Author [Last name, First name]. Title. City of publication: Publisher, copyright date. Medium of publication consulted. 

2. An article, chapter, poem, short story, foreword, afterward, etc. from an edited book:
   Author [Last name, First name]. “Article, chapter, or original work title.” Book title. Ed. [Editor’s First name Last name]. City of publication: Publisher, copyright date. Page sequence. Medium of publication consulted.

3. Reference Sets: An article, chapter, selection, poem, etc. from a multi-volume set
   Author [Last name, First name], (if given). “Article title.” Reference set title. Ed. [Editor’s First name Last name]. Vol.(#). City of publication: Publisher, copyright date. Page sequence. Medium of publication consulted.

4. Source within a source: Articles printed in one publication originally and reprinted in another publisher’s volumes. These criticisms are usually found in brown books (CLC, TCLC, WLC, etc.), white notebooks, Poetry for Students, Short Stories for Students, etc.
   Author [Last name, First name]. “Article Title.” Original Source [no period] Publication Information. Page sequence. Rpt. in Secondary source you are using. Ed. [Editor’s First name Last name]. Vol. (#), if part of a set. City of publication: Publisher, copyright date. Page sequence, if different. Medium of publication consulted.

Author Last name, First name 

Publisher, copyright date. Page sequence, if different. Medium of publication consulted.


5. **Articles from well-known (print) Encyclopedias:**

   Author (Last name, First name). "Article Title." Title of Encyclopedia, (year) ed. Medium of publication consulted.

   **Examples:** NOTE: Vol. and pg. numbers are unnecessary if articles are arranged alphabetically, but if the article is long and you only use part of it, it is best to include page numbers.


   “Maine,” Collier’s Encyclopedia, 1995 ed. 240. Print. [for part of an unsigned article]

6. **Magazine and newspaper articles:**

   Author (Last name, First name). "Article title." Title of magazine/newspaper. Issue date: pages. Medium of publication consulted.

   **Example:**


**Computer Medium of Publication: Web**

The URLs for electronic databases and websites are optional. If you use a website that is NOT one of those linked on the Home Page of the SHS Catalog, you MUST include the URL.

1. **Databases (Print Sources copied, PDF, or printed, html, online):** Magazine, newspaper, or journal articles in WilsonWeb, Literary Reference Center, SIRS, etc.

   Author if given [Last name, first name]. "Article title." Title of magazine or newspaper. Publication information, including issue #s, date, etc. [use parentheses to separate more than two # groupings]: pages [use n.p. if there are no page #s].

   **Database title.** Service/Publisher Name. Medium of publication. Date of access [day month year] curl>[opt.).

   **Examples:** NOTE: Most articles in these databases include citations that may be copied and adjusted to meet MLA format.

   [When copying from the database, follow the instructions below in brackets.]


2. **Web Site/Internet Sources (not databases):**

   Website creator, author, compiler, editor, etc., if given [Last name, First name]. “Article Title” if different from title of web site. Title of Web Site. Publisher or sponsor of the site [use N.p. if none is available], date of publication [use n.d. if no date is available]. Medium of publication consulted. Date of access [day month year] curl>[opt.)

   **Examples:** NOTE: If you cannot find some of this information, cite what is available.


   NOTE: Although articles in Encyclopedia Britannica Online include the citation for copying, newer MLA guidelines for formatting order are slightly different.


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