Works Cited Cheat Sheet

Name:

MLA Works Cited Rules…

➢ Leave a 1-inch margin all around the page.
➢ The words “Works Cited” must be centered at the top of the page.
➢ Everything must be double-spaced.
➢ Use a simple font (example: Times New Roman) in size 12.
➢ After the 1st line, indent each line 1 tab or ½-inch.
➢ Leave only 1 space after each period.
➢ Entries must be in alphabetical order (A—Z).

PRINT Examples

BOOK WITH 1 AUTHOR

Author Last Name, First Name Middle Name or Initial. Title of Book: Subtitle. City of

Publication: Publisher, Copyright Year. Page numbers used. Medium.


TIPS

*For publication city, use the 1st one listed.
*For publisher, leave out the words Publishing, Press, or Company.
*More than 1 copyright date??—use the most recent date. Do not use a date if it says “reprinted in.”

BOOK—2 AUTHORS

Patterson, James, and Gabrielle Charbonnet. Witch and Wizard. New York: Little, Brown and


BOOK—3 AUTHORS

Carr, Ian, Digby Fairweather, and Brian Priestly. Jazz: The Rough Guide. London: Rough


BOOK WITH AN EDITOR(S)


Evans, Thomas, Susan Ashway, and Ruth Williams, eds. Colonial American Cooking.


BOOK WITH A PUBLISHER’S IMPRINT


TIPS

*Your book has a publisher’s imprint IF…it looks like there may be 2 publishers listed on the title page.
*The imprint will usually appear above the publisher on the title page. In the example above Kidhaven is the imprint and Thomsom Gale is the publisher.
GENERAL ENCYCLOPEDIA ARTICLE—*General Encyclopedias cover a variety of articles and topics.*

Article Author Last Name, First Name Middle Name or Initial. “Article Title.” *Encyclopedia Title.* Editor of the book’s First Name Middle Initial Last Name. Date of the edition [ed].

Medium.


**TIPS**

*Does your article have an author?? Look at the beginning or end of the article.*

### SPECIAL ENCYCLOPEDIA ARTICLE—*Specialized Encyclopedias cover a specific range of topics (i.e. animals, plants, countries, etc.)*

Article Author Last Name, First Name Middle Name or Initial. “Article Title.” *Encyclopedia Title.* Ed. [Editor’s] First Name Middle Initial Last Name. Vol. [Volume] Number. City of publication: Publisher, copyright year. Page or pages used. Medium.


**TIPS**

*Does your article have an author?? Look at the beginning or end of the article.*

### SHORT STORY or POEM

Last Name, First Name Middle Name or Initial of author of chapter, article or poem. “Chapter article or Poem Title.” *Title of Book.* Ed. [Editor’s] First Name Middle Initial Last Name. Edition. Volume. City of Publication: Publisher, Copyright Date. Pages used. Medium.


**TIPS**

*If edition and volume information are not on the title page, leave them out.*
NEWSPAPER ARTICLE
Author Last Name, First Name Middle Name or Initial. “Title of Article.” Name of Newspaper Day of
Newspaper DAY MONTH YEAR, edition [if included in masthead]: page numbers used. Medium.


TIPS
* If the title of the newspaper begins with “the,” leave it out.
* If the city is not included in the name of the newspaper, put it after the title in brackets [Springfield].
* If an article continues to the next page, use a hyphen – between page numbers (i.e. 15-16).
* If an article continues to a different page, use a+, like the example above.

MAGAZINE ARTICLE
Author Last Name, First Name Middle Name or Initial. “Title of Article.” Name of Magazine Day of
Magazine DAY MONTH YEAR: Page numbers used. Medium.

McIntosh, Susan, and Roderick McIntosh. “Finding West Africa’s Oldest City.” National Geographic Sept.

TIPS
* If the magazine is weekly write the date like this: DayMonthYear; if it is monthly, write it: MonthYear.

WEB Examples
WEBSITE
Author Last Name, First Name Middle Name or Initial. “Title of Web Page.” Title of Website.

Publisher or Sponsor of Site, Copyright Date or Date Updated DAY MONTH YEAR.

Medium of publication. Date of access DAY MONTH YEAR. <URL>.


TIPS
* No publisher??—use N.p.
* No copyright date??—use n.d.
* No author??—skip it and start with “Title of Web Page.”
ONLINE DATABASE

Author’s Last Name, First Name Middle Name or Initial. “Article Title.” Periodical or Journal Name Volume number. Issue number (year): Page numbers. Database Name. Medium. Date of Access DAY MONTH YEAR.


TIPS
* If the Periodical/Journal title begins with “the” leave it out.
* If the article is on consecutive pages, use a hyphen 56-62; if not, use a + 43+.
* If pages aren’t available, use n. pag.