

There are 10 reference attributes that might show up in a Works Cited entry.

- They are always arranged in the same order.
- If your source does not have a particular element, just skip it, and move on to the next one.
- Copy the exact formatting for each element: punctuation, abbreviations, quotes, italics, capitalization.
- If you are uncertain, use an MLA reference such as the Purdue OWL for help.
- All entries, no matter which element comes last, end with a period.

The following pages contain helpful tips for formatting the most common types of entries. However, you should always consult an MLA handbook or online guide (such as the Purdue OWL) for a source type with an unusual element or with which you are otherwise unfamiliar.

| | ELEMENT | FORMAT LIKE THIS: | END Punctuation |
|------------------|---|---|-----------------|
| SOURCE | 1. _____ | (1 author) Last, First. (2 authors) Last, First, and First Last. (3+ authors) Last, First, et al. | • |
| | 2. _____ | <i>Title.</i> (if source is self-contained, independent) "Title." (if source is part of a larger work/container) | • |
| CONTAINER | 3. _____ (website, magazine, album) | <i>Name,</i> | , |
| | 4. _____ (translators, editors, illustrators, directors, interviewers, etc.) | (1 contributor) Translated by First Last (2 contributors) First Last and First Last, editors (3+ contributors) Translated by First Last et al. Translated by First Last, illustrated by First Last | , |
| | 5. _____ (edition) | 5th ed. unabridged ed. Kindle ed. e-book ed. or Bible version <i>such as</i> English Standard Version | , |
| | 6. _____ (volume, number, etc.) | vol. 5, no. 17 season 2, episode 22 | , |
| | 7. _____ (who owns the copyright?) | Name of Publishing Company | , |
| | 8. _____ (or season or time) | DD Mth. YYYY <i>such as</i> 12 Dec. 2012 or Nov. 2022 or spring 2016 | , |
| | 9. _____ (pages, section, URL; <i>not</i> city) | For one page use "p." such as p. 7 For multiple pages use "pp." such as pp. 45-60 For online works use DOI, permalink, or URL | , |
| | 10. _____ (optional; websites that can be updated) | Accessed DD Mth. YYYY | • |

*Location does not refer to city of publication.

Other Common Formatting Rules

Element 1: Author

- An author can be an individual, multiple individuals, or a group or organization
- For multiple authors, list the authors in the same order as the original source
- As given, include first, middle, and last names as well as initials and suffixes (Jr. III.) with a period
- DROP all titles and degrees (Dr., PhD, Sir) Ex: Dr. Martin Luther King, Jr. is formatted as “King, Martin Luther, Jr.”

Element 2: Title

- Format a title as it appears in the original source with its original punctuation EXCEPT make the following changes:
 - Capitalize all nouns, pronouns, verbs, adjectives, adverbs, subordinating conjunctions
 - Do NOT capitalize articles, conjunctions, prepositions, or “to” unless also the first/last word of the title/subtitle
 - Use a colon between a main title and a subtitle
 - Italicize the titles of all long works and those that are self-contained (e.g. book, play, movie, album)
 - Use quotation marks for titles of short works and those in a container (e.g. poem, short story, article, song)

Element 3: Container

- A container is a larger source that contains the original source. Examples: a magazine contains an article, a website contains a webpage, a textbook contains a chapter, a tv series contains an episode, an album contains a song
- Typically, you do not include the “.com” on a website container name.
- Some sources are “self-contained” such as books, plays, and movies. They have no container.

Element 4: Contributor

- Ex: Edited by – Translated by – Directed by – Illustrated by – Uploaded by – Narrated by – Performance by
- Capitalize the first word of the label if the preceding element ends with a period. Ex: “. Edited by”
- Use lowercase if the preceding element ends with a comma unless the first word is a proper noun. Ex: “, edited by”
- If no specific contributor role is named, simply use “by” or “with” as indicated in the original source.

Element 5: Version

- A source (typically books) can be released in different versions. Ex: 10th ed., revised ed., E-book ed.
- If a source has more than one version, separate them by commas. Ex: 10th ed., e-book ed.
- Use the full name of a Bible version (English Standard Version), not the abbreviation (ESV)
- Write ordinal numbers as numerals with no superscript. Ex: 1st 3rd 10th (*not* 1st 3rd tenth)
- Capitalize the first word if it follows a period. Use lowercase if it follows a comma unless it is a proper noun

Element 6: Number

- Convert all numbers as words (eight) and Roman numerals (XIII) to Arabic numerals (8)
- Capitalize the first word if it follows a period. Use lowercase if it follows a comma unless it is a proper noun

Element 7: Publisher

- Do not name the publisher of a periodical.
- Do not name the publisher of a website if it is the same as the website name itself.
- Do NOT change the punctuation of the publisher’s name but DO follow standard capitalization rules.
- DROP initial articles (drop “the”) and legal suffixes (drop “Company” or “Co.” or “Incorporated” or “Inc.”)

Element 8: Publication Date

- The date may include day, month, year, season, time, and/or date range (do not use Roman numerals)
- Ex: 17 Aug. 2012 *or* spring 2020 *or* Mar. 1997 *or* 3 May 2019, 2:00 p.m.

Element 9: Location

- Format page numbers with the same style numerals as the original source. (Arabic, Roman, uppercase, lowercase)
- URLs may be hyperlinked or not; however, be consistent. Either hyperlink them all or none.

Sample Works Cited Entries

This is a list of only a few works cited entries out of 1000's of possible combinations. You should always consult an MLA handbook or online guide (such as the Purdue OWL) for a source type with which you are unfamiliar or uncertain.

SELF-CONTAINED SOURCES

Book:

Seuss, Dr. *The Cat in the Hat*. Random House, 2018.

author book title publisher date

E-Book:

Seuss, Dr. *The Cat in the Hat*. E-book ed., Random House, 2020.

author book title version publisher date

Bible:

Holy Bible. New American Standard Bible, Zondervan, 2002.

title version publisher date

Web Article CONTAINED in a Website

Below are a few examples of works cited entries for articles found on a website. Most information you need for your works cited entry will be found at either the top or the very bottom of the webpage. (copyright and publisher information is often at the bottom)

Look for and record all the following on a webpage:

- Author
- Article Title
- Website Name (this is the container)
- Contributors (such as a reviewer or editor)
- Publisher (only include a publisher's name if it is different from the website's name)
- Publication or Updated Date (use the most recent date). If no date is given, look for a copyright range at the bottom of the page with the publisher's information.
- Copy the full URL
- Make note of the date you accessed the article

Bloom, John. "Lay Aside the Weight of Fear." *desiringGod*, 19 Apr. 2013, <https://www.copyURLhere.com>.

author article title container date location

Bruce, Debra Fulghum. "How Worrying Affects the Body." *WebMD*, reviewed by Smitha Bhandari, 2005-2022,

author article title container contributor date

—▶ <https://www.copyURLhere.com>, Accessed 28 Dec. 2022.

location optional date of access

"Fears and Phobias." *KidsHealth*, reviewed by KidsHealth Behavioral Health Experts, Nemours Foundation,

article title container contributor publisher

—▶ 1995-2022, <https://www.copyURLhere.com>, Accessed 28 Dec. 2022.

date location optional date of access

A Note about Citation Generators like EasyBib:

EasyBib is a good tool to help you get started with your works cited entries. However, EasyBib does make mistakes and is not a substitute for your own mind. You must examine each EasyBib result carefully to add any information that it missed or correct any errors that it made.