MLA Cheat Sheet

Works Cited

1. Always use the author's last name as the first piece of information for a citation.

> * If there are multiple authors, use the first name listed (last name first) then other names are written normally. For example: Smith, John and Edith Jones.
> * If there is not an author listed, but there is an editor(s) listed, use them like an author.
> * If there is no editor or author, but the source was printed by a company or corporation, list them like you would an author.
> * If there is no author, editor, or organization then go to the title
> * If there is no author, editor or title – **find a better source!**

2. In the Works Cited, when citing authors/editors do not include professional titles such as: Dr. PhD. etc. Or, Mr., Mrs. or Ms. Do include titles such as: Jr., III., etc. Example: Smith, John, Jr.

3. If a book or journal has an author, but also editors, list the author - last name first, then article/chapter/book titles, then Ed. and the editor's name. Example:
Allende, Isabel. "Toad's Mouth." *A Hammock beneath the Mangoes: Stories from Latin America.* Ed. Thomas Colchie.
> New York: Plume, 1992. 83-88. Print.

4. Titles of books, newspapers, journals, artworks, sculptures, album titles, etc. are *italicized* in text and on the works cited (underlined if handwritten). **Articles (from book or web), chapters, songs or section titles** are in quotation marks " " . The subtitle should be listed as part of the italicized title, after a colon (e.g., *Mythology and You: Classical Mythology and Its Relevance in Today's World*).

5. Copy titles for the citation page exactly as the author has written them (e.g., spelling, capitalization, etc.).

6. For websites, it is important to record titles of the website and titles of the article/page you are viewing and using as a source: "The Flying Car is Here!" (Comcast). You also need to know who publishes or sponsors the website (typically located at the very bottom).

7. In the works cited, periods are **inside** the quotation marks.

8. If several cities are listed for publication, just use the first.

9. Online source citations must always include two dates: the date the information was published or last updated **and** the date that you accessed (viewed) it.
* The format for dates is always the same: day/month/ year -- such as 14 January 2008, 25 July 1999, 2 October 1971, etc.

In-Text Citations

1. Every in-text citation should include both an author (or title, if there is no author) and a page number (print sources only).

2. **If the author's name is used in the text** - no need to repeat it in the parentheses. Example: Jack is indirectly characterized by Golding when he says, "'I ought to be chief,' said Jack with simple arrogance, 'because I'm chapter chorister and head boy. I can sing C sharp'" (22).
Otherwise, it would read like this: Jack is indirectly characterized when he says, "'I ought to be chief,' said Jack with simple arrogance, 'because I'm chapter chorister and head boy. I can sing C sharp'" (Golding 22).

3. Because the in-text citation is a part of the sentence you are attaching it to, the period should **always** follow.
* If you are directly quoting all the way to the end of the sentence and that quote ends in a period, you **remove** the period from the quote and finish your sentence with a period after the citation.
* If you are directly quoting all the way to the end of the sentence and that quote ends in a question or exclamation mark (or you are using ellipse…), you **keep** that punctuation but still finish your sentence with a period after the citation.

Works Cited

Basic Rules
- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins, double spacing, and last name page number header as the rest of your paper.
- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page (just like it is on this page).
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations with a hanging indent.

Basic Format for a Book
Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of

Publication.

Gleick, James. *Chaos: Making a New Science in the Vast Universe We Live in*. New York: Penguin,

1987. Print.

Two or Three Authors of a Book
Lastname, Firstname, Firstname Lastname, and Firstname Lastname. *Title of Book*. City of

publication: Publisher, Year of Publication. Medium of Publication.

Smith, Alan, Betsy Ross, and Ross Periwinkle. *We are Tired: We are Teachers.* Chicago: Lion's Press,

1492. Print.

Online Article/Webpage
Editor, author, or compiler name (if available). "Title of article/page." *Name of Site*. Version number.

Name of institution/organization affiliated with the site (sponsor or publisher, n.p. if not

available), date of resource creation (n.d. if not available). Medium of publication. Date of

access.

Farringer, Linda. "How to Make Vegetarian Chili." *eHow*. Demand Media, n.d. Web. 21 Oct. 2014.

***YouTube* (or similar online source) Videos**
Author's Name or Poster's Username. "Title of Image or Video." Media Type

Text. *Name of Website*. Name of Website's Publisher, date of posting. Medium. date

retrieved.

Moore, James. "Well this just happened on The Simpsons." Online video clip. *YouTube*. YouTube, 19

Oct. 2014. Web. 21 Oct. 2014.