How to Write a Works Cited List in MLA Format

Originally created by Jane Stimpson, MLS for San Jacinto College.
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1. Format your Works Cited list in Microsoft Word

Change the font to **Times New Roman** and the font size to **12**
Click on the little arrow next to Paragraph to open this box
Change the Indentation to Hanging
Change the Spacing After to 0 pt
Change the Line Spacing to **Double**
Click on the Center alignment
And type
Works Cited
Works Cited
And press Enter once so you can start typing on the next line down.
How to Cite an article from *Issues & Controversies*

Want to cite an *Issues & Controversies* article? Let the database do it for you! Click on the citation option at the top of the page:

Should the United States take stronger military action against the Islamic State of Iraq and Syria (ISIS)?

Issue Date: October 13, 2014

SUPPORTERS ARGUE
ISIS is the most well-armed, well-funded, deadly threat to global security in years. If the U.S. military does not act quickly and boldly, ISIS will consolidate its territory and secure a state from which it can plot deadly attacks against the U.S. and its Western allies overseas. To thwart the ISIS threat to global security, the United States must act.
How to Cite an article from *Issues & Controversies*

A window will pop up with a citation already formatted in MLA style.

How to Cite an article from *Issues & Controversies*

Highlight the citation, but **DO NOT** include the URL (website address) at the end of the citation. You don’t need it!

Copy the citation by right-clicking and selecting Copy, or using Ctrl + C on your keyboard.
How to Cite an article from *Issues & Controversies*

Works Cited


When you copy the citation into your Works Cited list in Microsoft Word, do not use Ctrl + V on your keyboard.

Instead, right-click and choose the Merge Formatting option. This will make sure the citation follows the MLA format you already set up ([click here for video help](#)).
How to Cite an article from Opposing Viewpoints

Want to cite an Opposing Viewpoints article? Let the database do it for you! Scroll all the way down to the bottom of the page.

Permits Should Be Required for Weapons

Clayton E. Cramer is a software designer and historian. His sixth book, Armed American: The Remarkable Story of How and Why Guns Became as American as Apple Pie, was released in 2007.

With the repeal of the law requiring concealed weapons permits for those over the age of 21, Arizona's new concealed weapons policies give cause for concern. Eliminating the need for concealed weapons permits may make it easier for those who are mentally unstable or irresponsible to carry concealed firearms, as lengthy applications, permit waiting periods, and permit training courses required by many states serve to potentially deter these applicants from obtaining a permit.

It has been another astonishing month for the right to carry. Arizona effectively "went Vermont." The state legislature repealed the requirement that those over 21 have a concealed weapon permit. with one
How to Cite an article from **Opposing Viewpoints**

### Source Citation

**Document URL**
http://0-ic.galegroup.com.libcat.sanjac.edu/ic/vicwebV2?sid=gb000121329&edid=view&displayGroupName=Viewpoint&true&displayGroups=&sortBy=&search=activityType=&scanId=&documentId=0&u=txshracd2544&jsid=f27fc14e9b3ad
How to Cite an article from Opposing Viewpoints

Source Citation

Document URL
http://0-ic.galegroup.com.libcatessWindow?failOverType=&query=&de=view&displayGroups=false&true&displayGroups=&activityType=&scanId=&u=bxhracd2544&jsid=...
How to Cite an article from *Opposing Viewpoints*

When you copy the citation into your Works Cited list in Microsoft Word, do not use Ctrl + V on your keyboard.

Instead, right-click and choose the Merge Formatting option. This will make sure the citation follows the MLA format you already set up ([click here for video help](#)).
How to Cite an article from Academic Search Complete

Want to cite an Academic Search Complete article? Let the database do it for you! Click on the Cite icon on the right side of the page.
Scroll down and find the MLA citation. Highlight and copy the citation by right-clicking and selecting Copy, or using Ctrl + C on your keyboard.
How to Cite an article from Academic Search Complete

When you copy the citation into your Works Cited list in Microsoft Word, do not use Ctrl + V on your keyboard.

Instead, right-click and choose the Merge Formatting option. This will make sure the citation follows the MLA format you already set up (click here for video help).
How to Cite a Webpage

Lastname, Firstname. “Title of Webpage.” Title of Website. Publisher/sponsor, date published.

Web. Date accessed.

This is the general format for how to cite a webpage.
How to Cite a Webpage

Lastname, Firstname. “Title of Webpage.” Title of Website. Publisher/sponsor, date published.

Web. Date accessed.


How to Cite a Webpage

Lastname, Firstname. “Title of Webpage.” Title of Website. Publisher/sponsor, date published.

First you’d put the author of the webpage. Write it as last name, first name: Stimpson, Jane. End it with a period.

If your webpage does not have an author (like this example), start the citation with the title of the webpage, instead.
How to Cite a Webpage

The title of the website is in quotation marks. Don’t capitalize little words (like *on*). End with a period inside the quotation marks, unless the website title ends with a ! or ?


How to Cite a Webpage

Lastname, Firstname. “Title of Webpage.” Title of Website. Publisher/sponsor, date published.

Web. Date accessed.

Then write the title of the website. It should be in italics, with all important words capitalized. End with a period.


How to Cite a Webpage

Lastname, Firstname. “Title of Webpage.” Title of Website. Publisher/sponsor, date published.

Web. Date accessed.


How can you tell the difference between the webpage and the website?
The website is the main site. It may have lots of webpages on it. Here the website is NCSL.

GUNS ON CAMPUS: OVERVIEW

January 2014

In the wake of several campus shootings, the most deadly being the 2007 shooting at Virginia Tech University, states are considering legislation about whether or not to permit guns on college campuses. For some, these events point to a need to ease existing firearm regulations and allow concealed weapons on campuses. Others see the solution in tightening restrictions to keep guns off campuses.
The website is the main site. It may have lots of webpages on it. Here the website is NCSL.

The webpage is the specific page you use. Here it’s “Guns on Campus: Overview.”
How to Cite a Webpage

After the webpage and website, write the publisher/sponsor of the website. It may be the same as the website title, but isn’t always. Capitalize the important words in the publisher’s name and put a comma at the end.

You can usually find the website’s publisher/sponsor down at the bottom of the page, after the © symbol or Copyright statement.
How to Cite a Webpage

After the publisher/sponsor name and comma, write the date your webpage was written.

If your webpage isn’t dated (many are not), type out n.d. instead. It stands for “not dated.”


How to Cite a Webpage

Lastname, Firstname. "Title of Website." Publisher/sponsor, date published.

Next write the word Web. with a period afterwards.


How to Cite a Webpage

Lastname, Firstname. “Title of Webpage.” Title of Website. Publisher/sponsor, date published.

Web. Date accessed.

Finally, write the date that you used the website in the Day Month abbreviation. Year. format.


How to Cite a Book

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. *Medium of Publication.*

This is the general format for how to cite a book.
How to Cite a Book

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Here’s how it looks with actual book information:

How to Cite a Book

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

First type the author’s name, putting the last name first. Put a period afterward.

How to Cite a Book

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium

Then type the complete title of the book in italics. All the important words should be capitalized (notice how I didn’t capitalize *over, the, to, and in*). Put a period afterward.

Then type the city of publication (you can find that on the book’s title page or in the catalog record for the book). Put a colon (:) after.
How to Cite a Book

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium

Then type the publisher’s name (you can find that on the book’s title page or in the catalog record for the book). Put a comma after.

How to Cite a Book

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Then type the year the book was published. (you can find that on the book’s title page or in the catalog record for the book). Put a period after.

How to Cite a Book

Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Finally, type the word Print. Put a period at the end.

Works Cited


In-text citations

After you directly quote or paraphrase a source, you must include an in-text citation in parentheses.

The in-text citation allows your reader to refer to the longer citation on your Works Cited list easily.

The in-text citation includes the last name of the author of the source (or the article title, if there is no author), and the page number (if there is one).
“In the last 20 years, concealed weapon permits have gone from very difficult or impossible to get to pretty easy” (Cramer).

After your quote, type parentheses.

The period ending the sentence goes after the parentheses.
“In the last 20 years, concealed weapon permits have gone from very difficult or impossible to get to pretty easy” (Cramer).

If your source has an author, type the author’s last name.

Then type the page number of the source on which you found the quote. If your source doesn’t have page numbers, just type the author’s last name (like this example).

Note: there is no punctuation between the author’s last name and the page number!
“Due to recent state legislation and court rulings, 6 states now have provisions allowing the carrying of concealed weapons on public postsecondary campuses. These states are Colorado, Kansas, Mississippi, Oregon, Utah, and Wisconsin” (“Guns on Campus: Overview”).

If your source doesn’t have an author (some do not, especially web pages), you should type the title of the article or webpage you used. Make sure to type it in quotation marks.
Notice that the information in the in-text citation is the very first word in your longer citation. This allows your reader to find the citation easily on your Works Cited page.
Need more help? Try these resources.

**OWL Purdue** MLA Formatting and Style Guide

**KnightCite** citation generator

**Citation research guide**

**Contact a librarian**