The goal of documenting your work is to provide your readers with enough information to be able to locate a source you used. You will want to give your readers as much information as you can in a consistent format. There are two major components to documenting your work: Parenthetical Citations and a Works Cited page. The two are linked. Parenthetical citations will refer your readers to the Works Cited page where they will find complete citations for your sources.

**Works Cited Page**
A Works Cited page is a list of the sources you consulted to write your paper. It contains as complete information as you can find, so your readers can re-locate the source if they want more information.

**Parenthetical Citations (Citing Sources within your paper)**
If you use someone else ideas, thoughts, or words, including paraphrases and quotations in the body of your paper, you will need to document where you got the information. Generally MLA documentation uses parenthetical citation—after the quote but before the punctuation to end the sentence. The citations contain the author’s last name and the page where you found the quote.

Below is a sample listing of Works Cited and Parenthetical Citation formats for you to refer to. The examples cover the most common print and electronic sources. If you need additional information or samples there are style handbooks available in the Library and helpful websites. Please see Mrs. Mann if you need any additional help.

**Helpful Hints for creating Works Cited entries and Parenthetical Citations:**

1. The Works Cited page begins on a new page. Center the title Works Cited one inch from the top of the page.
2. Double space between all lines on the Works Cited page.
3. Indent each line after the first line on Works Cited entries.
4. List all entries alphabetically by the author’s last name. If there is no author, use the first letter of the title excluding A, An, The.
5. Parenthetical Citations contain the author and page number of quote enclosed in parenthesis.
6. Parenthetical Citations generally follow the quote but occur before the punctuation ending the sentence. Ex. (Mann 23).

**Below are sample MLA citations. For each category there is a Works Cited documentation sample followed by the Parenthetical Citation sample.**
BOOKS

General format for Works Cited page:
Author's Last Name, First Name. Book Title. City: Publisher, date.

General format for Parenthetical Citations:
(Author's Last Name page #).

One author:

(Petroski 174).

Two or Three Authors:

(Diehl and Donnelly 43).

More than Three Authors:

(Blenky et al. 89).

Book by a Corporate Author:

(The Boston Women's Health Collective 27).

Anonymous Book:

Shorten title using first word of source. (Literary Market Place 226).

Book with an Editor:

(Hall 87).
An Anthology:

Zinsser 47).

A Single Work in an Anthology:

(Thomas 126).

An Introduction, Preface, Foreword, or an Afterword:

(Bernstein iv).

[See your Writer's Inc., pp. 265 - 268, for additional examples.]

PERIODICALS

Signed Article in a Magazine:

(Anderson 117).

Unsigned Article in a Magazine:

Shorten title (Seven Tips 1'0).

Article in a Scholarly Journal - Continuous Pagination:

(Wu 226).

Article in a Scholarly Journal- Page Numbers start over each issue:

(Walker 66).
Signed Newspaper Article:
Mullen, William. "Dinosaur Bones in Sahara Prove a Monster Find."
Chicago Tribune 12 Nov. 1999, see, 1:1+.

(Mullen 1).

Unsigned Newspaper Article:
"Toyota to Team Up with Dealer Network to Sell Cars on Web."
(If you are using a local paper, include the city name in brackets.)

ELECTRONIC SOURCES:
MLA format for electronic sources contain the following BASIC items:
Author, title of article, title of source, publication information, date created, name of
sponsoring institution or database (i.e. SIRS), date site was accessed, and URL for
site.

Web Site (Professional):
ESPN.com. 12 Nov. 1999. ESPN Internet Ventures. 24 Nov. 1999

Article Within a Web Site (Authored):
University of Wisconsin, Board of Regents. 4 Jan. 2000

(Devitt 1).

Article Within a Web Site (Anonymous):
"Becoming a Meteorologist." Weather.com. 12 Nov. 1999

Shorten title (Becoming 1).

Web site (Personal):
Hamilton, Calvin J. Views of the Solar System. 12 Nov. 1999

(Hamilton 2).

Informational Database (SIRS, PROQUEST, etc.):

(Shelby 1).
MISCELLANEOUS

Published Interview:

(REMEMBER: if the interview is untitled, type the word Interview after the interviewee's name.)

If you mention the name of your interview subject in your text, no parenthetical citation is necessary.

CD Recording:

E-mail:
Documenting email requires the following information: Author's name, Subject line, in quotation marks, Description of message that includes recipient (e.g., e-mail to the author), Date of sending.

Kepplinger, Eugene. "How to Cite Information from the Web." E-mail to Andrew Harnack. 10 Jan. 1999.

Personal Interview:
Pei, J. M. Personal interview. 27 July 1983.


Letter:

Sources:


