

# MLA Guidelines for Citing Print and Electronic Sources

# User Guide

Centennial Library

Cedarville University

The works cited list documents the paper and provides the information necessary to identify and retrieve each source. References cited in the text must appear in the works cited list and conversely, each entry in the works cited list must be cited in the text.

## GENERAL GUIDELINES

### General Forms

**Book:**

Author, First M., and Second M. Author. *Document Title*. Location: Publisher, year. Print.

**Paper Periodical:**

Author, First M., and Second M. Author. "Title of Article." *Name of Periodical* volume.issue (year): pages. Print.

**Online Periodical:**

Author, First M., and Second M. Author. "Title of Article." *Name of Periodical* volume.issue (year): pages.

*Database name*. Web. Day month year accessed.

**Online Document:**

Author, First M., and Second M. Author. *Document title*. Title of website publisher. Date of Internet publication.

Web. Day month year accessed.

### In Text Citations

**Use the author's last name.** To cite sources in the text, use the author's last name and page number(s) cited. (See MLA Handbook, chapter 6). Example: (Minahan 283)

**Don't italicize or put quotation marks for sacred writings, laws.** Certain titles, such as versions of sacred writings, laws, and political documents, do not need to be italicized or have quotation marks. (See MLA Handbook, section 3.6.5.) Example of a version: The New International Version. Example of an edition: *The Interlinear Bible*.

**Use a period instead of a colon.** When citing the Bible in the text, use a period instead of a colon between the chapter and verse(s). Example: I Tim. 1.7.

### Works Cited

**Alphabetical Order:** Arrange the list of works cited in alphabetical order by the surname of the first author. If there is no author given, the first significant word of the title is used.

**Spacing:** Double-space the list of works cited both within an entry and between entries, and indent all lines of the entry after the first line.

**Title of article or chapter:** Capitalize all significant words of the title and subtitle, if any. Place quotation marks around the title. Example: "Access Services and RILLI."

**Title of periodical, book or document:**

- Give the title in full
- Use a colon to separate the title and subtitle
- Capitalize all significant words
- Italicize the title

**Subscription Databases:** If citing a source from a subscription database, include the name of the service (Example: *Academic Search Complete*), the type of media, and the date accessed.

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## CITING A BOOK

### Book

Stott, John. *Guard the Truth: The Message of 1 Timothy & Titus*. Downers Grove, IL: InterVarsity, 1996. Print.

McCarty, Burke. *The Suppressed Truth about the Assassination of Lincoln*. N.p., 1975. Print.

**Note:** If no publisher is listed, use "N.p." to denote no publisher name given.

### Electronic Book

Nieto, Sonia. *Language, Culture, and Teaching: Critical Perspectives for a New Century*. Mahwah, NJ: Lawrence Erlbaum Assoc., 2002. *NetLibrary*. Web. 21 Feb. 2003.

### Book with Multiple Authors

Brand, Paul, and Philip Yancey. *In His Image*. Grand Rapids: Zondervan, 1984. Print.

### Article or Chapter in a Book

Fowler, Paul B. "The Bible Prohibits Abortion." *Abortion: Opposing Viewpoints*. Ed. Charles P. Cozic and Stacey L. Tipp. San Diego: Greenhaven, 1991. 105-111. Print.

### Entry in a Reference Book

Thompson, Carol L. "Sir Winston Churchill." *The World Book Encyclopedia*. 1997 ed. Print.

"Plato." *The Stanford Encyclopedia of Philosophy*. Ed. Edward N. Zalta. Stanford, CA: Stanford U, 2009. Web. 30 Oct. 2009.

**Note:** If the individual entry is signed with an author's name, list the author's name first.

### Book Review

Showalter, Elaine. "The Snowman Cometh." Rev. of *Oryx and Crake*, by Margaret Atwood. *London Review of Books* 25.14 (2003): 35. Print.

Rev. of *Oxford Bible Atlas*, 4th ed., by Adrian Curtis. *Kirkus Reviews* 1 Sept. 2007: 4. Print.

**Note:** If the reviewer's name is not stated, begin the entry with the title of the review. If the review is neither titled nor signed, begin the entry with *Rev. of* and alphabetize under the title of the work reviewed.

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## CITING A PERIODICAL

### Journal Article

lezzoni, Lisa I. "The Risks of Risk Adjustment." *JAMA* 278.19 (1997): 1600-1607. Print.

Berger, James D., and Helmut J. Schmidt. "Regulation of Macronuclear DNA Content in Paramecium Tetraurelia."

*The Journal of Cell Biology* 76.1 (1978): 116-126. *MEDLINE*. Web. 20 Nov. 2008.

**Note:** Cite online journal articles from an online database as you would a print source. Provide the database name in italics. List the medium of publication as "Web" and end with the data of access.

Kessl, Fabian and Nadia Kutsche. "Rationalities, Practices, and Resistance in Post-Welfarism. A Comment on

Kevin Stenson." *Social Work & Society* 6.1 (2008): n. pag. *Academic Search Complete*. Web.

10 Oct. 2008.

**Note:** For online journals that appear only on databases that do not provide page numbers, use "n. pag." for no pagination.

### Magazine Article with Author

Faltermayer, Charlotte. "Brothers in Crime." *Time* 24 Nov. 1997: 71-72. Print.

Mehta, Pratap Bhanu. "Exploding Myths." *New Republic* 6 June 1998: 17-19. *Business Source Complete*. Web.

1 Apr. 2009.

### Magazine Article without Author

"The End of an Inquiry." *Newsweek* 24 Nov. 1997: 6. Print.

### Magazine Article from a Website

Lubell, Sam. "Of the Sea and Air and Sky." *New York Times*. New York Times, 26 Nov. 2008. Web. 1 Dec. 2008.

**Note:** Include the name of the website in italics and the website publisher. After the date of publication, insert "Web" as the medium of publication and the date of access.

Cohen, Elizabeth. "Five Ways to Avoid Germs While Traveling." *CNN.com*. CNN, 27 Nov. 2008. Web. 28 Nov. 2008.

**Note:** Some sites will have different names than their print formats, such as ones that include a domain name like .com or .org.

Andreadis, Athena. "The Enterprise Finds Twin Earths Everywhere it Goes, But Future Colonizers of Distant

Planets Won't Be So Lucky." *Astronomy* Jan. 1999. N. pag. Web. Feb. 1999.

**Note:** For online journals that appear only online (no print version) or on databases that do not provide pagination, use "N. pag." for no pagination. The "N" is capitalized because it follows a period.

### Newspaper Article

Maynard, Michelle. "GM Plans to Unload Plants, 42,000 Jobs." *USA Today* 17 Nov. 1997, natl. ed.: B1. Print.

Yusef, Herold. "Fighting for the Outback." *New York Times* 5 July 1999: 113-115. *Lexis-Nexis*. Web. 10 Oct. 2008.

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## CITING LOGOS BIBLE SOFTWARE

Harris, R. Laird, ed. *Theological Wordbook of the Old Testament*. Chicago: Moody P, 1980. CD-ROM.

*Logos Bible Software*. Libronix DLS. 2006.

**Note:** Logos places publication information at the end of each printout, which can be used to create a citation.

## CITING AN E-MAIL

Boyle, Anthony T. "Re: Utopia." Message to Daniel J. Cahill. 21 June 2008. E-mail.

## CITING A WEBSITE

Weinstein, Philip, ed. *The William Faulkner Society Home Page*. William Faulkner Soc. 4 Apr. 2002. Web.

14 Aug. 2003.

Wilson, Nate. *Comparison of Four Eschatological Positions*. N.p., n.d. Web. 21 July 2009.

**Note:** When no publisher name appears on the website, use "N.p." for no publisher given. When sites omit a date of publication, use "n.d." for no date. The "N" is capitalized when it follows a period.

Opp-Beckman, Leslie. Home page. 6 Jun. 2003. Web. 25 Feb. 2004.

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## WORKS CITED

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 7th ed. New York: MLA, 2009. Print.