Citing sources is a simple way of acknowledging that you are borrowing an author’s words or ideas by inserting a brief parenthetical acknowledgment in your paper that includes the author’s last name and a page reference.

“Reliable ways to forecast rates of extinction, both in relation to global warming and in general, still elude us” (Botkin et al 228).

When the reader sees this reference to Botkin et al., they know to refer to the “Works Cited” portion of the paper to find the complete bibliographic citation.

For web sites or other electronic sources that do not provide page numbers or numbered paragraphs, you must cite the entire work. If the paragraphs are numbered, you may cite the relevant paragraph, e.g. (Botkin et al. par. 4).

List of Works Cited

1. General Principles

a) Author
   - List your references alphabetically by the author’s last name, then first name, e.g. Cone, Maria
   - If there is no author, begin your reference with the book title or the corporate author
   - When there are two or more authors, list them in the order they appear on the title page, not alphabetically
   - Reverse the first name listed, but list additional authors in normal form, e.g. Glick, Patty, and Mark Van Putten
   - If there are more than three authors, you may list the first name, followed by “et al.”

b) Title
   - Capitalize the first letter of each word in the title and italicize the title
   - Separate the title from the subtitle with a colon (:), e.g. The Atmosphere: An Introduction to Meteorology

c) City (Publisher Location)
   - When many cities are listed as publisher locations, always choose the first city
   - Add an abbreviation for the state, province or country only if the city may be unfamiliar to readers

d) Publisher
   - When listing the publisher, use the briefest form possible, omitting articles (a, the) and business abbreviations (Co., Corp., Ltd.) and, whenever possible, shortening the publisher’s name, e.g. UP, not University Press
e) Date
   • Use the latest copyright date
   • When full dates are provided (as for magazine articles, web sites, etc.), they take the following format: Day Abbreviated Month Year, e.g. 25 Nov. 2009. Do not abbreviate the months of May, June and July
   • If the date of publication cannot be identified, use the abbreviation n.d. for “no date”

f) Medium of Publication
   • Always include the medium of publication at the end of the reference, e.g. Print, Web, DVD, CD-ROM, etc.

2. Books

a) One Author


b) Two Authors and Edition Other Than the First


c) More Than Three Authors


d) Editor


e) Work in an Anthology (Chapter from a Book)


3. Journal Articles

a) One or Two Authors

b) More than Three Authors


- **Article Title**: Place the full title of the article in quotation marks and capitalize the first letter of each word of the title
- **Journal Title**: Capitalize the first letter of each word of the journal title and italicize it
- **Volume and Issue Numbers**: Include the volume and issue number after the title and separate them with a period. If there is no volume or issue number, you may omit one or both from the reference
- **Date**: The date is placed between parentheses and followed by the pagination. List only the year the journal was published, never the month or day

4. Encyclopedias, Dictionaries, and Other Reference Books

a) Entries Signed by the Author


b) Entries with no Author


- **Publisher**: When citing familiar reference books, especially those which appear in new editions frequently, do not give full publication information. Give only the edition and the year published
- **Volumes and Page Numbers**: When citing less familiar reference books, give full publication information, including editors’ names and number of volumes in the encyclopedia set

5. Newspaper and Magazine Articles

a) Article Signed by the Author


b) Article with no Author

• **Date**: Abbreviate all months with the exception of May, June and July
• **Volume and Issue Numbers**: Do not give the volume and issue number even if they are listed
• **Page Numbers**: If the article is not printed on consecutive pages, include only the first page number and a plus (+) sign, e.g. 39+

6. **Pamphlets & Brochures**


• Treat a pamphlet as you would a book
• **Author**: If no personal author is identified, begin the citation with the title or the corporate author

7. **Audiovisual Material**


• **Title**: Begin with the title in italics
• **Authors**: You may include other pertinent data (i.e. directors, producers, actors) between the title and the distributor’s name
• **Medium of Publication**: Include the medium of publication (e.g. Videocassette, DVD, Laserdisc, etc.) after the date

8. **Personal Interviews**

a) **Personal Interview**


b) **Telephone Interview**: 

Jones, Jennifer. Telephone interview. 31 July 2009.

• To reference an interview that you conducted personally, provide the name of the person interviewed, the kind of interview, and the date

9. **Internet Sources**

a) **Professional or Personal Web Sites**


15 Nov. 2009.

- **Author:** If no author’s name is given on the web site, start the reference with the corporate author or with the title of the site in italics
- **Title:** If there is no title for the web site, provide a description (such as Home page). Do not italicize this title or put it in quotation marks
- **Date:** Include the date you accessed the web site at the end of the reference
- **Medium of Publication:** Include the medium of publication consulted, e.g. Web
- **URL:** Although it is not necessary to provide the URL, if the site may be difficult to find, provide the complete electronic address for the site within angle brackets (<>) at the end of the reference, e.g. `<http://www.epa.gov/climatechange/basicinfo.html>`

b) **Articles from Electronic Databases (e.g. EBSCOhost and ProQuest)**


c) **Electronic Books (e.g. NetLibrary)**


d) **Articles from Online Encyclopedias**


- **Date:** Include the date the document was retrieved from the Internet at the end of the reference
- **Database:** Include the title of the database (e.g. MasterFILE Elite) in italics
- **Medium of Publication:** Include the medium of publication consulted (e.g. Web)
e) **Digital Image from the Internet**


- Provide the name of the author, followed by the title of the image, the date, and the type of image.
  - Add the title of the web page and/or web site (italicized), the medium of publication (i.e. Web), and the date of access

**Additional Information**


Print. (REFERENCE PN147.M645 2008)
This is a sample of a list of works cited in Modern Language Association (MLA) format. It provides examples of how different types of sources are recorded. References are listed in alphabetical order. If a reference runs to a second line, indent the remaining lines ½ inch from the margin. Entries in the list of works cited are always double-spaced.

### Works Cited

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