Preparing a Bibliography

Using MLA Guidelines

West Windsor–Plainsboro
High School Library Media Center
Preparing the List of “Works Cited”

The list of “Works Cited” is your bibliography—a list of sources used in writing your research paper. It appears at the end of the paper, is double-spaced within and between sources, and is usually arranged alphabetically by the author’s last name. Sources without authors are arranged alphabetically by title within the same list (ignoring initial “A,” “An,” or “The” when it is the first word in the title). The first line of each source is flush with the left margin; second and succeeding lines are indented one-half inch.

**BOOKS**

**BOOK BY ONE AUTHOR**

**BOOK BY TWO AUTHORS**

*If there are two authors, retain the comma before “and” (e.g., Lyons, Janet, and Sandra Jordan). Authors’ names are listed in the order in which they appear on the title page. Only the first author is listed last name first.*

**BOOK BY THREE OR MORE AUTHORS**

**BOOK WITH NO AUTHOR OR EDITOR**

**BOOK BY A CORPORATE AUTHOR**

**BOOK WITH AN EDITOR**

*The Kross book (above) has an editor but no author. The Daly book (below) has an author and an editor.*


**REVISITED OR SUBSEQUENT EDITION**

*The date of the most recent edition is given because changes may have been made in the text and/or pagination.*

**BOOK IN A SERIES**
The title of the series follows the title of the book. If there is an editor or a subsequent edition, note the position of this information in the next example.


20-28.

The above example indicates one is citing an essay by Lanson found on pages 20-28 in the book *Moliere: A Collection of Critical Essays*. The book has an editor; in addition, it is one of a series.

INTRODUCTION, PREFACE, FOREWORD, OR AFTERWORD

Use this formation when you want to cite the words from someone other than the author or the editor and include the page numbers.


BOOK HAVING A TITLE WITHIN A TITLE


The title of this book includes the title of a work usually enclosed within quotation marks: the quotation marks are retained, and the entire title is underlined. “UP” is the accepted abbreviation for “University Press.”


The title of this book contains the name of a work usually underlined. Note that the underlining of the name *Macbeth* is omitted in this case.

WORK IN A COLLECTION OR ANTHOLOGY

BY SAME AUTHOR, WITH AN EDITOR


Page numbers are given when citing from collections of literary works.


If you use several works from the same anthology, you may cite the entire book without page numbers. If you need to use internal citations, see the following examples:

BY SAME AUTHOR, WITHOUT AN EDITOR


If you use several works from the same anthology, you may wish to have a separate entry for each in case you use an internal citation to the individual work.

**MULTIVOLUME WORKS**

**SAME TITLE, ONE AUTHOR OR EDITOR**

Use the format above if you used only volume 2. If you used both volumes, omit the “Vol. 2.” The specific volume and page number will be given in the internal citation in the text of your paper. Use Arabic numbers.

**DIFFERENT TITLES, DIFFERENT AUTHORS**

The total number of volumes in the set should be given if this information is available. If it is not, give the publication information.

**COLLECTIONS OR EXCERPTS BY DIFFERENT AUTHORS, NO EDITOR**

**COLLECTIONS OR EXCERPTS FROM CRITICAL ARTICLES**

**REFERENCE BOOKS**

**ARTICLES IN REFERENCE WORKS--ENCYCLOPEDIAS, YEARBOOKS**

Well-known reference books commonly found in libraries do not require full information. Since articles are arranged alphabetically, it is not necessary to give page numbers. Some examples of well-known reference works are:

- Book Review Digest
- Current Biography
- Dictionary of American Biography
- Lands and Peoples
- Who’s Who Series
- Wilson Authors Series
- Any general multi-volume encyclopedia

**ENCYCLOPEDIA ARTICLE**

If the article is signed, use the following format:


Use the following format if the article is unsigned:

OTHER REFERENCE SOURCES

SIGNED ARTICLE

UNSIGNED ARTICLE

CQ RESEARCHER

FACTS ON FILE

ISSUES AND CONTROVERSIES ON FILE

OPPOSING VIEWPOINTS SOURCES

TAKING SIDES

PAMPHLETS AND GOVERNMENT DOCUMENTS

Pamphlets are handled in the same manner as books. If the pamphlet is published by an agency, treat the agency as if it were the author.


If a pamphlet has a series title, it follows the title.

PERIODICALS

ARTICLE BY ONE AUTHOR

ARTICLE WITH NO AUTHOR

When an article begins on one or more consecutive pages and is completed on subsequent pages, write the first page number, followed by a plus sign.

JOURNAL ARTICLE

A journal is a scholarly publication issued by a special group or profession. Journals often use continuous numbering of pages throughout the year. The numbers follow the title (23.5) are the volume and the issue number, followed by the year and page number.

NEWSPAPERS

If the paper designated its sections with letters, the letter should precede the page number.

EDITORIAL

If the editorial is signed, begin the citation with the author’s name.

EDITORIALS ON FILE

If the editorial has no title, format as follows:


LETTER TO THE EDITOR

The letter writer is considered its author.
NONPRINT SOURCES

FILM

You may include the director’s name and that of a major actor.

MAGAZINE ON MICROFICHE

THE NEW YORK TIMES GREAT EVENTS--MICROFICHE

THE NEW YORK TIMES SCHOOL MICROFILM COLLECTION

PERSONAL INTERVIEW--UNPUBLISHED
Barnabas, Lewis. Personal interview. 15 May 1990.

For a telephone interview, substitute the word “telephone” for “personal.” Use the same format for a personal letter, substituting the word “letter” for “interview.”

RADIO OR TELEVISION PROGRAM

If the program is one of a series, the name of the series precedes the name of the station and network.


SOUND RECORDING (CD) or CASSETTE

If you are not using a CD indicate the medium before the manufacturer’s name.


VIDEO RECORDING or DVD

Cite a videocassette, DVD, laser disc, like a film, but include the original release date of the film.

ELECTRONIC SOURCES

CD ROM
Josephson, Derek. “The Chemistry of Air Pollution.” Magill’s Survey of Science. CD ROM

WWW SITES (World Wide Web)
To cite files available for viewing/downloading via the World Wide Web, give the author’s name (if known), the full title of the work in quotation marks, the title of the complete work (if applicable) in italics, the document date if known and if different from the date accessed, the full http address, and the date of visit.

Burka, Lauren P. “A Hypertext History of Multi-User Dimensions.” The MUDdex.

EBSCOHOST
MasterFILE Premier on-line. EBSCO Publishing. 15 April 1998
<http://www.epnet.com/ehost/login.html>

SIRS RESEARCHER ON THE WEB
Frick, Robert. “Investing in Medical Miracles.” Kiplinger’s Personal Finance Feb. 1999:
80-87. SIRS Knowledge Source: Researcher. 22 Feb. 1999
<http://sks.sirs.com/cgi-bin/hst-article-frame>

PROQUEST DIRECT
1998 <http://proquest.umi.com/pqdweb>

GALENET: SCRIBNER WRITERS SERIES
DOCUMENTING YOUR SOURCES USING PARENTHETICAL DOCUMENTATION

The MLA now recommends that, instead of using footnotes or endnotes, you document your sources by putting short citations in parentheses in the body of the paper. These citations refer to the “Works Cited” list at the end of the paper. They provide just enough information to enable the reader to find the work cited in that list without any possibility of confusion.

When your “Works Cited” list contains only one work by the author you are citing, your citation in the body of the paper will give only the author’s last name and the page number, e.g.,

Mayne Reid’s 1856 novel, The Quadroon, formed the basis of Dion Boucicault’s play, The Octaroon (Hart 621).

When the author’s name is mentioned in the text of your paper, it is only necessary to cite the page number in parentheses, e.g.,

Flannigan recommends having students tutor their fellow students in reading skills (141).

When the “Works Cited” list contains two or more works by the same author, you must give both the author’s name and the title of the work you are citing (or a shortened version of it) in your parenthetical citation, e.g.,

The rate of scientific discovery has increased exponentially in this century (Bazell, “Science,” 13).

When a work is listed in the “Works Cited” list under title, the citation in parentheses in the text should give the title, or a shortened form of it which begins with the word under which the title is alphabetized in the “Works Cited” list, e.g.,

The brooding light of the Italian landscape and Helena Bonham Carter’s own dark, brooding eyes mirror the unconscious, inarticulate passion that grips all of the characters (Room).

If you have questions about citation format that are not answered in this handout, please ask for the MLA Handbook at the Reference Desk. A reference librarian will be happy to help you.