FORMATS FOR PRINT SOURCES

BOOK WITH ONE AUTHOR

Author’s last name, Author’s first name. Title of the Book. City of publication: Publisher’s name, year of publication. Print.


In-text reference: (Metcalf 234)

BOOK WITH TWO AUTHORS


In-text reference: (Smith and Stevens 68)

ESSAY IN A BOOK


In-text reference: (Krutch 24)

ENCYCLOPEDIA


ARTICLE IN A REFERENCE BOOK


EXCERPT REPRINTED IN A REFERENCE BOOK
Correct Citation for the Original Work. Excerpt from Title of Source Book. Ed. Editor’s name. Volume number. City of publication: Publisher, year. Pages. Print.


MAGAZINE ARTICLE
Author. “Title of the Article.” Title of the Magazine day Mon. year: pages. Print.


NEWSPAPER ARTICLE
Author. “Title of the Article.” Title of the Newspaper day Mon. year, edition: Section page. Print. (If the story continues beyond the initial page, add + after the page number.)


SCHOLARLY JOURNAL ARTICLE


GOVERNMENT DOCUMENT

FORMATS FOR AUDIOVISUAL SOURCES

FILM OR VIDEO

SOUND RECORDING
FORMATS FOR WEB SOURCES

ARTICLE FROM A SUBSCRIPTION DATABASE
Follow the format for a print article. Omit the word Print, but include:
1. Name of database
2. Format of the article: Web
3. Date of access
Examples below may be used for all databases depending on type of article.
NOTE: For in-text references, use the author’s last name and page number, if given. Where there is no page number, use the paragraph number. (Jennings par. 4)

POPULAR MAGAZINE FROM A DATABASE

SCHOLARLY JOURNAL FROM A DATABASE

NEWSPAPER ARTICLE FROM A DATABASE

ESSAY FROM A DATABASE

ENCYCLOPEDIA ENTRY FROM A DATABASE

A WORK CITED ONLY ON THE WEB
Include the following information in order:
1. Name of author, compiler, director, editor etc.
2. Title of the work, italicized if it is not part of a larger work, in quotations if it is part of a larger work
3. Title of the overall website italicized
4. Version or edition, if given
5. Publisher or sponsor of the site; if not available, use N. p.
6. Date of publication (day, month, year) or n.d. if not given
7. Web
8. Date of access (day, month, year)
NEWS WEBSITE

ONLINE MAGAZINE

SCHOLARLY ONLINE JOURNAL

SCHOLARLY PROJECT, NO AUTHOR GIVEN

ONLINE VIDEO

GENERAL GUIDELINES
• List all your sources at the end of your paper on a separate page with the centered title, Works Cited. All entries should be double-spaced. All lines following the first must be indented five spaces.
• Use italics rather than underlining for titles of works.
• Indicate the format of the work, whether print, web, DVD or other.
• Only include sources mentioned in your paper.
• List each item in alphabetical order by the author’s last name regardless of format.
• If there is no author, alphabetize by the first word of the title.
• Where there is no publisher, no date or no page, use n.p., n.d. or n.pag respectively.
• Capitalize each word in the titles of books, magazine articles, etc. Do not capitalize words such as “the”, “a”, “an”, “in” unless it is the first word of the title or subtitle.
  Example: The Essence of Citation: A Guide for the Researcher
• Include appropriate in-text references for all material from outside sources.

If you have any questions, speak with a reference librarian or consult the MLA Handbook available at the Reference Desk. Additional help is available at the following websites:
• Nassau Community College Writing Center: http://www.ncc.edu/Academics/AcademicDepartments/English/WritingCenter/
• Purdue University Online Writing Lab http://owl.english.purdue.edu/owl/resource/557/15/
• Citation generators such as www.knightcite.com or www.easybib.com are helpful, but always review the results for accuracy.

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