
In general MLA requests the following pieces of information, in order, about the source you used:

<table>
<thead>
<tr>
<th></th>
<th>Author last name, first name.</th>
<th>2 authors- format: Last name, First name, and First name last name. Ex. McNerney, Shelly, and Christine Gaefke.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Title of the source.</td>
<td>Articles, poems, chapters, songs, TV episode titles will have quotation marks around them. Book titles will be italicized.</td>
</tr>
<tr>
<td>3</td>
<td>Title of the container source,</td>
<td>If you are citing a chapter or an article, in other words a section of a publication, you need to also include the “container source” -- the overall title of the book, newspaper, magazine, etc. that published the article. Example: source- magazine article “Golden Retrievers” published in “container” Dog Magazine--McNerney, Shelly. “Golden Retrievers.” Dog Magazine...</td>
</tr>
<tr>
<td>4</td>
<td>Other contributors,</td>
<td>These are usually the editors. Ex. Book title, edited by Shelly McNerney,</td>
</tr>
<tr>
<td>5</td>
<td>Version,</td>
<td>These are usually edition number (like if 5 editions were printed, and you were using the 4th). Book title. 4th ed.,</td>
</tr>
<tr>
<td>6</td>
<td>Number,</td>
<td>These are volumes and edition numbers-- for magazines or journals-- Sports Illustrated, vol. 5, no. 2, 1997,</td>
</tr>
<tr>
<td>7</td>
<td>Publisher,</td>
<td>This info is usually on the title page-- like Random House,</td>
</tr>
<tr>
<td>8</td>
<td>Publication date,</td>
<td>Books= year Magazines = usually month and year (though sometimes day too if published 2+ times/month) Newspaper = day, month, year</td>
</tr>
<tr>
<td>9</td>
<td>Location.</td>
<td>This is where you put the page numbers of the particular article or chapter</td>
</tr>
</tbody>
</table>

**BOOK- printed version - every chapter is by the same author(s)**

Author Last name, First name. *Title*. Edition # ed., Publisher, year of publication.


**Note: You may not have an edition number, in which case just skip that section.**

**CHAPTER/ESSAY IN A PRINTED BOOK w. editor- printed- like book of essays or encyclopedia- when each chapter has diff. title and author**

Author last name, first name. “Title of the source (chapter).” *Title of Container* (book title), edited by First name Last name, Publisher, year of publication, pp. Page numbers of the chapter/essay.


**CHAPTER or ESSAY IN A BOOK when the BOOK IS IN A DATABASE -like the Gale Virtual Ref. Lib.**


Note: your book may not have an editor, if it doesn’t just skip that section.

**NEWSPAPER OR MAGAZINE ARTICLE-- FROM AN ONLINE DATABASE-- article published on specific date- like Jan 24, 2008**

Author last name, first name. “Title of source (article).” Title of Container (newspaper, magazine, journal), Day month year of publication, pp. Article pg #s. Database name, Web url. Accessed day month year.


**ARTICLE FROM AN ONLINE DATABASE- magazine or journal uses volume and issue numbers- like People 7.4 (2008)-- NOT a date**

Author last name, first name. “Title of the source (article).” Title of Container (newspaper, magazine, journal), vol. #, no. issue #, publication year, pp. Article pg #s. Database name, Web url. Accessed day month year.


**ABC-CLIO DATABASES- These are kind of confusing because they are technically ebooks published ONLY electronically. Follow this example!**

Author’s last name, first name. “Article title.” Name of the database, ABC-Clio, year, Full web url. Access day month year.


**Website- a free (non-subscription) website—not a website from one of the school databases.**

Author’s last name, first name. “Website article name.” Overall name of the website, Publisher name (only if different from overall website name), day month year of publication, Full website url. Accessed day month year.


**If the publisher name is the same as the overall website name you DO NOT need to list it twice.**

**NEWSPAPER ARTICLE ONLINE- from newspaper websites- not the OE databases.**

If your newspaper has a name that does not include the name of the city (The Herald) you may need to include the city by adding the non-italicized city/state name inside of brackets— The Herald [Overland Park, KS]

Author last name, first name. “Article name.” Newspaper name, day month year of publication, p. page numbers, Full web url. Accessed day month year.

**Note:** If it’s an editorial add the word Editorial after the article name-- ex. McNerney, Shelly. “Voting.” Editorial. Kansas City Star...

Remember, this handout does not cover every possible type of source. If you can’t find your source type see your teacher or Ms. McNerney for help!

**Formatting your Works Cited page:**

1) Works Cited centered at top of pg, in Times New Roman 12 pt. font
2) Entries should be arranged alphabetically!!
3) Margins= 1 inch
4) Double-space—no extra space between entries- make sure to set space before and after each line to 0!
5) Hanging indent- entry with more than one line, all lines after the first are indented ½ inch (select all text, hit Control and T at the same time)

Created by librarians Shelly McNerney, Olathe East High School and Megan Roberts, Olathe South High School