

# MLA CITATIONS CHEAT SHEET

## WORKS CITED

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The purpose of a Works Cited page is to clearly lay out for the reader what sources you used for your paper. Readers should be able to easily locate sources on their own using the information you give in the Works Cited. Organizing your Works Cited page properly also allows your readers to easily check between your in-text citations and the complete citations on the Works Cited page while reading.

- ◆ Center “Works Cited” at the top of a new page.
- ◆ All citations should include as many of the 9 MLA citation elements as are available/applicable (see **MLA Citation Elements** below).
- ◆ Indent all lines of the citation after the first line. (The first line of a citation is not indented, but if the citation bleeds onto subsequent lines, all lines after the first are. This is called a hanging indent.)
- ◆ Alphabetize the citations from A-Z by the first word of the citation (usually the author’s last name).

**Note:** If working with sources in a database, you may find a “Cite” button which will bring up a list of the article’s citation in different formats. You may use the MLA citation given here, but you are still responsible for making sure your citation is correct and complete.

## MLA CITATION ELEMENTS

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Full Works Cited page citations should include, in this order, as many of the following elements as are available:

- |                        |  |
|------------------------|--|
| 1. Author.             | author name(s)   |
| 2. Title of source.    | book title, article title, episode title, webpage                |
| 3. Title of container, | journal title, anthology title, database title, website, TV show |
| 4. Other contributors, | editor, translator, illustrator, director                        |
| 5. Version,            | edition, Bible translation                                       |
| 6. Number,             | volume and issue number, episode number                          |
| 7. Publisher,          | publishing company, production studio                            |
| 8. Publication date,   | day, month, year   |
| 9. Location.           | page number, URL, DOI  |

Each element should be followed by the punctuation mark shown above associated with that element. However, all MLA citations should end with a period.

Sometimes, a source may have multiple containers, like a journal article you find on an online database. In these cases, after listing elements 1 and 2 in your full citation, include elements 3-9 for the inner container (i.e., the journal) followed by elements 3-9 for the outer container (i.e., the database) as applicable.

## WORKS CITED CITATION EXAMPLES:

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### 1. ONLINE JOURNAL ARTICLE WITH ONE AUTHOR:

Author Source title Inner cont. title No. Date Location  
Bigby, George B. "Teaching Composition in U.S. High Schools." *English Nerds' Periodical*, vol. 5, 2017, pp. 150-156.  
DATAbase, doi:00.0101/0010.  
Outer cont. title Location

### 2. WEBSITE WITH NO AUTHOR AND NO DATE:

"College-Level Essays: The Bane of Non-Native Speakers." *Writing Tutor Resource*, [www.writingtutorsresource.com/full/url](http://www.writingtutorsresource.com/full/url). Accessed on 22 May 2019.

### 3. PRINTED BOOK WITH THREE AUTHORS:

Roberts, Lawrence A., et al. *The Big Book of Statistics*. Cabaret Publishing, 2011.

### 4. CHAPTER FROM AN ANTHOLOGY:

Johnson, Diggory K. "Plagiarism in College." *The Contemporary College Classroom*, edited by Phil Olivier and Noel M. Lucas, Printing Press, 2008, pp. 67-84.

## IN-TEXT CITATIONS

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The purpose of in-text citations is to give credit to authors for their original ideas after mentioning their ideas in your paper. In-text citations are used at the end of a sentence or phrase whenever you summarize, paraphrase, or directly quote information from a source in that sentence or phrase.

- ◆ Within a set of parentheses, put the author's last name followed by the page number on which the information was found (if given).
- ◆ If two authors are listed, use both last names in the in-text citation. If three or more authors are listed, include only the first author's last name followed by "et al."
- ◆ If no author is listed, use a shortened title of the work either italicized or within quotation marks as appropriate.
- ◆ Always put the period after the closing parenthesis (unless block quoting).

**Note:** If you include the author's name in a sentence, you may omit the name from the in-text citation.

## IN-TEXT CITATION EXAMPLES:

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### 1. SINGLE AUTHOR WITH PAGE NUMBERS (TWO VARIANTS):

"67% of college students struggle with proper citations" (Johnson 68-69).

OR According to Johnson, "67% of ... proper citations" (68-69).

### 2. THREE AUTHORS WITH PAGE NUMBERS:

Overall, writing is a crucial life skill no matter a student's chosen field (Roberts et al. 201).

### 3. WEBPAGE WITH NO PAGE NUMBER AND NO AUTHOR:

Students who sought the help of a tutor saw an average of 15% improvement in their essay scores ("College-Level Essays").

For specific questions not addressed in this handout, please visit the LETU Writing Center, email [WritingCenter@letu.edu](mailto:WritingCenter@letu.edu), or consult the [PurdueOWL MLA formatting and style guide](#).