MLA Style Guide

New Oxford Middle School

Promoting a school-wide focus on appropriately cited research and effective reporting
Works Cited Page

A “Works Cited” page is the very last page of an essay, project, or report. It is a list of the resources that were used in researching and acquiring new information for an assignment. When using formats other than MLA (Modern Language Association), this page is sometimes called “References” or “Bibliography.”

Why is a Works Cited Page Needed?

Authors work very hard to produce various sources of information for their readers. If students take information from an author and do not cite the information, that is called plagiarism. Even if a student unintentionally takes facts or ideas from someone else, it is still plagiarism. Any time a student uses a fact from a source it must be cited. The only time a student does not need to cite a fact is when it is commonly known (for example: George Washington was the first president of the United States).

Things to Remember about the Works Cited

Before getting to the specifics of how to cite different sources, below is a list of several things to always keep in mind when creating the Works Cited in any project.

1. The Works Cited should be the last page of the project, and the title Works Cited should be centered at the top of the page. (Do not bold the title or put it in quotation marks).

2. Each entry in the Works Cited is listed alphabetically by the first word of the entry. (The first word of each entry is important when using parenthetical citations in the text of an essay).

3. If an entry is longer than one line, the second line (and all subsequent lines) should be indented.

4. The Works Cited (and any essay composed on a computer) should be written in Times New Roman font, size 12, and should be double-spaced with 1” margins.
Creating a Works Cited Page

Below is a brief “how-to” guide for citing the most commonly used sources. Be careful—each specific thing on a Works Cited counts. Be sure to use periods, quotations marks, and *italics* in the correct places. The list below shows the punctuation mark needed after each item.

- Author.
- Title.
- Title of the container,
- Other contributors,
- Version,
- Number,
- Publisher’s name,
- Date of publication,
- Location.

**Book:**

Author’s Last Name, Author’s First Name. *Book Title*. Publisher, Year, page numbers.

**Example:**


**Two authors:**


**Website:**

Author’s Last Name, Author’s First Name. “Title of the Article or Page.” *Website Title*, Name of the Publisher, Date of Publication, URL.

**Example:**

Film or Video:
Last Name, First Name of the creator. “Title of the film or video.” Publisher, Publication Date.

Example:

Film or Video found on a website:
Last Name, First Name of the creator. “Title of the film or video.” Publisher, Publication Date, URL.

Poole, Joyce. “Elephants Communicate While At Play.” National Geographic, 2014,


**Tips, Tricks, and Help with Citing Sources**

Having trouble citing sources? There are lots of resources that can help students be successful!

**Easybib.com**

All students should become familiar with this website! It allows the user to plug in all necessary information (source type, author, title, etc.) and will easily format all the citations needed for the assigned project.


2. Copy and Paste your website’s URL into the search box. Easybib.com will automatically search for the website and pull up and information that it can.

3. Add appropriate information for the things easybib.com can’t locate. And more importantly, CHECK the things that easybib.com entered into the works cited. Sometimes it accidentally puts the wrong thing in the wrong place.

4. Export your Works Cited to Google Docs. It automatically creates the document for you.

**Still confused about a particular source?**

Look here: http://www.easybib.com/guides/citation-guides/how-do-i-cite-a/

**The Purdue Owl-MLA Formatting Style Guide**

https://owl.english.purdue.edu/owl/resource/747/01/

To learn how to cite more complicated sources, like interviews, movies, or even tweets, head over to the Purdue OWL Style Guide website. It also contains a lot of great information regarding in-text citations and adding long quotes to essays.
In-Text Citations

In-text citations are used in the body of the actual writing, as opposed to the Works Cited page which appears at the end. Citations show where the writer got his/her information, whether the information is a direct quote or a paraphrase of someone else’s idea. In-text citations are formatted with parentheses at the end of a sentence or section and include the following:

1. The author’s last name (or the first word of the Works Cited entry if there is no author).
2. The page number where the information was found.

In-text citations can be written in several ways. The author should make every attempt to make sure that the citation is not distracting to the reader while still attributing the idea or quote to its original author.

Examples of in-text citations: Notice that the citation matches the Works Cited.

One author with page numbers:

In the article “Dressing Diversity: Politics of Difference and the Case of School Uniforms,” Samantha Deane suggests that, “uniform policies undergird the assumption that a child's capacity to confront difference is unimportant” (111).

School uniforms policies attempt to make schools a safer place (Deane 114).

Deane also states that students schools need to give students the opportunity to come together (120).

More than one author:

Males are the primary singers in the chickadee family, with singing occurring mostly in winter (Robert and Dean 45).

No author and no page number:

The Asian elephant has many features that make it an interesting creature. The trunk serves a great purpose for the elephant. “The great dexterity of the trunk, which can perform movements of delicate precision, is due to thousands of often-tiny muscle units” (“Asian”).
The Race to Space

Post-World War II America was a place very different from today. Despite the fact that the economy was thriving, Americans still faced various other threats. One of the main threats that plagued America was that of the cold war—a stand-off between America and the communist country, The Soviet Union. The cold war was named as such because the devastations of typical war were not present; there were no battles, no bombs. Instead, the United States and The Soviet Union faced off in different arenas, using technological advances to prove their countries’ strengths and worth, and creating an atmosphere of fierce competition. Much of the focus was on military arms and space and let to a “wide-ranging espionage and counter-espionage between the two countries” (*The Space Race*).

In-text Citation:
Here a direct quote was taken from a source. Because the source was a website, there was no page number to include. In addition, there was no author, so an abbreviated version of the title was included in the citation.

Much of the competition between the USSR and the United States centered on advancements in technology. In the 1950’s, outer space was still seen as an untapped area of intelligence and wonder. Accomplishing the task of sending men into space would serve to prove the worth of the country that was successful. On October 4, 1957, The Soviet Union shocked The United States by launching into space a satellite on the back of an intercontinental missile. This satellite, titled Sputnik, was the first man-made object ever to be put into orbit. The launch and success of Sputnik brought fear to Americans who worried about getting too far behind in the race for intelligence and also feared the long-range of such a powerful missile (Reynold 5).

In-text Citation:
To cite information that was paraphrased from a source, put the author’s last name and page number in parentheses after the information is given.