

MLA Style Guide for Creating a Works Cited List

A Works Cited list is placed at the end of your research paper, and includes all of the sources you quoted, paraphrased or summarized within your paper. It provides all information necessary for a reader to locate any of the sources you've used. Refer also to the MLA Source Log and MLA Note-taking Templates for specific examples of citations.

- Begin your Works Cited list on a new page. Use 'Times New Roman' or another easily readable font, set at 12 points. Your title should read **Works Cited**. This title is centred and bolded, but not underlined. It should be an inch from the top of the page.
- The Works Cited page is double-spaced throughout, both within and between each entry, and between the title and the first entry. Use a hanging indent format. Type the first line of each entry flush left and indent additional lines one half inch.
- DO NOT number the entries. DO NOT use headings, or group by types of source.
- Arrange entries alphabetically by the last name of the author (or editor). If no author or editor is given, alphabetize by the title of the work, ignoring initial articles such as *A, An or The*.
- If the work is by two authors, only the first person's name is inverted; the second author's name is in regular order.
- If the work has three or more authors, invert the first author's name and use the phrase *et. al.* which means "and others".
- Capitalize all significant words in a title and subtitle.
- Italicize the title of a source (book, website, etc.). Use quotation marks for article titles (from magazines, professional journals, newspapers, etc.).
- Dates should always be listed as day month year – eg. – 21 Jan. 2012.
- All punctuation must be used precisely.
- A single space is used after any punctuation mark.
- Every entry must indicate a medium source – eg. – Print, Web, DVD.

If you require more detailed information, please refer to *Research and Documentation Online* @ <http://bcs.bedfordstmartins.com/resdoc5e/index.htm>