**WORKS CITED BASICS**

* **Reverse Indent** each source
	+ do not indent line #1
	+ indent lines 2+
* **Alphabetize** the list
	+ do *not* use bullets (to separate each source)
	+ do *not* use numbers (to order the list)
	+ if the source has NO AUTHOR—
		- do *not* alphabetize by “a, an, the” (that start an article title)
		- list numbers before letters (if the article starts with a number)
* continue the **pagination**
	+ in the upper right corner
* **CAPITALIZE** the major words in a title

|  |  |
| --- | --- |
| **ALWAYS Capitalize**  | **Do NOT Capitalize** |
| * **First & Last Words**
* **Nouns, Pronouns,**
* **Verbs (*Is, Am, Are*)**
* **Adjectives, Adverbs**
* **Subordinating Conjunctions**
* **Long Prepositions (*5+ letters*)**
* **\*\*EVEN IF they are not capitalized in the original**
 | * **Definite Articles (*a, an, the*)**
* **Coordinating Conjunctions (*and, but, yet, or, nor, for, so*)**
* **Short Prepositions (*in, on, of, up, next*)**
* **\*\* UNLESS they Begin or End a title**
 |

* **DATES in MLA**:
	+ Format =
		- Day Month Year
	+ Abbreviations =
		- Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.
* **QUOTATION MARKS vs. ITALICS**

|  |  |
| --- | --- |
| **“QUOTATION MARKS”:** | ***ITALICS*:** |
| * **articles, chapters**
* **television or radio episodes**
* **essays, short stories, novellas**
* **short poems, 1-act plays**
* **photographs**
* **blog entries, social media posts**
* **songs**
 | * **books, databases**
* **scholarly journals, magazines**
* **newspapers, Web sites**
* **movies, TV shows, video games**
* **pamphlets, brochures, novels**
* **epic poems, plays**
* **work of art, paintings, sculptures**
* **ships, trains, aircraft, spacecraft**
* **court cases, compact discs/albums**
 |

* **9 CORE PARTS of a BIBLIOGRAPHIC CITATION**
	1. Author.
	2. Title of the Source.
	3. Title of the Container,
	4. Other Contributors,
	5. Version,
	6. Number,
	7. Publisher,
	8. Publication Date,
	9. Location.
* **EXCEPTIONS**:
	+ **\*DATABASES**
		- 2 “containers”
		- #3-9 = repeated (1 for the Original Publisher & 1 for the Database)
	+ **\*GOVERNMENT SOURCES**:
		- starts with the government + comma + departments, agencies, bureaus.
		- (as Corporate Authors)
		- United States, Dept. of Health and Human Services, Centers for Disease Control and Prevention. + “Article.” *Site*, Site Publisher, Date of Post, URL. Access Date.

#### A Page on a Web Site

“Athlete's Foot - Topic Overview.” WebMD, 25 Sept. 2014, www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-topic-overview. Accessed 17 Mar. 2016.

**Article in an Online-only Scholarly Journal**

Dolby, Nadine. “Research in Youth Culture and Policy: Current Conditions and Future Directions.” Social Work and Society: The International Online-Only Journal, vol. 6, no. 2, 2008, www.socwork.net/sws/article/ view/60/362. Accessed 20 May 2009.

#### An Article from an Online Database (or Other Electronic Subscription Service)

Alonso, Alvaro, and Julio A. Camargo. "Toxicity of Nitrite to Three Species of Freshwater Invertebrates." Environmental Toxicology, vol. 21, no. 1, 3 Feb. 2006, pp. 90-94. Wilely, Wiley Online Library, doi: 10.1002/tox.20155.

#### A Work in an Anthology, Reference, or Collection

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems,* edited by Philip Smith, Dover, 1995, p. 26.

#### Article in a Reference Book (e.g. Encyclopedias, Dictionaries)

"Ideology." The American Heritage Dictionary. 3rd ed., 1997.

**A Government Publication**

United States, Dept. of Health and Human Services, Centers for Disease Control and Prevention. “Ebola.” *CDC.gov*. HHS, 2013. www.cdc.gov/diseases/ebola.htm. Accessed 3 July 2016.