**DIRECTIONS: READ THIS FIRST!**

Principles of citing, MLA Style:
1. For each work, no matter what type or format, a series of “core elements” are used where relevant.
2. Core elements not relevant to the work should be omitted.
3. An important aspect of MLA style is the concept of “containers,” which describe how your source was published or made available to readers. When the source you’re documenting is part of a larger whole, think of that larger whole as a container that holds the source.

**Container examples:**
- A short story (the source) might be published in a book (the container).
- An article (the source) could have two containers if published in a journal (1st container) which is available in an online database (2nd container).
- A printed book (or similar self-contained source), would have only a Title of Source, and not a Title of Container.

Core Elements, in order of placement in citation. Note whether a period or comma follows each element:
1. Author.
2. Title of Source.
3. **Title of Container,** if one given.
4. Other Contributors, if three or more.
5. Version.
6. Number.
7. Publisher.
8. Publication date.
9. Location.
10. Optional elements.

**Formatting Works Cited list:**
Works Cited entries are created by writing each of the above core elements, in the order given and with the punctuation given (usually a period or comma). Entries are formatted with:
- lines double spaced and a 12 point font,
- a “hanging indent” (the first line of each entry is flush with left margin, and following lines are indented .5 inch),
- entries alphabetized by the first word of the entry.
For more detail, see handout “Formatting Works Cited” on the Library’s website: guides.kirkwood.edu/citation.

**Author.**
Individual or group mostly responsible for creating the work.

If one author: Last/Family name, comma, First name Middle name (if given) period:
- Rushkoff, Douglas.
- Kalish, Mildred Armstrong.

If two authors: The first author written as if one author (see above), “and”, second author written: First Middle Last name:
- Kauffman, James M., and Harold J. Burbach.

If three or more authors: The first author written as if one author (see above), comma, “et al.” (abbr. “and others”):
- Wolfleich, Claire E., et al.

If corporate or government author, give name as it appears in work. For government, give name of country first:
- United States, National Institutes of Health.

If no author given, continue by beginning citation with the next element, Title of Source.

**Title of Source.**
If source is part of a larger work (short story, article, web page), enclose title in quotation marks, with period before closing quote. First, last, and principal words capitalized:
- “A Perfect Day for Bananafish.”

If source is self-contained, (book, movie, website, artwork) use italics:
- *The Godfather.*

If title has a subtitle, insert a colon after the main title:
- *ScreenAgers: Lessons in Chaos from Digital Kids.*

If no title is given, write a generic description, using sentence capitalization and no quotation marks:
- Photograph of sunset at Rocky Mountain National Park.

**Title of Container,**
The container is the larger source that contains the work you are citing. As with all elements, if the container doesn’t apply to your source, it is omitted. See blue box for more description of the “container” element. Use italics and follow with a comma. Use same rules for capitalization as “Title of Source”:
- *Journal of Education,*

The container element and its associated details (from Title of Container through Location) may be repeated for each significant container. For example, a journal article found in a database will include an article title (Title of Source), a journal title (*Title of Container*), and a database title (a 2nd *Title of Container*). See examples on this handout.
Other Contributors,
If appropriate, include any additional names who are important to your research or to identification of the work.
Name is written: First Middle Last, and is preceded by a descriptive phrase or noun: directed by, translated by, general editor. Use sentence capitalization:
. Translated by Jay Rubin,
, performance by James Stewart and Donna Reed,

Version,
This element used for any indication of an edition or version. Edition (ed.) and Revised (rev.) are abbreviated. Use sentence capitalization:
. Updated ed.,
. 5th ed.,
, unabridged version,

Number,
Number element is used when source is part of a numbered sequence, such as journal article or a television series episode. Note that issue number is abbreviated “no.”:
. Vol. 3,
, vol. 42, no. 5,
, season 2, episode 10,

Publisher,
*MLA Handbook* describes the publisher as “the organization primarily responsible for producing the source or making it available to the public.”
- Publisher is not included in journal article citations.
- In a book this is found on the title page.
- “University” and “Press” are abbreviated to “U” and “P”
- On a website it is found after the © at the bottom of the page, or in the “About Us” section. A website publisher is not needed when it is the same as the Title of the website.
  U of Chicago P,
  RKO,
  University of Iowa Museum of Art,

Publication date,
When a full date is given, give the day, the month abbreviated, and the year. If more than one date is given, use the date most relevant to the version you used:
27 Aug. 1971,
June 1995,
Fall 1997,
If no publication date is given, you may choose to make a date estimate if you have a clear basis for it. An estimate is put in brackets. A question mark indicates you’re unsure of the accuracy, and “circa” indicates “around” that date. If you have no estimate, omit the date:
[2008?]?
[circa 1997]
If the date is not given, be sure to include the date accessed under “Optional elements” below.

Location.
The location element is used for any information that is helpful to the reader in locating the source. This includes:
- The URL of a website or online article, without the http://:
  www.artic.edu/aic/collections/artwork/6565.
- The page numbers of an article: 65-8.
- The doi of a journal article (use instead of URL):
- The museum, if an artwork was viewed in person:
  The Art Institute of Chicago.

Optional elements.
Included at the writer’s discretion, when they are important to your use of the source. See MLA Handbook pages 50-53.
- Date of access for online work with content that changes often, and for online work that doesn’t have a published date. Element goes after the URL:
  Accessed 7 June 2016.
- Another possible use is for unexpected formats, such as Lecture, Address, Transcript, etc.

EXAMPLES:
[ONLINE ARTICLES]
resources.kirkwood.edu/login?url=http://

controversy-swirls-around-harsh-anti-obesity-ads.

[CHAPTER FROM AN ANTHOLOGY]
White, John Valery. “The Persistence of Race Politics.” *After the Storm*, edited by David Dante Troutt,