The purpose of a reference page is to allow others to access the same sources that were used in writing the paper.

- List references in alphabetical order on a separate page at the end of your document titled “Works Cited.”
- Use a hanging indent to make each first line stand out to the left.
- Double space the page with no extra spaces between each entry.
- Continue the header and page number from your paper.
- Only include the sources that you cited in your paper. Any sources that were the result of personal communication (interviews, class notes, etc.) are not included because others do not have access to them.

The general order for a source is as follows:

Author. (last name, first name)

Title.

*Title of container*, (e.g., the name of a journal or a book from which a chapter was used)

Other contributors, (editors, translators, etc.)

Version, (volume numbers, edition numbers, etc.)

Number,

Publisher,

Publication date,

Location. (e.g., page numbers or url)

Note: Put a period after the author, title, and the final item in the citation. Put a comma after the other elements. Not all of these elements are necessary for every source. If there is more than one container (e.g., an article found on a database or a tv program downloaded from a source like Hulu) that container is listed after the period at the end, followed by any other pertinent information in the same order as listed above.
Periodicals

Journal Articles

Journal Articles Retrieved from a Website or Database (if a DOI is available)


Journal Articles Retrieved from a Website or Database (if no DOI is available)


Article in a Quarterly Magazine


Note: Since the actual magazine was used, no retrieval information is needed. There is no comma between the first and last name of the author because Korean names put the family name first.

Article in a Monthly or Bimonthly Magazine


Article in a Weekly or Biweekly Magazine

Newspaper Articles

Newspaper Article, Author Indicated


Note: If the article did not have an author, the reference would begin with the title.

Online Newspaper Article


Books and Print Sources

Book - Single Author


Book - Two Authors


Book - More than two authors

Book, Edited


Article or Chapter in an Edited Book or Textbook


Entry in a Reference Work, Author Indicated


Entry in a Reference Work, Author Not Indicated


Note: In widely used reference works, the publisher is not required.

Book, Report, Catalog, or Pamphlet Authored by a Group or Organization

*Aurora University Graduate Catalog, 2015-2016*. Aurora University, 2015.

Note: In the above example, the title came first because the author is the same as the publisher.

Other Internet Sources

Note: When no date is available or the site is subject to change, include the access date in your entry.

Internet Reference Work, Dictionary, or Encyclopedia, Author Not Indicated

Stand-alone Internet Document, Author Indicated


Stand-alone Internet Document, Author and Date Not Indicated


Online Report Available on an Organization’s Website


*Consortium on Chicago School Research*, Apr. 2009,


Corporate Author/Government Report


Other Sources

Recording


Film


Note: Contributors to a film (director, producer, actor, etc.) are included in the entry when they are relevant to your research. Otherwise they can be omitted.
Television Broadcast


Additional Information

For a more extensive listing of MLA references, try the Purdue OWL website at https://owl.english.purdue.edu/owl/section/2/11/
Common In-text Citations

Place in-text citations at the end of the sentence, before the final punctuation mark (usually a period). The standard format is (author’s last name page).

- (Jones 142)
- If the author’s name is included in the text, put the page number in parentheses at the end of the sentence.
  “Jones claims that…” (142).
- If there are two authors, use both names for all citations.
  (Jones and Martin 213)
- If there are more than two authors, give the name of the first, followed by et al.
  (Jones et al., 85)
  Note the period after the abbreviation al.
- If there is no author listed, use a shortened form of the title in either italics or quotation marks, following the same style used on the Works Cited page.
  (“Cancer Survivors” 28)
  *(New Jerusalem Bible, Gen. 2-10)*
  Note: For Biblical references, give the book and chapter numbers rather than page numbers.

If there are no page numbers, you may use par. (paragraph) or ch. (chapter), but only if these are clearly labeled and not subject to change. Otherwise, cite the entire source.
Block Quotes

In MLA format, any quote spanning four or more lines should be set apart from the preceding paragraphs as a block quote, meaning the entire quote will be indented 0.5” (half an inch) from the left margin. For a block quote, you will not need quotation marks.

Making a Block Quote

Making a block quote in MLA format may seem daunting, but the process is simple and takes little time. In Word, take the following steps:

First, set your cursor on the line you wish to start your block quote. Second, click the arrow to the right of Paragraph near the top-center part of the screen. Third, in the Indentation section of the Indents and Spacing menu, set the Left indentation to 0.5” (i.e. half an inch). Fourth, click OK: you may now either type or copy & paste the quote, and the entire block will be indented half an inch. (Name p. #)

When your block quote is finished, click Enter to set the cursor on a new line. Then, click the arrow next to Paragraph again and set the Left indentation to 0. This new paragraph following the block quote will be flush-left (i.e. no indentation).

The second paragraph after a block quote is indented regularly. One more thing: notice the citation at the end of the block quote. Here, the period at the end of the sentence rather than after the citation itself. The same rule applies to any punctuation mark.
**Sample Reference Page**

MLA CITATIONS

<table>
<thead>
<tr>
<th>Works Cited</th>
</tr>
</thead>
</table>