

Works Cited Format

At the end of your paper:

- Begin “Works Cited” on a new sheet of paper
- Title it Works Cited in the centre of the first line
- Begin each entry at the left margin and indent all additional lines of the entry by a half inch
- The work cited list is double-spaced both between and within entries. The work cited page has a page number at the top right corner
- Arrange entries in alphabetical order by author’s last name (if no author is provided for a source, alphabetize the source by its title)
- Do not list sources that you did not use in your paper
- Each entry of the works cited list contains the medium of publication consulted (e.g. Print)

For complete citation information go to the TAS Library Link. Select Research Help and then select Owl Purdue.
<http://tass.kprdsb.ca>

Citation Guide Examples

1) Book

Author(s). *Book Title*. Edition is given. Where published: who published, year. Medium.

Tschabrun, Susan. *African History Resources on the Continent*. 2nd ed. New York: Divine Press, 1995. Print.

2) Articles from Paper Sources

Author(s). “Article Title.” *Name of Journal* volume, issue number (year): pages. Medium.

Kong, Les. “Business Sources for Education Majors.” *Education Graduate Students Magazine* 87, no. 2 (1992): 95-109. Print.

3) Electronic Sources

Author(s). “Article Title.” *Source*. Publisher/Sponsor of site if given, date of item or last update of site. *Database*. Medium. Date of access.

Hipkin, Joanne. “Hourly News Summary.” *National Public Radio*. Natl. Public Radio, 20 July 2007. Web. 15 May 2008.

**A SIMPLIFIED VERSION OF
“EVERYTHING YOU WANTED TO
KNOW ABOUT MLA, BUT WERE
AFRAID IT WOULD TAKE UP
YOUR ENTIRE WEEKEND...”**



MLA stands for Modern Language Association. MLA provides a guide for documenting and citing sources.

First and foremost: ALWAYS follow your teacher’s instructions.

General Format

- One inch margins on all sides
- Recommended font is 12 point Times New Roman
- Indent the beginning of each paragraph
- Double-space
- A header on each page in the upper right-hand corner, a half inch below the top edge that includes: your last name and the page number

First Page

- No title page
- In the upper left-hand corner double-space the following:
 - ⇒ Your name
 - ⇒ Your instructor's name
 - ⇒ Course name
 - ⇒ Date
- Centre the title of your paper on the next line (do not underline)
- Double-space and start your essay!

Why Cite?

You must cite your sources in order to:

- Lend authority and credibility to your work
- Allow readers to cross reference your source
- Acknowledge your academic debts
- Avoid plagiarism

When to Cite

A source must be cited within your paper when you:

- ⇒ Quote material word-for-word
- ⇒ Reword or paraphrase information
- ⇒ Include statistics or findings from a survey or study
- ⇒ Incorporate facts, ideas or opinions that are *not* common knowledge

In-Text Citations

In the body of your essay, you acknowledge your cited material with the author's last name and the page number. The surname of your author and the page number are inserted in the text at the appropriate point, usually in a natural pause in the sentence, as close as possible to the cited information (e.g. at the comma, after the quotation, or at the end of the sentence).

Learning MLA just takes practice (Hipkin 142).

If the author's name is already mentioned in the text, only the page number is required in the citation.

Hipkin feels that learning MLA. takes practice (142).

Using Quotations

If you quote from or refer to material where the author and the page number are known, include the surname and the page number in parenthesis after the relevant section. If your quotation is less than four lines, integrate it into the body of your paper with the proper use of quotation marks.

Laughter is a gift and “the most significant characteristic of the human mind” (deB00 55).

If your quotation is four lines or longer make sure that it stands out within the body of your paper. Start a new line. Don't use quotation marks, indent the quotation one inch from the left margin, and double-space it.

Plagiarism is theft. Plagiarism is copying.

Plagiarism is the failure to acknowledge borrowed material. Plagiarism is illegal, immoral and punishable (Coggins 142).



"I would have done a bibliography, but my sources prefer to remain anonymous."