What is a Works Cited Page?

MLA style requires you to include a Works Cited page (similar to a bibliography) at the end of your research paper. This is a detailed list of the sources that you cited within the body of your paper. Since parenthetical references only note the author's last name (or title, if there is no author) and page number, an interested reader can refer to the details that are provided on the Works Cited page to find out more about a source.

Formatting the Works Cited Page

Alphabetize -List sources in alphabetical order according to the first word in each entry. The first word is usually the author's last name, but may be the title if there is no author for a particular source. Ignore "a", "an", or "the" if these are the first words in the title.

Font & Spacing - This is the last page of your paper and so it is formatted with the same font and spacing as the rest of the paper. Be sure to use Times New Roman 12 point and double space.

No Numbering - Do not number entries. You may, however, wish to note numbers for each entry on a first draft to identify the order in which you will need to type them.

Indent - If an entire entry fits on a single line, no indenting is necessary. If an entry requires more than one line, indent (tab once) on each line that comes after the first one.

Dates - Format all dates according to MLA style (day month year).

Page Title - Center the words Works Cited as the title for this page. Do not underline or bold Each source must be listed individually as a separate entry on the Works Cited page and entries are listed alphabetically according to the first word.

Running Header - As part of your paper, this should also have a running header, which includes

your last name and the page number. Be sure to number it accordingly as your last page.

Entry Formats for Common Source Types

A Book

Author Last Name, First Name. *Book Title*. Place of Publication: Publishing Company, Date Published. Print.

A Print Magazine Article
(also known as a periodical)

Author Last Name, First Name. "Article Title." *Magazine Title.* Date Published: Pages. Print.

An Article in a Reference Book
(i.e. print encyclopedia)

Author's Last Name, First Name (if any). "Article Title." *Encyclopedia Title*. Year. Print.

A Web Site
(found via Google or any other search engine)

Author Last Name, First Name (if given). *Web Page Title.* Publisher or Sponsor (use n.p. if not given).

Date Posted or Updated (use n.d. if not given). Web. Date of Visit.

An Article from an Online Database
(such as Facts on File or World Book Online)

Author's Last Name, First Name (if given). "Article Title." *Database Name*. Original Print Source or

     Publisher (if not given use n.p.). Date on Database or Original Print Source (use n.d. if not given).

     Web. Date of Visit.

NOTE: If a particular source does not have an author, simply begin the entry with the next piece of information.

For additional examples and help refer to the Purdue Online Writing Lab at:
http://owl.english.purdue.edu/owl/section/2/11/

Font and Spacing

MLA Font

When preparing a paper according to MLA style, type in **Times New Roman 12 point** font.

In Microsoft Word, you can change the font by selecting FORMAT - FONT from the menu bar. Try to do this before you begin typing. If it is necessary to change the font after you have typed all or some of the text, press and at the same time to highlight your entire document and then change the font.

MLA Spacing

The entire paper, including the Works Cited page, should also be **double spaced**.

Pressing the key between lines is <u>not</u> the most effective way to double space. In Microsoft Word, you can change the spacing by selecting FORMAT - PARAGRAPH from the menu bar. Again, you can do this before you begin typing to set the document correctly or highlight text that has already been typed by pressing and at the same time before making the change.

Headers

First Page Header

On the first page of your paper, type a four-line header that includes your name, the instructor's name, the course name, and the date (as shown in the example below). This appears at the top of the first page only and is aligned left.

Just below this should be a brief, descriptive title centered. Do not bold, underline or in any way change the font for your title (see the example provided below).

Running Header

A running header is one that appears on every page of your paper. In MLA Style, this should include your last name and a page number (i.e. Smith 5) and should be placed in the upper right corner. When done correctly, the page numbers will change automatically on each page and your header will remain on the top of each page even if you shift (cut and paste, insert or delete) the contents of your paper.

In Word, follow these instructions to create a running header that will appear on the top of every page:

Click on VIEW

Click on HEADER AND FOOTER

Type your last name

Click on the "Insert Page Number" icon. It looks like this #.

Click on "Align Right" icon

Click on "Close"

NOTE: In Word, a running header can only be seen on the screen in the Page Layout view.

Example

With both headers, your first page should look like this according to MLA style guidelines:

Student 1

(Running Header)

Susan Student (*Your Name*)

Mrs. Smith (*Instructor's Name*)

English 9 (*Course Name*)

17 October 2011 (*Date in MLA Style*)

Symbolism (*Title of Paper*)

Parenthetical References

What are Parenthetical References?

Put simply, parenthetical references are notations that you include in your research paper to give proper credit to the sources from which you have drawn your facts and ideas. These are required according to MLA style.

"Parenthetical" simply means "in parenthesis."   These are parenthesis (   ).
"References" is another word for "sources."   These are the books, magazine articles, web sites, etc. from which you get the information that you choose to include in your research paper.

Parenthetical references should be simple and brief. If anyone reading your paper wants more information about the source, he or she can use this simple notation to locate the much more detailed information which appears on the Works Cited page at the end of your paper. Provide only as much detail as is necessary for the reader to be able to locate your source**,** but be as brief as possible so as not to unnecessarily distract the reader.

<div align="center">Sample Parenthetical References</div>

Parenthetical references for **book sources** include the author's last name and a page number:

(Carter 133)

For **websites that name an author**, you may simply note the author's last name:

(Miller)

If there is no author for a particular source, you simply **note the title** instead:

("Cars of the Future")

For **web sources that do not indicate an author**, it is also acceptable to use the URL, or web address:

(www.carsofthefuture.org)

Avoiding Plagiarism

Plagiarism takes place when you copy facts, ideas, words or any other intellectual property and present them as if they are your own. Parenthetical references give credit to the sources that you use help keep you from committing plagiarism. They identify your sources and enable the reader to locate and verify your facts and ideas.

If you correctly paraphrase and change the source's words, but do not give credit to the source with a parenthetical reference, then you are guilty of plagiarizing. Likewise, if you use a source's exact words and do not put them inside quotation marks and credit the source with a parenthetical reference, then you are plagiarizing.

Plagiarism can have negative consequences both in school and in real life. Learning how to properly credit sources according to MLA Style guidelines will help you avoid this serious offense.