Why cite?

The purpose of citing sources is to give credit to the author for any ideas or quotations that you use and to enable your reader to locate the sources.

How to cite?

The best time to document sources is when you are actually using them. It can be very difficult to go back at a later date to relocate your sources.

Step 1  Decide what **type of resource** you are using—a book? A website? A magazine? An interview?

Step 2  **Find the example in this brochure**, or if it is not listed, look it up in one of the sources listed below.

Step 3  **Write your citation**, following the appropriate examples. Use the proper punctuation. Your source might not have all the parts listed in the guidelines and examples.

Suggested Resources

Common types of sources are listed in this brochure. For explanations and examples of other types of sources, please ask your instructor, or refer to the following book: *MLA Handbook for Writers of Research Papers (8th ed.)* available in the library. Citation guides can also be found on the web via the Purdue Online Writing Lab at [http://owl.english.purdue.edu](http://owl.english.purdue.edu).

**General Rules**

- Within your paper, when you refer to a source use a parenthetical citation such as: (Maslow 7). This refers the reader to page 7 of a book by Maslow that will be listed in the *Works Cited*.

- Start your list of sources on a new page with this centered title — *Works Cited*.

- The first line of a citation is flush left. Indent the rest of the lines one half inch.

- **Double-space the entire list, both between lines and between entries.**

- Arrange entries in alphabetical order.
• Including a URL for online sources is recommended but not required. If your source is listed with a DOI, use that instead of a URL.

Print Resources

Book by a single author.

Author’s name (Last name, First name). Title of book. Edition (if appropriate), Publisher, year.


Book by two or three authors

First author’s name (Last name, First name), and additional author’s name(s) (First name Last name). Title of book. Edition (if appropriate), Publisher, year.


Book by four or more authors

First author’s name (Last name, First name, followed by “et al.”) Title of book. Edition (if appropriate).

Publisher, year.


Book by a corporate author

Corporate author. Title of book. Publisher, year. If the author and publisher are the same, skip the author and begin with the title.

Books with editors

Editor's name (Last name, First name), additional editor's name(s) (if any) (First name Last name), editor(s).

*Title of book.* Publisher, year.


Government publications

If no author is listed, treat the government agency as the author. Give name of the government first followed by the name of the agency. *Title of publication.* Publisher, year. If the government agency is both author and publisher, list by title of the publication.


Work in a collection

Author of selection (Last name, First name). “*Title of selection.*” *Title of Collection,* Editor(s) (if any) (First name Last name), Publisher, year, Page range of entry. If a reprint from another source, add that information at the end.


Encyclopedia or dictionary

Author of the entry (if any) (Last name, First name). “*Entry heading.*” *Title of the encyclopedia or Dictionary,* Edition number (if any), Year. (If the book is not well known, provide editors and Publisher before the year.)


**Multivolume work**

Author or editor (Last name, First name), followed by “ed.” (If appropriate). *Title of work*. Publisher, year(s), Number of volumes. (If only one volume is being cited, state the number of the volume and give publication information for that volume alone.)


**Article in a magazine**

Author (Last name, First name). “Title of article.” *Title of magazine*, day month year, pages.


**Article in a scholarly journal**

Author (Last name, First name). “Title of article.” *Title of journal*, volume number, issue number year, pages.


**Article in a daily newspaper**

Author (if available). “Title of article.” *Title of newspaper without introductory articles* [City – if this is a local newspaper without the city name in its title] day month year, edition (if on masthead), pages.


**Editorial in a newspaper**

“Title of article.” Editorial. *Title of newspaper* [City, if this is a local newspaper without the city name in its title] day month year, edition (if on masthead): pages.

**Review of a film**

Reviewer’s name (Last name, First name). “Title of Review (if available).” Review of *Title of film reviewed*, by author/director/artist (first name last name). *Title of newspaper or magazine*, day month year, pages.


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**Web Resources**

**Article from an online article database**

Cite as you would a printed source, followed by *Title of database*, doi, URL, or permalink. Date of access if desired. Include page numbers if the article also appears in print.


**Online journal article not from an article database**

Cite as you would a printed source, followed by a URL, doi or permalink. Date of access. Include page numbers if the article also appears in print.


**Web site**

Name of the author (Last name, First name if available). “Title of the page” (if part of a larger Web site). *Name of the overall Web site*, Version number, Name of institution/organization affiliated with the site, date of resource creation (if available), URL (do not include https://), DOI or permalink. Date of access.


**eBook**


**Image**

Artist’s name. name of work. Date of creation, institution, and city where the work is housed. Name of website, URL, Date of access.


**Tweet**

Twitter handle. “entire tweet in quotations”. Twitter, date and time of posting, web address. Ignore the @ when alphabetizing in the list of Works Cited.

@RochesterCTC, “This just in: @RCTCartdesign Instructor Simon Huelsbeck has been awarded with the Excellence in arts Education Ardee Award.” Twitter, 17 Oct. 2017, 11:15 a.m., twitter.com/RochesterCTC.

Other Resources

**Personal Interview – conducted by researcher**

Name of person interviewed (Last name, First name). Type of interview. Date of interview (day month year).
Black, Brianna. E-mail interview. 5-7 July 2004.

**Film or video recording**

*Title of the film or video.* Directed by Name of the director, Distributor, year of release. Other pertinent data (writer, performers, producer, original release date), if relevant, may be included after the name of the director.


**Sound Recording**

Composer, Conductor, or Performer (depending on the desired emphasis). “Title of song.” (if applicable).

*Title of Recording.* Performer or conductor if necessary, Manufacturer, Year of issue.


**Television or radio program**

“Title of the episode or segment.” *Title of the program or series,* Name of the network (if any), Station call letters, city location, Broadcast day month year. Other pertinent data (narrator, director, performers), if relevant, may be included after the title of the program.


A print copy of this information in brochure format is available in Goddard Library.

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