How to Make Citations for MLA’s Works Cited Page

A citation allows readers to find the source of the information in order to avoid plagiarizing. In the MLA format, the citations found on the Works Cited page describe the source and include information like author, title, publication, etc. The source’s information is arranged in a certain order and completed in a series of steps. Each step finds certain information from the source and places it correctly in the citation. Some steps only apply to certain documents. If you can’t find the information for one of the steps, skip it.

1. Create Works Cited Page
   a. At the end of your paper, insert a page break.
   b. On the first line of the page, type and center the words “Works Cited”
   c. Hit the Enter key & return to left aligned.
   d. Type all citations here.

2. Author
   a. One Author:
      i. Write the author’s last name.
      ii. Insert a comma.
      iii. Write author’s first name.
      iv. Insert a period.
   b. Two Authors:
      i. Write the first author’s name according to step a.
      ii. Write “and” & insert a comma.
      iii. Write second author’s first name.
      iv. Write second author’s last name.
      v. Insert a period.
   c. Three or more Authors:
      i. Write the first author’s name according to the instructions given in step a.
      ii. Write “et. al.”
      iii. Insert a period.

3. Source’s Title
   a. Identify the title.
   b. Identify what type of document it is.
      i. Is it small work? A poem, short story, article, episode, webpage...
      ii. Is it large work? A book, periodical, TV series, movie, website...
   c. Write the title according type.
      i. If small, write title in quotations:
      ii. If large, write title in italics:

4. Larger Container (If Applicable)
   a. Identify the source’s larger container.
      Is your source in...an anthropology, periodical, website, album, TV series?
   b. Write the container in italics.
   c. Insert a comma.

5. Other contributors (If Applicable)
   a. Identify the other contributor (the editor, translator, producer, etc.).
   b. Write the phrase describing what the person contributed to the work.
      For example: “edited by”
   c. Insert the other contributor’s full name.
   d. Insert a comma.

6. Version (If Applicable)
   a. Identify if there are multiple versions of this source.
   b. Write the edition into the citation.
      For example, “2nd ed.” “radio cut”
   c. Insert a comma.
7. Number (If Applicable)
   a. Identify if this step is necessary. This step applies for comic books, episodes, magazines, and journals.
   b. Choose applicable method (step c or d).
   c. For comic books, magazines, journals:
      i. Identify the volume & issue numbers.
      ii. Write: “vol”, period, #, comma.
      iii. Write “no”, period, #, comma.
   d. For specific TV season/episodes:
      i. Identify the season & episode #s.
      ii. Write: “season”, #, comma.
      iii. Write: “episode”, #, comma.

8. Publisher
   a. Identify the source’s publisher. Check the copyright info.
   b. Write the publisher.
   c. Insert a comma.

9. Publication Date
   a. Identify the publication date.
   b. Write the date into the citation.
      i. If a specific date is provided, write day, month, comma, and year.
      ii. Insert a comma.

10. Location of Information (page #s and /or URL/DOI)
    a. This step provides page numbers, URL/DOI, etc.
    b. Start with print information, if it applies.
       i. Identify the pages where you got the information.
       ii. Write lower case pp., period, page #’s.
       iii. Insert a period.
    c. If the source is online, describe location.
       i. This applies if the source was accessed through an online database, website, or webpage.
       ii. Insert a comma.
    d. Identify the document’s Digital Object Identifier (DOI), if possible.
       i. Insert “doi,” colon, the number.
       ii. Insert a period.
    e. If the DOI can’t be found, use the URL.
       i. Copy and paste the URL into the citation.
       ii. Delete the http:// part.
       iii. Insert a period.

11. Recommended Step: Access Date
    a. Insert the date you accessed the source. Recommended for online sources.
    b. Write “Accessed”
    c. Write the date into the citation.

12. Repeat For All Your Citations
    Repeat steps two through ten for each source until all the required sources have a citation.

13. Revise Works Cited Page
    a. Alphabetize the citations according to the author’s last name.
    b. Highlight all the citations.
    c. Double space the citations.
    d. Insert the hanging indent.

NOTE: No matter what the final entry is, the citation should end with a period.

11. Recommended Step: Access Date
    a. Insert the date you accessed the source. Recommended for online sources.
    b. Write “Accessed”
    c. Write the date into the citation.