

## How to Cite your Sources

### Book

Author Last, First. Title of Book. Place of Publication: Publisher, Date of publication.

### Journal Article

Author Last, First. "Title of Article." Title of Periodical Volume # (Date):  
Page numbers.

### Newspaper or Magazine Article

Author Last, First. "Title of Article." Title of Periodical Date:  
Page numbers.

### Book Article or Chapter

Author Last, First. "Title of Article." Title of Book. Place of Publication: Publisher, Date of publication.  
Page numbers.

### Encyclopedia Article (well known reference books)

Author Last, First. "Title of Article." Title of Book. Other information (like edition). Date of publication.

### Encyclopedia Article (less familiar reference books)

Author Last, First. Title of Book. Editor. Volume #. Place of Publication: Publisher, Date of publication.

### Gale Reference Book (and other books featuring reprinted articles)

Author Last, First. "Title of Article." Title of Periodical Date: Page numbers.

Rpt. in Title of Book. Editor. First Last Name. Vol. #. Place of Publication: Publisher, Date of publication.  
Page numbers.

### ERIC Document

Author Last, First. Title of Book. Place of Publication: Publisher, Date of publication. ERIC Document  
Reproduction Service Document number.

### Website

Author Last, First. "Title of Web Page." Title of Website. Date created or last updated. Organization that  
Posted Site. Date site viewed Day Month Year <full website address>.

### Newspaper or Magazine Article on the Internet

Author Last, First. "Title of Article." Title of Periodical Date of article: Page numbers. Name of  
Database. Company that created Database. Library or Organization providing access. Date site viewed  
Day Month Year <home webpage of database>.

### Literature Resource Center

Author Last, First. "Title of Article." Title of Periodical Date of article: Page numbers. Rpt. in Title of  
Book. Editor. First Last Name.. Vol. #. Place of Publication: Publisher, Date of publication. Page numbers  
Literature Resource Center. Gale Group. Library or Organization providing access. 16 Oct. 2001 Date  
site viewed Day Month Year <home webpage of database>.

## Notes

- Arrange the items on your reference list **alphabetically** by **author**, interfiling books, articles, etc.
- Double-space **all** lines.
- Indent the second and following lines 5 spaces (or one half inch).
- If no author is given, start with the title.
- Abbreviate the names of all months except May, June, and July.
- If the **paging** of a **magazine** or **newspaper** article is continued elsewhere in the issue, include only the first page followed by a plus sign (ex. **25+**).
- If the **encyclopedia** does **not** arrange its articles alphabetically, treat the encyclopedia article as if it were a **book article**. Specific **volume and page numbers are cited in the text**, not in the list of references.
- **Gale Reference Book**: cite the original source being reprinted as shown under Book, Journal Article, Newspaper or Magazine Article, etc. The example shows a Magazine Article. Then include the citation information for the reference book.
- **Websites**: include the **title of the web page**, the **name of the entire web site**, **the organization that posted it** (this may be the same as the name of the website). Also include the full **date the page was created or last updated** (day, month, year if available) and the **date you looked at it**.
- **Internet Magazine Articles**: Include:
  - The **name of the database** (underlined) and the **company that created it** and its **home webpage**;
  - The full **date of the article** (day, month, year if available) and the **date you looked at it**;
    - If you are citing a **journal** instead of a **magazine**, include the **volume (and issue number)** and **date** as shown under the **Journal Style** above.
  - The **library or other organization (and its location)** that provided you with access to the database.
  - As for **page numbers**, different databases will provide different information. Include the range of pages (ex. **25-28.**); or the starting page followed by a hyphen, a blank space, and a period (ex. **64- .**); or the total number of pages or paragraphs (ex. **12 pp.** or **33 pars.**). If no page information is given, then leave it out.

Helpful websites for source citation:

[http://www.library.cornell.edu/newhelp/res\\_strategy/citing/mla.html](http://www.library.cornell.edu/newhelp/res_strategy/citing/mla.html)

<http://citationmachine.net/>