
Citing Books

Information You Need to Gather:
1. Author's or editor's Last Name, First Name.
2. "Title of the Chapter, Essay, or Article."
3. Title of the Book.
4. Editor. (place here when there's also an author; Ed. First then Last Name)
5. Edition. (starting with second edition, if applicable, abbreviated 2nd ed.)
6. Volume. (if applicable, abbreviated Vol. 2.)
7. City of Publication:
8. Publisher,
9. Year of publication.
10. Page numbers. (required if citing a chapter in a book)
11. For ebooks, include the Database Name or Website.
12. Medium. (Print or Web)
13. For ebooks, include access Day Month* Year.

Example:


Examples for Citing Works in Anthologies


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**Examples for Articles in Reference Books**


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**Citing Articles from Journals, Magazines, and Newspapers**

**Information You Need to Gather:**

1. Author's or editor's Last Name, First Name.
2. "Title of Article."
3. *Name of the Journal, Magazine, or Newspaper*
4. If accessed from a website, include website Publisher or Sponsor Name.
5. For journals - *volume #. issue # (year): page range.* (if not available, use n. pag.)
   For magazines - publication *day Month* year: page range. (if not available, use n. pag.)
   For newspapers - *day Month* year, *Edition* (if available): Section page(s). (if not available for database or print, use n. pag.; not necessary if accessed via Web)
6. If accessed from a database, include the *Database Name*.
7. *Medium*. (Print or Web).
8. For online articles, include access *day Month* year.

*Abbreviate months (e.g., Jan., Mar., Apr.) except May, June and July

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**Examples for Citing Journal Articles**


Examples for Citing Magazine Articles


Examples for Citing Newspaper Articles


Citing Sources on the Web

Information You Need to Gather:
1. Author's Last Name, First Name.
2. "Title of the Web Page or Article."
3. Name of Website.
4. Publisher or Sponsor of the site, (if not available, use N.p.)
5. Publication day Month* year. (if not available use n.d.)
6. Medium. (Web)
7. Access day Month* year.

*Abbreviate all months (e.g., Jan., Mar.) except May, June, July

The 2009 update does not require the URL for websites; however, if your instructor requires this, add the address at the end of the citation in brackets: <http://www.library.fullcoll.edu>.

Examples for Web Sources


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**Citing Government Publications**

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**Information You Need to Gather:**

1. If you do not know the writer of the document, use the government agency as author: **Name of Government. Name of Agency.** If known, the author may begin the citation or go after publication.

2. **Title of Publication.**

3. If known, author can follow the title after **By, Ed., or Comp.**

4. If work has print publication data, include **City of Publication:**

5. If work has print publication data, include **Publisher,**

6. **Publication date.**

7. **Title of Database or Website.**

8. **Medium.** *(Print or Web)*

9. If medium is Web, include access **date Month Year.**

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**Examples for Government Documents**

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**Other Sources**


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**MLA Guidelines**

**Abbreviations (7.5)**

When abbreviating titles and publisher information, omit articles (A, An, The), business abbreviations (Co., Corp., Inc., Ltd.), and descriptive words (Books, House, Press, Publishers). When citing a university press, however, always add the abbreviation “P” (Ohio State UP) because the university itself may publish independently of its press (Ohio State U). If the publisher’s name includes the name of one person (Harry N. Abrams, W.W. Norton, John Wiley), cite the surname alone (Abrams, Norton, Wiley).

**Alphabetization (5.3.3)**

Arrange citations in alphabetical order by author’s last name or title if the author’s name is unknown.

**Authors (5.5.4)**

One author: Last Name, First name. Two authors: Last Name, First name, and First name Last Name. Three authors: Last Name, First name, First name Last Name, and First name Last Name. Four authors: Last Name, First name, et al. OR in same format as three authors.

**Capitalization of Titles and Subtitles of Works (3.6.1)**

In a title or subtitle, capitalize the first word, the last word, and all principal words, including those that follow hyphens in compound terms: nouns, pronouns, verbs, adjectives, adverbs, or subordinating conjunctions. Do not capitalize: articles, prepositions, or coordinating conjunctions unless they begin the title or subtitle.

**Editions (5.5.13)**


**Margins (4.1)**

Margins should be one inch top, bottom, left and right. Begin first line at left margin and indent (“hanging indentation”) subsequent line(s) ½” from the margin when entries run more than one line.
Publication Information (5.5.2)
Provide the city of publication, the publisher’s name, the year of publication, and the medium of publication consulted. Take these facts directly from the book… Use a colon between the city of publication and the publisher; a comma between the publisher and the date, and a period after the date… If several cities are listed in the book, give only the first. It is not necessary to identify a state, province, or country after the city name…Example: ... Columbus: Ohio State UP, 2008.

Titles, Affiliations, and Degrees (5.5.2)
In general, omit titles, affiliations, and degrees that precede or follow names.

Works Cited List Placement (5.3.2)
The list of works cited appears at the end of the paper. Begin on a new page. Number each page in the upper right-hand corner, half an inch from the top and flush with the right margin. Center the title, Works Cited, an inch form the top of the page. Double-space the entire list.

When in Doubt, Ask a Librarian!


