Documentation and
Works Cited Page Guidelines

Formatting a Works Cited Page

- Follow the basic principles of MLA formatting**: 1-inch margins and double-spacing**

- **Works Cited** written at the top, centered on the page

- Each entry uses **hanging indent** (1st line to the left margin; lines that follow indented ½ inch)

- Entries are in **alphabetical order**

- List only the entries for sources actually used in your essay—**not ones you merely read or looked at**

Individual Citations

BASIC ONLINE SOURCE (without additional contributors)

Author's last name, Author's first name. "Source Title." *Container Title*. Sponsoring

Organization, publishing date, URL.

Tips to remember…
* If there is no **AUTHOR**, skip it—begin with article title.

* If you are citing the entire site, begin with the **CONTAINER TITLE**.

* If the name of the publishing/sponsoring organization is the same as the name of the website, **SKIP IT—RECORD IT ONLY AS THE WEBSITE TITLE**.

* If there is no publishing date, **SKIP IT**.

ONLINE SOURCE FOUND IN A DATABASE

Author's last name, Author's first name. "Source Title." *First Container Title*, version number,

issue number, publishing date, page numbers. *Second Container Title (Database),* URL

or doi.

Tips to remember…
* The database is considered the **SECOND CONTAINER**.

BOOK SOURCES

Author's last name, Author's first name. *Title of Book*. Publishing Company, Copyright year.

Tips to remember…
* Most of the publishing information can be found on or around the **TITLE PAGE** at the beginning of the book.
* Note that the title of the book is **ITALICIZED**.

Parenthetical Citations in your Essay

What word(s) do you use to cite your facts in the parenthetical citations in your paper?

1. If there is an author, use the **AUTHOR'S LAST NAME**.

2. When there's no author, use the **SOURCE TITLE IN QUOTATION MARKS**. You may shorten to the first few words only if it is excessively long.

3. When there's no author or clear source title, use the **WEBSITE/CONTAINER TITLE IN ITALICS**. This may be the case if you are citing an entire website—not just a specific page or article.

Helpful Hint: What you use in your parenthetical citation should match EXACTLY the first item in the citation on your Works Cited Page.

SEE THE SAMPLE PAGE BELOW

Works Cited

"Freedom Summer." *History.com*, A&E Television Networks, 2009,

www.history.com/topics/black-history/freedom-summer.

"Murder in Mississippi." *American Experience*, PBS,

www.pbs.org/wgbh/americanexperience/features/general-article/freedomsummer-murder/.

Pilgrim, David. "What Was Jim Crow." *Jim Crow Museum of Racist Memorabilia*, Ferris State

University, 2012, www.ferris.edu/jimcrow/what.htm.

The Secret Life of Bees. Twentieth Century Fox Film Corporation, 2008.

"Thurgood Marshall." *Digital History*, University of Houston,

www.digitalhistory.uh.edu/disp_textbook.cfm?smtID=2&psid=3318.

Wallace, George C. "The Civil Rights Movement: Fraud, Sham, and Hoax." *American Experience*,

PBS, www.pbs.org/wgbh/americanexperience/features/primary-resources/lbj-wallspeech/.