This is intended as a general guide to help TxWes students start their works cited page and to help them understand the kind of information they should be keeping track of as they research.

There are several other rules, suggestions, and allowances for creating a bibliography. Please consult *Purdue OWL: MLA Formatting and Style Guide* online for more information. TxWes students can also ask one of the writing tutors at the ASC if they have any questions or need any help.

All information for this packet was obtained from *Purdue OWL: MLA Formatting and Style Guide*. The “Did I Plagiarize?” infographic was obtained from http://i.kinja-img.com/gawker-media/image/upload/svfltiixzpsrghcov2w8e.jpg.
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Preparing Your Works Cited

- *Alphabetize* your list based on the last name of the first author or editor listed. If there is no author or editor, alphabetize based on the title of the work, disregarding the words “a,” “and,” and “the.”

- *Page numbers* that contain three or more numbers can be abbreviated if they are within the same 100 range (e.g., “pp. 101-151” can be written “pp. 101-51”). For all others, do not abbreviate (e.g., “pp. 1-60,” “pp. 23-29,” and “pp. 197-203”).

- Include all materials consulted, including personal interviews and unpublished materials.

- Double space the entire list.

- *Use hanging indents.* The first line of each entry is flush with the margin; the following lines are indented 0.5 inch. You can do this in Microsoft Word by highlighting your works cited page, clicking on “Format” and then “Paragraph.” Under “Indentations,” set “Special” to *Hanging* and “By” to 0.5 as shown in Figure 1.

![Figure 1](image-url)
CITING A BOOK

Book with One Author


Book with Two Authors

- When a book has two authors, order the authors in the same way they are presented in the book. The first given name appears in *last name, first name* format; subsequent author names appear in *first name last name* format.


Book with Three or More Authors

- If there are three or more authors, list only the first author, followed by the phrase “et al.” (Latin for *and others*) in place of the subsequent authors’ names.
- Note that there is a period after *al* in *et al.*, but never a period after *et* in *et al.*


Two or More Books by the Same Author

- List the works themselves alphabetically by title, remembering to ignore any articles. Provide the author’s name in *last name, first name* format for the first entry only. For each subsequent entry by the same author, use three hyphens (the key next to the 0 key, without pressing the *Shift* key) and a period.


Book by a Corporate Author or Organization

- A corporate author may include a commission, a committee, a government agency, or a group that does not identify individual members on the title page.
- List the names of the corporate authors in the place where an author’s name typically appears at the beginning of the entry.


- When the author and publisher are the same, skip the author, and list the title first. Then, list the corporate author only as the publisher.


Book with No Author

- List by title of the book. Incorporate these entries alphabetically just as you would with works that include an author name. For example, the following entry might appear between entries of works written by “Dean, Shaun” and “Forsythe, Jonathan.”


Translated Book

- Cite as you would any other book. Add “translated by” and follow with the name(s) of the translator(s).


- Use this only if you want to emphasize the work rather than the translator. If you want to focus on the translation, see *Purdue OWL: MLA Formatting and Style Guide*.

Republished Book

- Books may be republished without becoming a new edition. For books that originally appeared at an earlier date and have not been changed, insert the original publication date before the new publication information.


Edition of a Book

- There are two types of editions in book publishing: a book that has been published more than once in different editions and a book that has been prepared by someone other than the author (typically an editor).

Subsequent Edition

- Cite the book as you normally would, but add the number of the edition after the title.


Work Prepared by an Editor

- Cite the book as you normally would, but add the editor after the title, with the label “edited by.”


Anthology or Collection (e.g. Collection of Essays)

- List by editor(s), followed by a comma and “editor(s).”


Work in an Anthology, Reference, or Collection

- Works may include an essay in an edited collection or anthology, or a chapter of a book.


- If the specific literary work is part of the author’s own collection (all the works have the same author), then there will be no editor to reference.


Article in a Reference Book (e.g. Encyclopedias, Dictionaries)

- For entries in encyclopedias, dictionaries, and other reference works, cite the piece as you would any other work in a collection, but do not include the publisher information. Also, if the reference book is organized alphabetically (as most are) do not list the volume or page number of the article or item.

Multivolume Work

- When citing only one volume of a multivolume work, include the volume number after the work’s editor(s) or translator(s).


- When citing more than one volume of a multivolume work, cite the total number of volumes in the work. Be sure to provide both the volume number and page number(s) in your in-text citation.


- If the volume you are using has its own title, cite the book without referring to the other volumes, just as you would a book with a single author.

Introduction, Preface, Foreword, or Afterword

- When citing any of the above, begin with the name of the author of the piece, followed by the name of the piece begin cited (not in italics or question marks). If the author of the piece is the same as the author of the whole work, only put their last name after “by.”


- For all other print/book sources, such as a book published before 1900, the bible, a government publication, a pamphlet, a dissertation, or master’s theses, please see *Purdue OWL: MLA Formatting and Style Guide* online.

CITING A PERIODICAL

Article in a Scholarly Journal


Article in a Special Issue of a Scholarly Journal

- When citing a special issue, put the title of the special issue between the title of the article and the title of the journal. Precede the title of the journal with “special issue of.”


Article in a Magazine

- Remember to put the entire publication date, abbreviating the month.


Article in a Newspaper

- Newspaper articles are cited the same way as magazine articles, except their pagination may be different. One publication date may also have more than one edition (such as an early and late edition), which will be identified after the publication date.


- For local or less well-known publications, put the city and state name in brackets after the title of the newspaper.


Review

- For reviews, begin with the name of the review author and the title of the review (if there is one) and precede the title of the work with “Review of.”


CITING ELECTRONIC SOURCES

Entire Web Site

- Always include the date you accessed the web site because web postings are often updated, and information available on one day may no longer be available later.
- When using the URL, be sure to include the complete address except for “https://.”


Page on a Web Site

- Begin with the author or alias if known. If the publisher is the same as the website name, only list it once.


**Image (Including a Painting, Sculpture, or Photograph)**

- Provide the artist’s name, the work of art italicized, the date of creation, and the institution and city where the work is housed. Follow this with the name of the Website in italics, and the date of access.


**Article in a Web Magazine**


**Article in an Online Scholarly Journal**

- All online scholarly journals must contain either a URL or a doi.

**Article in an Online-Only Scholarly Journal**

- If an article appears only online (and therefore does not use page numbers), list only the URL or doi.

**Article in an Online Scholarly Journal That Also Appears in Print**

- Online articles that also appear in print will be cited the same as a scholarly journal in print, except you will include the URL and date of access.


**Article from an Online Database**

- For articles in an online database, a doi or permalink must be given. Follow the steps below the citation examples to find the doi or permalink and paste it into your citation.


HOW TO FIND THE DOI

- The doi can be found on the “Detailed Record” page of your article. It will be toward the bottom, somewhere between “Abstract” and “Plum Print.”
HOW TO FIND AND USE A PERMALINK

• Once you get to the “Detailed Record” page of your article, there will be a list of tools on the right side of the page. Toward the bottom of the list is “Permalink.” Click on this.

• Once you click on “Permalink,” the link will appear toward the top of the screen above the title of the article. Select the link, copy it, and paste it into your citation. Be sure to remove the “https://” from the Permalink.

• Do not let the link highlight and underline blue. To remove this, highlight the link, click “Command+K” or “Control+K” on your keyboard, and select “Remove Link” on the pop-up window.

• If the Permalink copies like this:

Waterlander, Tara A. “Canines in the Classroom: When Schools Must Allow a Service Dog to Accompany a Child with Autism into the Classroom Under Federal and State Laws.”


Academic Search Complete,


find a likely spot, in this case after “ebscohost.com” and before “/login,” and click “Shift+Enter” on your keyboard. You may have to try this a few times in different areas of the link to make it work.
Works Cited


