**WORKS CITED PAGE INSTRUCTIONS (BOOK)** (Rev. 22 March 2018)

**Capitalizing titles:** Do not capitalize *articles* (a, an, the), *coordinating conjunctions* (and, or, nor, for, so, but, yet (etc.), and *prepositions* (in, on, over, under, through, beside, etc.). The word *to* as part of an infinitive is lowercase (to Go, to Run, to Play, etc.). Capitalize the first and last word of a title and subtitle. Use capital letters appropriately regardless of the print on the publication.

**Margins and spacing:** The first line of an entry touches the left margin. All subsequent lines of the same entry will use a hanging indent. In other words, each subsequent line is indented using the tab key set at 5 spaces. Do not use the space bar. If tabbing the second line also indents the first one, put your curser at the end of the first line and hit enter. Now you can indent the second line without moving the first.

**Unwanted extra line spacing between paragraphs (or after using “enter”):** If you get additional space after using the enter key, follow these instructions: Go to *Page Layout* / Click on *Paragraph* / In *Spacing*, change *Before* and *After* from *Auto* to *0 pt*.

**Header/pagination:** The header is ½ inch from the top of the page and right aligned on every page. Do NOT type the header into the body of the document; use the automatic pagination function. In Microsoft Word, click on *Insert*; click on *Page Number*; in the drop down menu, mouse over *Top of Page*; click on *Plain #3*; put the cursor on the left side of the number in the header area; type your last name and a space; select the number and your last name and adjust size (12) and font (Times New Roman).

In Google Docs, the header formats too high up on the page for MLA. Add a blank line above the header.

**Multiple publication dates: EXAMPLE: See Steinbeck.**

The original publication year is placed after the book title or between story and book titles if you are citing a story from an anthology. The most current date is in its regular position. Disregard any dates between the first and the most recent.

**Two authors of the same book: EXAMPLE: See Pratchet and Gaiman**

Smith, Ann, and Debra Jones.

*NOTE: Only the first author’s name is in reverse order because this name is used in alphabetization. Provide names in the same order as they are provided in the book.*

**Three or more authors of the same book: EXAMPLE: See Booth.**

Smith, Ann, et al.

NOTE: *The term* et al. *is Latin for* and others.Et *is a word that means* and*.* Al. *is an abbreviation for either* alii*,* aliae*, or* alia*. When* et al. *ends a unit, do not use two periods.*

**Multiple books by the same author:** **EXAMPLE: See Albom entries.**

Same-author books will be together on the works cited page in their alpha position. Then the books will be organized alphabetically according to title. Disregard articles when alphabetizing titles, but do not omit them. The first entry is set up in the usual manner. Each subsequent entry will have three hyphens followed by a period instead of the author’s name. If an author wrote a book with another author,

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Author’s last name / comma / space / author’s first name / period

OR

Author’s last name / comma / space / author’s first name / space / author’s middle initial / period

Book title *italicized* / period **not**in italics *– Use correct capitalization.*

If more than one publication year, list first publication year / period

Name of publisher / comma

Most recent or only publication year / period

*NOTE: In general, MLA no longer considers it necessary to list the publication city. However, MLA still wants the city named if the book was published before 1900. Such books “are conventionally associated with their cities of publication.” In pre-1900 works, “you may give the city of publication in place of the publisher’s name” (*MLA *8th ed. 51).*

*When listing the city, do so after the title. List only the first city if there are multiples. The city name is followed by a colon and one space and then the publisher. See example below:*

Albom, Mitch. *The Five People You Meet in Heaven*. New York: Hyperion, 2003.

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Works Cited

Albom, Mitch. *The Five People You Meet in Heaven*. Hyperion, 2003.

---. *Tuesdays with Morrie: An Old Man, a Young Man, and Life’s Greatest Lesson*.

Broadway Books, 1997.

Booth, Wayne, et al. *The Craft of Research*. 2nd ed. U of Chicago P, 2003.

Pratchett, Terry, and Neil Gaiman. *Good Omens: The Nice and Accurate Prophecies of Agnes Nutter, Witch*. 1990. HarperCollins, 2006.

Steinbeck, John. *The Acts of King Arthur and His Noble Knights: From the Winchester*

*Manuscripts of Thomas Malory and Other Sources*. 1976. Noonday Press, 1995.