

Book

You need the following information:

1. Name (s) of the author (s) *Reverse the author's name for alphabetizing and give the author's name as it appears on the title page – never abbreviate the author's name. Use initials if the title page does.

- One Author: Angell, David.
- Two Authors: Smith, Jill M., and Estelle P. Raybuck. (Notice the second author's name is in correct order.)
- Three or More Authors/Reverse the first author's name and add et al: Smith, April, et al. (The "et al" is Latin for "and others.")
- If the book has an editor instead of an author, add editor after the name. (Holland, Merlin, editor)
- Corporate Author: United States. Dept. of Labor. Bureau of Statistics.
- NO AUTHOR – LEAVE BLANK!!

2. Title of the book (*Italicize*)

3. Name of the Publisher

4. Year of Publication/Copyright Date

Examples:

Jovinelly, Joann, and Jason Netelkos. *The Crafts and Culture of the Romans*. Rosen Central, 2002.

Williams, Brian. *Ancient Roman Homes*. Heinemann Library, 2003.

_____ , _____ • _____ • _____
(Author – Last name, First name Middle Initial) (Title -*Italicize*)

_____ , _____ • _____
(Publisher) (Date)

Reminder: This is just a worksheet. Consult the *MLA Handbook* (8th ed.) for additional rules. You will need to create a Works Cited page with this information using Docs or Word. Follow all punctuation above. Don't forget to italicize the title and capitalize all important words in the title.

This worksheet reflects rules found in the *MLA Handbook* (9th ed.)

Article from an Online Database

You need the following information if available:

1. Name (s) of the author (s) of the article.
 - One Author: Angell, David.
 - Two Authors: Smith, Jill M., and Estelle P. Raybuck. (Notice the second author's name is in correct order.)
 - Three or More Authors/Reverse the first author's name and add et al: Smith, April, et al. (The "et al" is Latin for "and others.")
 - If the article has an editor instead of an author, add editor after the name. (Holland, Merlin, editor)
 - Corporate Author: United States. Dept. of Labor. Bureau of Statistics.
 - NO AUTHOR – LEAVE BLANK!!
2. Title of the article - enclose in quotation marks; capitalize all important words
3. Title of the original source – *italicize the title of the source*; capitalize all important words
4. Any version numbers available, including editions (ed.), volumes (vol.), or issue numbers (no.)
5. Publishing date (Format this as Day Month Year – Abbreviate the month)
6. Page numbers (p. or pp.)
7. Name of the database - *italicize*
8. URL – omit (don't write) <http://>

*The access date is optional.

Examples:

"Ancient Rome." *Fashion, Costume, and Culture: Clothing, Headwear, Body Decorations, and Footwear*

Through the Ages, 2nd ed., vol. 1, 2013, pp. 151-155. *Student Resources in*

Context, link.galegroup.com/apps/doc/CX2760000037/SUIC?u=tion65107&xid=82f505e9.

Barb, Guiomar. "The Colosseum." *World & I*, vol. 22, no. 9 Sept. 2007, p. 3. *EBSCOhost*,

search.ebscohost.com/login.aspx?direct=true&db=mfm&AN=27372929.

• (Author-Last name, First name)

• " (Title of Article")

• (Original Source of Article -*Italicize*)

• (edition, volume, and/or issue)

• (Date)

• (Page numbers)

• (Name of Database –*Italicize*)

(URL – omit http:// - It is not needed.)

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Web Site

You need the following information if available:

1. Name of the editor, author, or compiler name – NO individual author – leave BLANK.
2. Title of the article on the Web site-Capitalize all important words. **Leave blank if using information from the entire Web site.
3. Name of the Web site - Capitalize all important words. This should not be a URL!
4. Name of institution/organization affiliated with the site (sponsor or publisher) – If this is the same as the Web site name, do not list.
5. Date of Web site creation – provide as much of the date as given on the Web.
6. URL – Do NOT include the http://

Examples:

Cartwright, Mark. "Colosseum." *Ancient History Encyclopedia*. 6 Nov. 2017, www.ancient.eu/colosseum.

Coleman, Kathleen. "Gladiators: Heroes of the Roman Amphitheatre." *BBC*. 17 Feb. 2011,

www.bbc.co.uk/history/ancient/romans/gladiators_01.shtml.

(Author- Last name, First Name)

"

("Title of Article")

*Leave blank if using entire Web site.

(Web Site Name-*Italicize*)

Name of Institution or Organization of Site

*Leave blank if same as Web site title

Date of Site or Article

Complete URL

*Day Month Year

*Do not include the http:// It is not needed.

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Electronic Encyclopedia Article

You need the following information:

1. Contributor or author
2. The title of the article in quotation marks as it appears
3. The title of the encyclopedia italicized
4. The publisher
5. The version/date
6. URL – OMIT <http://>

Examples:

Morstein-Marx, Robert. "Punic Wars." *World Book Student*, World Book, 2017,

www.worldbookonline.com/student/article?id=ar451740&st=ancient+rome#tab=homepage

Nice, Alex T. "Rome, Ancient." *World Book Student*, World Book, 2017,

www.worldbookonline.com/student/article?id=ar474350&st=ancient+rome#tab=homepage.

Author (Last Name, First Name) (“Title of Article”)

(Title of the Encyclopedia -*Italicize*), _____, _____, _____,
(Publisher) (Version/Date)

•

(Complete URL – **OMIT http://**)

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Web Images

You need the following information if available:

- The name of the creator of the digital image – Last name, First name
- The title of the digital image – If the image has a title, place the title in quotation marks. *See below!*
- The title of the Web site that the image was found on – Italicize the title of the Web site.
- The publisher of the image
- The date the image was created or published
- The location of the image, such as a URL – OMIT http://

***Important Notes:**

- **If the digital image does not have a title, include a description of the image. Do not place this information in quotation marks or italics.**
- If the picture was found using Google Images, do not cite Google Images as the publisher. Instead, click on the picture and use the information from the Web site that is hosting the picture.

Example:

“Roman Mosaic.” *Ancient History Encyclopedia*, 6 Nov. 2012, www.ancient.eu/gladiator.

_____ , _____ • “ _____ ”
(Creator- Last name, First Name)

“Title of Image”

***If no title, describe it, but do not place in quotation marks.**

_____ , _____ • _____
(Web Site Name-*Italicize*)

Name of Institution or Organization of Site

***OMIT if same as Web site title**

_____ , _____ • _____
Date of Site or image

Complete URL

*Day Month Year

*OMIT http://

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Database Images

You need the following information if available:

- The name of the creator of the digital image – Last name, First name
- The title of the digital image – If the image has a title, place the title in quotation marks. *See below!*
- The title of the journal or original source in which the image was found – Italicize the title. Also include volume or issue, publication date and page number. (Skip this if using AP Images.)
- First name and last name of any other contributor. (If from a journal, the author of the article.) (Skip this if using AP Images.)
- Include volume or issue, publication date and page number. (Skip this if using AP Images.)
- The name of the database in which the image was found
- The location of the image, such as a URL – OMIT http://

***Important Note:**

- **If the digital image does not have a title, include a description of the image. Do not place this information in quotation marks or italics.**

Examples:

“Ancient Rome: Gladiator Helmet.” *Junior Scholastic*, Alexandra Hanson-Harding, vol. 104, no. 9 Dec. 2001, pp. 14. *SIRS Discoverer*, discoverer.prod.sirs.com/discoweb/disco/do/picture? picurn=urn%3Asirs%3AUS%3BIMAGE%3BGIF%3B0000080544&urn=urn:sirs:US;ARTICLE;ART;0000212754.

“The Legions of Julius Caesar.” 071031044432, 30 October 2007. *AP Images*, classic.apimages.com.

_____ , _____ • “ _____ ” _____ • _____
(Artist, Photographer) (“Title of Work”) (Source – *Italicize*) – Skip if AP Images
If no title, describe it, but do not place in quotation marks.

_____ , _____ , _____
(First & Last name of author) (Volume, No, Date, Page Numbers) (Database)
Skip if AP Images **IF AP Images, Picture Number,**
Creation Date

_____ •
(URL – omit http://)

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Electronic Encyclopedia Images

You need the following information:

1. Creator of the digital image – Last name, First name.
2. The title of the digital image –If the image has a title, place the title in quotation marks. *See below!*
3. The title of the Encyclopedia italicized.
4. The publisher
5. The version/date
6. URL – OMIT http://

*Important Note:

If the digital image does not have a title, include a description of the image. Do not place this information in quotation marks or italics.

Examples:

“Upper-class Roman House.” *World Book Student*, World Book, 2017, www.worldbookonline.com/student/article?id=ar474350.

_____ , _____ , _____
Creator (Last Name, First Name)

“ _____ ”
“Title of Image”
If no title, describe it, but do not place in quotation marks.

_____, _____, _____,
(Title of the Encyclopedia -*Italicize*) Publisher (Version/Date)

•
(Complete URL – **OMIT http://**)

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