

## MLA Citation Guide

### Book

Author's Last name, First name. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

Santella, Andrew. *Illinois History*. Chicago: Heinemann, 2003. Print.

### Print Encyclopedia

Author's Last name, First name. "Title of Article." *Title of Book*. Year of edition. Year of Publication. Medium of Publication.

Angle, Paul, John Drieski, and James E. Patterson. "Illinois." *World Book Encyclopedia*. 2000 ed. 2000. Print.

### Online Database

Author's Last name, First name. "Title of Article." *Title of Magazine* Volume (Date): Page Number. *Name of Database*. Medium of Publication. Date of access.

Mohlenbrock, Robert. "Channeling in California." *Natural History* 110 (2001): 22. *Kids Search*. Web. 16 September 2009.

### Online Encyclopedia

Author's Last name, First name. "Title of Article." *Title of Encyclopedia*. Year and *title of database* used. Medium of Publication. Date of access.

"Illinois: Introduction." *America the Beautiful*. 2009 *Grolier Online*. 1 July 2009.

### Web Site

Author's last name, First name. "Title of Web Page." *Name of Site*. Date of Posting/Revision. Name of institution/organization affiliated with the site (sometimes found in copyright statements). Medium of Publication. Date you accessed the site.

"Illinois." *IPL Kidspace: Stately Knowledge*. 16 February 2009. Internet Public Library. Web. 1 September 2009.

## Works Cited

Angle, Paul, John Drieski, and James E. Patterson. "Illinois." *World Book Encyclopedia*. 2000 ed. 2000.

Print.

"Illinois." *IPL Kidspace: Stately Knowledge*. 16 February 2009. Internet Public Library. Web. 1

September 2009.

"Illinois: Introduction." *America the Beautiful*. 2009 *Grolier Online*. Web. 1 September 2009.

Mohlenbrock, Robert. "Channeling in California." *Natural History* 110 (2001): 22. *Kids Search*. Web.

16 September 2009.

Santella, Andrew. *Illinois History*. Chicago: Heinemann, 2003. Print.

### Formatting Rules

- Works Cited title is centered
  - Use the center alignment tool
- Entries are arranged in alphabetical order
- All lines are double spaced
- Use a period after every segment of information.
- Italicize the title of a book or web page
  - Use the Italicize tool in the font format toolbox
- Notice the hanging indent – the first line hangs over to the left of the paragraph body
  - Use the paragraph formatting tool to do this.
  - Highlight the text of your works cited.
  - Click on the lower left hand side of the paragraph formatting tool.
  - Use the drop-down menu to change the indent from none to hanging  
Select .5 inches