

Books Works Cited Entries in MLA

While there are five works cited entries for books below, don't merely imitate these five. Rather, follow the "flow chart" of components that starts with the yellow box on page 2.

Arthritis Foundation. *Your Personal Guide to Living Well with Fibromyalgia*. Longstreet Press, 1997.

Barkley, Russell A., et al. *ADHD in Adults: What the Science Says*. Guilford P, 2008.

Cass, Hyla. *St. John's Wort: Nature's Blues Buster*. Avery Publishing Group, 1998.

Damany, Suparna, and Jack Bellis. *It's Not Carpal Tunnel Syndrome! RSI Theory and Therapy for Computer Professionals*. Simax, 2000.

Pence, Gregory E. "Genetically Engineered Foods Will Help Stop World Hunger." *Genetically Engineered Foods*. Edited by Nancy Harris, Greenhaven P, pp. 57-59, 2004. 57-59. At Issue.

Milchovich, Sue K., and Barbara Dunn-Long. *Diabetes Mellitus: A Practical Handbook*. 7th ed., Bull Publishing, 2000.

BOOK WITH EDITOR OF A COLLECTION OF ARTICLES: If you use just one article/chapter from the book, your entry would look like the Pence entry above. But, if you use more than one article/chapter from that book, you must create an entry for the full source (See Harris below.), and then you will also have an "abbreviated" entry for each article/chapter that you used (See Hart and Pollan below).

Hart, Kathleen. "The FDA Should Require Safety Testing and Labeling of Genetically Engineered Foods." Harris, *Genetically Engineered*, pp. 70-75.

Harris, Nancy, editor. *Genetically Engineered Foods*. Greenhaven P, 2004. At Issue.

Pollan, Michael. "Exploring the Safety and Ethics of Genetically Engineered Foods." Harris, *Genetically Engineered*, pp. 13-29.

Follow the list of components on the following pages when writing a book works cited entry unless your book is by an editor and each chapter is written by a different author. Then, you need to refer to the white box above as well as the Pence entry in the top half of page one.

1. Author or Editor of Book

Do not use the name of someone who wrote a preface or forward for a book. Often, that person is not the author or editor.

Also, do not use the names of any guest contributors.

Skip this if there is no author or editor. The book will be alphabetized on the works cited by the first word in the title other than "a," "an," or "the."

Type the name the way it appears, even if the spelling seems odd to you, even if a first initial is all that is given for the first name, even if there are multiple authors and some have a middle name, but others do not, etc.

However, do not use any titles or surname, such as *Dr.*, *Mrs.*, or *PhD.*, before or after the name(s). Yet, include a "suffix" that is part of the name (e.g. *Sr.*) if that's the way the name appears on the title page.

If there are two authors, use both names. The one whose name appears first on the title page is the one whose name should appear first on the works cited entry. For alphabetizing the works cited, only the first author's name is "reversed." Use an "and" with a comma to connect the names.

If there are three or more authors, write the first author's name in "reverse" order and use *et al.*, which stands for "and others." No additional period is placed after *et al.*

Some books are compiled by an editor rather than written by an author. In that case, type the editor's name, and add *editor* or *editors*. *If the editor collected articles/chapters by various authors, the works cited entry will not start with the editor's name. Rather, as shown in green near the top of page one, the works cited entry will start with the author's name. The title of the article/chapter will follow, then the title of the book, and, finally, the editor's name preceded with edited by.*

Sometimes, an organization publishes a book and does not identify individual people as the author. In that case, the name of the organization is used for the author if the publisher differs from the author. If the author and publisher were to be one and the same, nothing is typed for an author (i.e. The works cited entry starts with the title of the publication.), but the organization is typed as the publisher. (See 5 below.) No *The* precedes the organization name.

A period is always placed after the author(s)/editor(s)/corporate author name(s).

Oppenheimer, W.

Berkland, David J.

Shea-Harvatine, Georgette.

O'Connor, Taymara Anne.

Zimmerman, Rodney, Jr.

Peale, P. Frederick, IV.

Johnson, Michael A., III.

Smithsonian, Charles, Sr., and Sarah Lam.

Tanner, Robert, and Sam Watkins.

Seep, A. Joseph, et al.

Forquer, LeAnne M., et al.

Cozic, Charles N., editor.

Racer, Deborah, and Carol J. Sullivan, editors.

Pence, Theresa, et al., editors.

Arthritis Foundation. (NOTE: Longstreet Press is the publisher.)

2. Title of the Book

For the exact book title, look on the title page and, more specifically, the copyright page. Do not rely on the title that appears on the front of the book cover. If the title and copyright pages use an abbreviation in the title, you should also use the abbreviation.

Capitalize all words in the middle of a title, except *to*, FANBOYS, prepositions (e.g. *in, on, of, by, between, among, against, across, before, at, about, with, from, for, through, etc.*), and articles (*a, an, and the*). However, these words would be capitalized if they appear immediately after a colon in the title.

Other "small words" in a title are capitalized, such as pronouns (e.g. *they, you, it, that, which, etc.*), linking verbs (e.g. *am, is, are, was, were, be, etc.*), helping verbs (e.g. *do, have, can, could, may, should, will, been, etc.*), and subordinating conjunctions (e.g. *if, as, because, when, while, until, etc.*). Both parts of hyphenated words are also capitalized.

If the title also has a sub-title, a colon and one space comes before the sub-title. The first word of the sub-title is capitalized.

If the title contains a dash, re-create it by hitting the space bar once after the previous word, typing a hyphen, hitting the space bar one more time, and then hitting "enter" once.

If the title contains an ampersand, use it rather than *and*.

If one or more words in the title is/are in quotation marks, type quotation marks around that word(s).

Book titles are always italicized.

A period will always come after the title unless the title has a question mark or exclamation point with it.

The Privacy of Our Medical Records in the 21st Century.

Botox Is the Miracle Cure.

The Latest on Chip Technology.

Giving ADD an About-Face.

Bulked-Up in Baseball.

Salvia: A Legal High

Teen Curfews: Keeping Our Kids Safe.

Liposuction – Safe or Unsafe?

Acupuncture & Other Alternative Practices.

The "Basics" of Fibromyalgia.

LASIK: Something to "Eye Up."

Is It Virtual "Love"?

Botox: Going Beyond Beauty!

3. Other Contributor(s)—if any

If others beside the author contributed to the book, those individuals may be identified in the works cited entry, especially if their involvement has been significant to the development of a book. Someone who edited, translated, adapted, etc. a book should be recognized.

A phrase like *edited by, translated by, or adapted by* should precede the name of the contributor.

If, however, the contributor cannot be recognized with a phrase like one of those above, then the role must be stated and a comma inserted before the name of the individual(s).

A comma will always follow the contributor(s)' name(s).

edited by Pao Vang,

translated by Mary Pittman and Ogden Pierce,

adapted by George O'Neill, Jr.,

guest editor, Kathy Perkins,

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| <p>4. Edition of the Book (Version)—if any</p> <p>If the copyright page says “first edition” or there is no indication of a second or subsequent edition, the book is a first edition, and you will skip this.</p> <p>However, when an edition, other than “first,” is stated, that information must be included in the works cited entry.</p> <p>The abbreviation for edition is this: <i>ed.</i></p> <p>If the book is a revised edition, use this abbreviation: <i>Rev. ed.</i></p> <p>A comma will always follow the edition.</p> | <p>2nd ed.</p> <p>2015 ed.,</p> <p>Updated ed.,</p> <p>Expanded ed.,</p> <p>Rev. ed.,</p> |
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| <p>5. Publisher</p> <p>If the copyright page provides the name of a company and a division of that company, use the division. The division is “smaller” and more precise about the source of publishing. So, for Liveright Publishing Corporation, a division of W.W. Norton & Company, you would use <i>Liveright Publishing</i>. Or, Routledge (the division) of the Taylor & Francis Group (the entire company), you would use <i>Routledge</i>.</p> <p>Shorten the publishing company name by omitting:</p> <ol style="list-style-type: none"> articles (“a,” “an,” or “the”) business words, such as <i>Company, Incorporated, Limited</i>, as well as abbreviations for those company terms <p>However, if the book is published by a university press, <i>UP</i> (for university press) is used. If there are other words in the name of the academic press, the <i>U</i> and <i>P</i> are still used.</p> <p>If two or more publishers appear to be equally involved in the book’s publishing, provide both organizations with a forward slash between the names.</p> <p>Sometimes, an organization writes and publishes a book. In that case, nothing is typed for an author, and the organization is typed as the publisher. (See 5 below.) No <i>The</i> precedes the organization name.</p> <p>A comma always follows the name of the publisher.</p> | <p>Simon & Schuster, (instead of Simon & Schuster, Inc.)</p> <p>Henry Holt, (instead of Henry Holt and Company, LLC)</p> <p>Chelsea House,</p> <p>Cambridge UP,</p> <p>U of Michigan P,</p> <p>Teachers College P,</p> <p>U of Massachusetts P / Center for the Book.</p> <p>American Cancer Society.</p> <p>National Research Council.</p> |
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| <p>6. Date of Publication</p> <p>Almost always, the date of publication is the copyright date (year).</p> <p>If several years are given—most likely because there has been more than one edition—use the most recent year.</p> <p>If you can only estimate the date of publication, <i>circa</i>, which means “around,” with the date inside brackets.</p> <p>A comma follows the year unless there are no page numbers to include as part of the location. In that case, a period would be typed after the date.</p> | <p>2011,</p> <p>2016,</p> <p>[circa 2010]</p> <p>2010, or 2010.</p> |
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7. Location (i.e. page numbers)

“Location” refers to the location within a book (i.e. the page numbers).

Customarily, no page numbers are given with books since the researcher most likely skimmed the entire book.

However, if the book is an edited one with each chapter written by a different author, then page numbers are provided.

A period follows the page numbers.

pp. 42-46.

8. Name of the Series (optional)

Look on the book cover, title page, and/or copyright page to determine if the book is part of a series. On the copyright page, if something appears after the abbreviation *p. cm.*, then the book is part of a series. If not, skip this.

If so, you may type the name of the series and a period. Do not italicize the title, which must be capitalized according to MLA rules.

The Encyclopedia of
Psychoactive Drugs.

Current Controversies.

Encyclopedia of Health.

The Need to Know Library.

Coping Series.