

## **MLA Formatting and Style Quick Reference Guide**

**CITATION:** An in-text citation usually includes the source author's or editor's last name followed by a space and then the relevant page number(s). Sometimes sources do not list an author or an editor, in which case a parenthetical citation is formed by using the first few words of the source title plus the relevant page number(s). Also, some sources do not have page numbers. **Depending on the types of sources, there are many variations for in-text citations (sometimes also called parenthetical citations) and the bibliography entries for the works cited page. Also, individual instructor guidelines may differ. If you have questions, check with your instructor.**

**WORKS CITED:** A Works Cited page is a list of sources from which information is used in creating a document. The works cited page usually appears at the end of a document. Only sources actually used and cited in a document should be listed on the works cited page.

Many of the library's databases provide information for the citation and works cited. Click the citation tab within the database to retrieve this information; however, this information may need to be altered to coincide with the fact a database was accessed through the CASC Website. Also, the works cited format provided may not precisely match MLA style. Again, follow instructor guidelines and consult the MLA section of the course textbook or the [MLA Handbook](#).

**Microsoft Office Word 2007** is available on library computers and automatically generates citations and works cited based upon information you provide. The following is a guide for creating citations and works cited using Microsoft Office Word 2007:

### ***CITATIONS:***

1. Click on the REFERENCES tab
2. Click on the STYLE drop down arrow and select MLA
3. Click on INSERT CITATION and select ADD NEW SOURCE

### ***WORKS CITED:***

Once you have entered all the information for the citations, complete the following steps to create a works cited page:

1. Click on the REFERENCES tab
2. Click on the BIBLIOGRAPHY drop down arrow and select INSERT BIBLIOGRAPHY

***REMINDER:*** Documents created in Word 2003 can be converted to Word 2007; however, documents created in Word 2007 cannot be converted back to Word 2003.

Additional help may be found from the following resources:

**Online Writing Lab (OWL) at Purdue University**  
<http://owl.english.purdue.edu/owl/resource/557/01/>

**Modern Language Association**  
<http://www.mla.org/>

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