MLA RULES ON BIBLIOGRAPHY

Vilmarie Torres, Librarian
August 2016
MLA CHANGES. . .

- MLA just published the handbook’s 8th edition and it has many changes. This guide provides the basic rules on how to make the bibliography.

- If you have questions, please feel free to talk to the librarian.
WHEN TO USE WORKS CITED OR WORKS CONSULTED AS TITLE FOR A BIBLIOGRAPHIC LIST?

- **Work Cited** – Is used when the list only includes titles that were cited in the content.

- **Work Consulted** - Is used when the list includes all the sources you read to do the work.
Building the Bibliographic Entry: The Core Elements

- The bibliographic entry is made of different components related to the publication of the source. Here are the basic elements needed to create a bibliographic entry.

<table>
<thead>
<tr>
<th>Core Element</th>
<th>Punctuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>,</td>
</tr>
<tr>
<td>Title of source</td>
<td>,</td>
</tr>
<tr>
<td>Title of container</td>
<td>,</td>
</tr>
<tr>
<td>Other contributors</td>
<td>,</td>
</tr>
<tr>
<td>Version</td>
<td>,</td>
</tr>
<tr>
<td>Number</td>
<td>,</td>
</tr>
<tr>
<td>Publisher</td>
<td>,</td>
</tr>
<tr>
<td>Publication date</td>
<td>,</td>
</tr>
<tr>
<td>Location</td>
<td>,</td>
</tr>
</tbody>
</table>

- **Author** – this term is used to refer to the person/organization that is responsible for part or the complete work.
- **Title of source** – this is the title of the segment or complete work that was used in the research project.
- **Title of container** – it refers to the website, anthology, database, ext. that houses the work you are using.
- **Other contributors** – these are people that were part of the creation and/or publication of the work. (People whose roles could be of editor, translator, performer, director, ext.)
- **Version** – this term refers to editions and website or electronic materials that have been revised.
- **Number** – term used to indicate what sources you used within a multivolume material. (It can be encyclopedias, TV series, ext.)
- **Publisher** – refers to the company that published the material.
- **Location** – refers to the place where the information can be found. It can refer to pages, url of a website, ext.
Where to look for the core elements in a book...
Title of source


Container

Publisher

Publication date

Location
Where to look for the core elements in a website when you use more than one article...
BIBLIOGRAPHIC ENTRY:

Title of source: My Switzerland.com
Publication date: 2016
Location: https://www.myswitzerland.com/en-us/home.html
Where to look for the core elements in an image...
Where to look for the core elements in a book...

Notes:
- When a title that is usually in italics (like a novel) is part of the title of an article, the title of the novel goes in italics.
- When the title of a novel is part of the title of the container, the novel will not go in italics.
Where to look for the core elements in an article . . .

Redefining Normal: A Critical Analysis of (Dis)ability in Young Adult Literature

Jen Scott Curwood

This article comes was accessed from the database: Literary Reference Center

Published online: 23 September 2012
© Springer Science+Business Media, LLC 2012
BIBLIOGRAPHICAL ENTRY


Notes:

- The abbreviation for volume is written in lower case when preceded by a coma. Write the abbreviation of volume with a capital letter if it is preceded by a period.

- DOI – this is the identification number of the article (is the equivalent of the ISBN). When the article has this number you don’t need to include the URL.
Where to look for the core elements in a website...
WHERE TO LOOK FOR THE CORE ELEMENTS IN A BLOG...

HOW TO TRAVEL HACK IN AUSTRALIA AND NEW ZEALAND

Keith Mason is the founder of Points Hack, an Australian travel hacking website. He works to make the art of using frequent flyer and spending rewards programs more accessible to Australians. In this interview, he shares how he got started and how other Australians (and New Zealanders) can get started as well.

September 6, 2016 / By Nomadic Matt
Where to look for the core elements in a film streaming site...

Notes:
- The elements you need for the entry of a film depends on the focus of your analysis.
- You might need extra information from an outside source.
- In that case, you can visit IMDb (http://www.imdb.com/?ref_=nv_home)
Dramafever, https://www.dramafever.com/drama/4719/
Pride_and_Prejudice%2528BBC%2529/.
Where to look for the core elements in an email...
NOTES:

- If you are using a person as author whose role is not creating the content, you need to indicate the role of that person in the creation or publication of the source.

- When including contributors, always write the role the person played in the creation/distribution of the work.

- When there is no title for the source, write a brief description and don’t use quotation marks.

- When analyzing just one episode of a series, include the episode and season.
CORE ELEMENTS: OTHER RULES

- **Author**
  - When the source has two authors:
    - Write the first name with the last name first, then put a comma and write the word "and", then write the other name with the first name first and then last name.
      - Example: García, Kami, and Margaret Stohl.
  - When the source has three authors or more:
    - Write the first name with the last name first, then put the comma and then write et.al.
      - Example: Connelly, Matthew, et.al.
CORE ELEMENTS: OTHER RULES

- **Author**
  - When a government agency is the author, start with the name of the government (country, state, province) and then the name of the agency.
    - Example: United States, Department of Education
  - When you give more emphasis to the role of one person in the content, that person will go first and the creator of the content will appear in the position of contributor.
  - When the content creator uses a pseudonym or username, you can use those as author names.
  - When the work doesn't have an author, start the entry with the title of the source.
CORE ELEMENTS: OTHER RULES

- **Author**
  - When the corporate/institution is the author and the publisher, start the entry with the title and write the name of the institution as a publisher.

- **Title**
  - Titles are written exactly as they are found in the source, including subtitles.
  - If the title is a part of a whole:
    - Use quotation marks (" ") when the source is an article, poem, short story, episode of a show, chapter of a book, post from a website or blog, ext.
    - Use *Italics* when the source or container is a book, anthology, website or blog, journal, title of a film, TV series, ext.
CORE ELEMENTS: OTHER RULES

• Title
  • When a novel is part of an anthology, the title of the novel and the title of the anthology, both go in Italics.
  • If the source doesn't have a title, give a generic description of the source, capitalize the first word and any proper nouns but don't use quotation marks (""") or Italics.
  • When the description includes the title of a literary piece, use the quotation marks (""") or Italics for that work (Choose depending on the type of source/container.)
  • If the source is a tweet or an untitled short message, write the complete message using quotation marks (""").
  • When the entry is an email, use the subject as the title of source and use quotation marks (""").
CORE ELEMENTS: OTHER RULES

- Container
  - There can be more than one container.

- Contributors
  - When you have contributors that only worked on one piece and not the complete source, write the name of the contributor right after the piece.
    - Example:
Core Elements: Other Rules

- **Number**
  - For the issue write no. and the number.
  - When the number information is preceded by a period, write the volume abbreviation with a capital letter. If the number information is preceded by a comma, write the volume abbreviation in small letter.
    - Example: ed., vol. #, no. # / Vol. #, no. #
  - When referring to a TV show include the season and episode.
    - Example: season #, episode #
CORE ELEMENTS: OTHER RULES

▪ **Publisher**
  ▪ When you have multiple publishers and they are all important, include them all and separate them by a dash ( / ).
  ▪ For film and TV, name the company that produced the content.
  ▪ In websites, the publisher will be the organization that is responsible for the content. It can be an university, museum, ext.
  ▪ For blogs that are part of a bigger site like blogs from CNN, then the organization could be considered the publisher.
CORE ELEMENTS: OTHER RULES

- Publisher
  - Omit publisher information for:
    - Periodicals (journals, newspapers, ext.)
    - Work published by the author or editor (self-publication)
    - Websites whose title is the same as the publisher
    - Websites that are not responsible of the content produced, they are just platforms where people upload content, like YouTube and databases.
CORE ELEMENTS: OTHER RULES

- **Publication Date**
  - If the source has more than one publication date, use the one that is most useful to you.
    - Example: If you found an article online that has the date of when it was published in print and online, use the online date.
  - For books, you can just write the year of publication, but if you are using the source in relation to historical events, you might want to include the complete date (day month year).
CORE ELEMENTS: OTHER RULES

- **Publication Date**
  - If you are streaming a video, podcast or articles and comments posted on the web, write the date it was posted following this format: Day Month Year.
  - When you are citing a web project as a whole, write the range of dates.
    - Example: 2000-2005
  - For articles from journals, include the month or season when provided.
  - When you are using a book that has multiple editions, write the year the edition you are using.
# Core Elements: Other Rules

- **Location**
  - The location varies depending on the medium you found the source in.

<table>
<thead>
<tr>
<th>Medium</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>Pages (p. – for one page / pp. – for two pages of more)</td>
</tr>
<tr>
<td>websites</td>
<td>url / doi</td>
</tr>
<tr>
<td>Historical artifacts</td>
<td>Name of the museums</td>
</tr>
<tr>
<td>Archived documents</td>
<td>Name of the archive (Include the code that identifies the source)</td>
</tr>
<tr>
<td>Conferences, plays and other performances</td>
<td>Location where the conference or performance took place.</td>
</tr>
</tbody>
</table>
ORGANIZATION OF THE BIBLIOGRAPHICAL ENTRIES

- Organize the entries in alphabetical order.

- When you have two or more works by the same author or coauthor (whose names always follow the same order of appearance):
  - Organize them by most recent to the oldest
  - The first entry include the author, for second and third entries, you substitute the author for a -- and then you write the rest of the entry.
WORK CONSULTED

Russell, Tony, et.al., contributor. “MLA Formatting and Style Guide.” *Owl Purdue Online Writing Lab*, 10 Aug. 2016,
https://owl.english.purdue.edu/owl/resource/747/01/