

MLA Guide—Introduction to Memphis Leaders

Tips on creating your Works Cited (or Works Consulted) list:

- Internet software programs for creating your list are usually wrong, so don't assume they will work. You're responsible for making your list.
- The list goes on the last page of your paper, which is numbered as the last page, and should have a centered heading.
- Use Format-Paragraph-Hanging Indention and click Double Space **before** starting the list (if you cut and paste entries from another place, the formatting will not always be compatible and can be very hard to correct).
- Open the Red and Blue Guide for Works Cited lists on the library's Research & MLA Style page.
- Decide whether your first source is print (such as a regular book) or online. Use the blue examples for print sources and the red examples for online.
- Decide whether you have a book, reference book, encyclopedia article, journal article, newspaper, etc., and follow the examples to create the first part of the entry.
- Use italics for titles of long works and quotation marks around titles of short works.
- If it's a print source, end your entry with the word: Print.
- If you're using an online source, decide what kind of website you have: a subscription database or a free website, and create the last part of the entry. Check the Red and Blue Guide to see how your site should be listed. The date of access (date you found it) goes last.
- After creating your entries, put your list in alphabetical order; look at the first word of the entry, then the next, etc. Do not number them or sort them by type of source.
- You can cut and paste or use Word to alphabetize your entries. To use the sorting feature in Word, look to see if you have quotation marks as the first character in an entry and remove them before sorting. Highlight all your entries, choose Table and A-Z Sort, then when the box opens, click OK. Then put any needed quotation marks back.
- You do not have to include a URL for online sources; instead, type the word: Web. Put the date you found the site last, and always end with a period.

Book/Print Example (Two Different Editions):

Harkins, John. *Metropolis of the American Nile: An Illustrated History of Memphis and Shelby County*. Woodland Hills: Windsor Publications, 1982. Print.

Harkins, John. *Metropolis of the American Nile: An Illustrated History of Memphis and Shelby County*. 2nd ed. Oxford: Guild Bindery P, 1991. Print.

Reference Book Article/Print Example:

Podolsky, Marjorie J. "Memphis and New Orleans Race Riots." *Great Events from History: The Nineteenth Century*. Ed. John Powell. Vol. 3. Pasadena: Salem P, 2007. 1178-81. Print.

Book Article/Salem History Database Example:

Podolsky, Marjorie J. "Memphis and New Orleans Race Riots." *Great Events from History: The Nineteenth Century*. Salem P, 2007. *Salem History*. Salem P. Web. 15 Nov. 2009.

Database Article Example (ABC-CLIO):

King, Martin Luther, Jr. "I See the Promised Land Sermon." *United States at War: Understanding Conflict and Society*. ABC-CLIO, 2009. Web. 18 Nov. 2009.

Journal Article/History Resource Center Example:

Hardwick, Kevin R. "'Your Old Father Abe Lincoln Is Dead and Damned': Black Soldiers and the Memphis Race Riot of 1866." *Journal of Social History* 27 (1993): 109-. *History Resource Center*. Gale. Web. 18 Nov. 2009.

Interview Example:

Gates, Bill. Telephone interview. 18 Nov. 2009.

Hooks, Benjamin. Personal interview. 12 Nov. 2009.