Tips for finding the right model for citing sources:

For all types of sources,

- Notice if you have multiple authors, and check how the style you are using handles that number of authors. For MLA style, see examples on pages 53 of Research and Documentation in the Electronic Age.

- You will need to adjust things like capitalization, italics, dates, etc. to the conventions of the style you are using. For MLA style, see the “General Guidelines for the Works Cited list,” sections on Title and Dates: p. 58.

Notice the “Directory to MLA works cited models” on pp. 54-56 of Research and Documentation in the Electronic Age.

For articles (MLA examples start on page 64):

- Figure out what type of periodical your article is in: newspaper, magazine, or journal.
  - The Ulrich’s directory link available through the library is a good guide to this. Find the “document type” line. (“Academic/Scholarly” means journal.) Use the “Journals A-Z” pick from the library homepage and enter your periodical title to get to this.
  - Otherwise, you can make an educated guess based on
    - frequency of publication. A specific date (e.g. April 12, 2010), indicates a magazine or a newspaper.
    - length of article (longer = more likely to be a journal)
    - length of whole periodical. If your article starts on a high-numbered page (e.g. 310), it’s probably a journal
    - visual appearance (if you have a pdf)
    - presence of notes or other formal citations (means probably journal)
    - difficulty: technical terms, for example, may indicate a journal
    - common sense! Have you seen that periodical before, or heard of it?

- Notice if your item is a special case, such as a letter, an editorial, or a book review.

- For articles you get electronically, that information needs to be included. Notice that the examples for all periodical types (#13-16, pp. 64-70) include variations for print, web, and database.
For **books** (MLA examples start on page 77):

- Be sure to notice whether the book is by a single author (or multiple authors working together) or is a **collection of essays** (a.k.a anthology) written separately by various authors. **Check the table of contents.**

  - Remember that **essays** in a collection have to be treated as **separate sources**! Use MLA example “selection from an anthology” (#35 in *Research and Documentation*).

  - Check for original publication information (look for Credits or Acknowledgements near the front or back of the book, if that information is not given with the article), and include that information. Use works cited entries for argument paper as examples.

- Notice if your book is an edition other than the first, part of a series, in multiple volumes.

- Notice that there is a model for **dictionary** or **encyclopedia** entries, included in the **articles** section.

- Note that names of publishers are abbreviated. See the “General Guidelines for the Works Cited list,” section on Publication Information: p. 58.

For **web pages** (MLA examples start on p. 87):

- The author’s name, sponsoring organization, and other information used in citations may be found by snooping around the site, if it’s not right on the page you are using.

- Use the “short work” example (#47) most of the time.

- Remember to look in the section on articles for a periodical article, even one you find on the internet, to find examples that more closely match what you have.

Models for **other types of material** begin on p. 91 (cartoon, videos, etc.) Especially notice **government documents**, #70 on pages 102-103. **Interviews** are included in the articles section (p. 75).

There are even more in the *MLA Handbook*, which you can find in the Reference Room of the library, call number LB2369 .G53 2016. I have a copy of the Handbook and the even more complete *Style Manual* in my office.

*Above all, ask if you can’t figure something out or aren’t sure!*