• Follow MLA 8th edition for Works Cited list:
  Exceptions: drop ‘Print’ behind print sources

• Make dashes, ellipses, end/footnotes, & title formatting uniform

• Put works cited in the main document—instead often put in endnotes

• One rather than two spaces between sentences (makes it easier to "replace all" to one space when essays have two and one spaces randomly or the review function introduces extra spaces erroneously)

• Single quotes for scare quotes or definitions as opposed to citations proper in double quotes. (Scare quotes, shudder quotes, or sneer quotes are quotation marks placed around a word or phrase to signal that a term is being used in a non-standard, ironic, or otherwise special sense. Scare quotes may express that the author is using someone else's term, similar to preceding a phrase with the expression "so-called"; they may imply skepticism or disagreement, belief that the words are misused, or that the writer intends a meaning opposite to the words enclosed in quotes.)

• Numbers: 957-76 not 957-976 (omit repeating number per MLA)

• In endnotes, use both full (first and last) name with abbreviated titles for the work, without the reference impacting the removal of the first name upon multiple allusions to the same author (i.e. if name first appears in endnote, keep both first and last name in references that follow in the main text; then drop first name in 2nd ftnt reference, and drop the same if repeated in main text.)

• In parenthetical citations to the same source as last referenced, remove title/author-identifying info, retaining only page number

• Put sources by the same author in alphabetical—not chronological—order in the Works Cited

• Use the Oxford comma before third term with “and”

• Refrain from using “ibid”
bullet Change UK English to US English (make sure to use "Language" in US Word and mark the box so that the entire document is checked)

bullet Capitalize only proper names; no hyphens for capitalized names used as an adjective

bullet No bold anywhere except for section titles

bullet Make section titles have uniform numbering (1, I, a, or none)

bullet In the Works Cited, “University” and “Press” should be abbreviated (i.e. “Duke University Press” should result in “Duke UP”)

bullet In the Works Cited, do not shorten the titles of contributors, such as translators and editors

bullet Ellipsis: three points for omissions within a sentence, four for omissions of more than one sentence in a quotation MLA 8, pp. 81-85. Use square brackets around ellipses only when distinguishing an introduced ellipsis from one in the quoted source.

bullet Headings should be bolded and flush left

Other:
1. Convert passive to active voice whenever possible
2. Remove redundancies (find synonyms)
3. Fix dangling modifiers and faulty parallelisms
4. Place subject as close to beginning of sentence as possible
5. Reduce number of endnotes to only the most necessary. Condense endnotes and/or incorporate them in body of text
6. Double-check accuracy of quotations, names, and titles

Sample Entries for Works Cited list:

BOOKS:
Book:


Surname, First. *Title of Work*. Publisher, year.

Books with Multiple Authors:


Surname, FirstAuthorListed, and Second Author. *Title of Work*, publisher, year.

Works with Three or More Authors:


Surname, First, et al. *Title of Work*. Publisher, year.

[From here forward, anytime “et al.” is present, assume there are more than three writers.]

Collection of Essays, Stories, or Poems by Various Authors:


Surname, FirstAuthorListed, et al.[, editor/translator if applicable] *Title of Work*. Publisher, year.
[If they are authors, the et al. is all that is necessary. If there is an editor, place comma after “et al.” and list job. (26)]

Journal article


Title of Essay, Story, or Poem in a Collection by Single Author:


LastName, First. “Title of Poem/Essay/Story.” Title of Work Poem/Essay/Story is Contained in, edited by This Editor, Publisher, year, pp. #-##.

Item in a volume:

LastName, First. “Title of Article.” *Title of collection*, edited by Guy Editor, vol. #, publisher, year, pp. #-##.

**Item in a Series:**


LastName, First. *Title of Book*. Translated by This Translator, Publisher, year. Title of Series # in the series.

[Essentially, for a series you should add the title of the series at the end. The number in the series is added to the end if applicable. (52)]

**A Work that is Usually Independently Published, but is Published as Part of a Collection:**


LastName, First. *Title of Work. Title of Collection*, translated by Guy Translator, publisher, year, pp. #-##.

**Books with No Author Listed:**

*Beowulf*. Translated by Alan Sullivan and Timothy Murphy, edited by Sarah Anderson, Pearson,
2004.

*Title of Work*. Translated by This Translator, edited by This Editor, publisher, year.

[Essentially, write the citation but without the editor. No “Anonymous” necessary.]

**Corporate Author:**


Corporate Name. *Title of Work*. Publisher, year.

**Edited volume of essays (pp. 23):**


Last, First, editor. *Title of Work*. Publisher, year.

**Multivolume Publication:**


**Work with Translators:**

Or:


Last, FirstTranslatorListed, and Second Translator, translators. *Title of Work*. By Author Name, publisher, year.

**Work with Editors:**


Lastname, FirstEditor and Second Editor, editors. *Title of Work*. Publisher, year.

**Comic Book:**


LastName, First. *GraphicNovel Name, Issue Title*, no. #, Publisher, year.

[The example is more for graphic novels that have collected a series of single issue comics.]

lastName, first. *Title of Comic*, no. #, publisher, year.

[This is more indicative of single comic issues.]

**TELEVISION & FILM**

**Film and Television:**


lastName, first, job. *Name of Show*. Productions, years-running.

[The job is necessary when you are talking about the contributions of a particular person of a show/film. From the examples, one is citing the creator and the other is citing the star of the show.]

**Film and Television Without Focusing on One Particular Person:**

*Buffy the Vampire Slayer*. Created by Joss Whedon, performance by Sarah Michelle Gellar,


*Title of Work*. Created by This Creator, performance by Shows Star, Productions, years-running.

**Episode of a TV Show:**

“Hush.” *Buffy the Vampire Slayer*, created by Joss Whedon, performance by Sarah Michelle
Gellar, season 4, episode 10, Mutant Enemy, 1999.

“Episode Title.” *Title of Show*, created by This Creator, performance by The Star, season #, episode #, productions, year.

Television Episode on a DVD:


“Episode Title.” *Title of the Series on DVD*, created by This Creator, performance by The Star(s), episode #, Studio, year DVD was released, disc # (if applicable).

PERIODICALS:

Periodical:


LastName, First. “Title of Article.” *Journal Name*, vol. #, no. issue#, year, pp. #-##.

INTERNET:

Website:
Posting or Article on Website:

Video on a Website:

[Since online works typically can be changed or removed at any time, the date on which you accessed online material is often an important indicator of the version you consulted. The date of access is especially crucial if the source provides no date specifying when it was produced or published. You should carefully consider the source you are documenting and judge whether other kinds of information might help your reader. The access date isn’t always necessary from sites such as JSTOR, Project MUSE, etc. but it may be helpful for sites like Hulu, Netflix, and sites prone to change.]

“Title of Video.” Website, uploaded by Username or RealName, day Month year,

www.whereyougotthis.com/websitewebsitewebsite.

Website Project as a Whole:

Eaves, Morris, et al., editors. The William Blake Archive. 1996-2014,

www.blakearchive.org/blake/.

LastName, First, jobtitle(if not the writer). Title of Website, date range of project, link.

Twitter & Pseudonyms:

@persiankiwi. “We have report of large street battles in east & west of Tehran now –

#Iranelection.” Twitter, 23 June 2009, 11:15 a.m.,

www.twitter.com/persiankiwi/status/2298106072.

Pseudonym (Real Name). “If a Tweet, put it here.” WebsiteWherePosted, day month year, time,

link without https://.

Items with Digital Object Identifiers (DOI):

Chan, Evans. “Postmodernism and Hong Kong Cinema.” Postmodern Culture, vol. 10, no. 3,

LastName, First. “Title of Object.” *Name of Journal*, vol. #, no. #, date published. Where article was found, doi: ####.

[The publisher of a work on the Web can change its URL at any time. If your source offers URLs that it says are stable (or permalinks), use them in your entry. Some publishers assign DOIs to their online publications. A DOI remains attached to a source even if the URL changes. When possible, citing a DOI is preferable to citing a URL. (48)]

Email:


LastName, First. “Subject Line.” Received by This Guy, day Month year.

**UNCOMMON CITATIONS:**

**Songs or other Piece of Music:**


LastName, Artists’ First. “Title of Song.” *Album Name*, productions, year, link to song if available.

[Popular music follows the general rule: the title of a song is placed in quotation marks, and the title of an album is italicized. This remains true when even a track of an album is distributed by
itself. If the piece of music released on its own is not originally part of a larger work, however, its title is italicized, regardless of how long the piece is.]

Source is Untitled:

Mackintosh, Charles Rennie. Chair of stained oak. 1897-1900, Victoria and Albert Museum, London.

LastName, ArtistsFirst. Item Description. Years designed/built, Location of item, city.

[Capitalize the first word of the description and any proper nouns in it.]

Physical Objects you have Experienced:


LastName, CreatorsFirst. Title of Work. Year created, location, city.

Unexpected Sources:


Transcript.

LastName, First. “Title of Speech/Transcript/Ect.” Title of Work Where Item was Found, date published, url (if applicable). What This Item is.
Lecture Heard in Person:


LastName, SpeakersFirst. “Title of Speech.” Name of Convention, Who held the Convention, date of speech, location, city. Address.

Source Previously Published in a Form Other than the One Consulted:


LastName, First. “Title of Work.” Journal/Book this was found in, edited/collection by This Guy, Publisher, year, pp. #-##.

Originally published in Original Work, vol. #, no. #, year, pp. #-##.

[The original citation is just a second citation that starts with “Originally published in…” and is indented.]

Manuscript or Unpublished, Collected Works:

LastName, First. “Title of Unpublished Material.” Collection Title, # or other location code. Title of Collection, University/Library/Museum.