Common Errors
*Works Cited Page*

**Formatting Errors**

1. Failing to give the Work/Works Cited Page its OWN page
2. Forgetting the header (includes last name and page number, NO comma)
3. Applying the wrong document title (or formatting the title in bold, italics, or quotations)
    a. For ONE source, Work Cited
    b. For two or more sources, Works Cited
4. Failing to alphabetize sources
    a. Alphabetize by the author's last name
    b. If no author, place according to title
        i. *A*, *an*, and *the* should NOT be used for alphabetizing purposes
        ii. Titles with numbers should be placed as if the numbers were spelled out
5. Using the wrong indent
    a. Use a **hanging** indent (by accessing the document's ruler)
        i. This means the second and subsequent lines are indented, NOT the first
        ii. Indent by .5"
6. Forgetting to double-space the entire document
7. Failing to change the font to Times New Roman 12

**Citation Errors**

1. Overlooking correct punctuation placement
    a. Pay attention to where citations utilize commas and periods
    b. ALWAYS place periods *INSIDE* quotation marks
2. Confusing or failing to use quotation marks and italics
    a. For citations that require both, quotation marks ALWAYS go first
    b. Review the notes in Moodle for the correct usage of each
3. Forgetting the rules surrounding dates
    a. Dates are formatted DD MON. YYYY
    b. Months are to be abbreviated to the 3rd letter and use a period (**Exceptions:** May, June, July, Sept.)
    c. Online sources require TWO dates: publication date AND access date (**Exception:** *YouTube* videos - upload date only)
    d. Sources without dates include the abbreviation n.d., which means "no date." (This is for the publication date.)
    e. The access date is the LAST item in a citation for online sources (**Exception:** *YouTube* videos)
        i. <u>Example:</u> Accessed 25 Oct. 2020.
4. Typing citation elements in the wrong order (see provided MLA Template)
5. Including incomplete information - provide as much source information as possible
6. Using a citation generator and assuming it's correct