## WORKS CITED GUIDE Spring-Ford Area High School

This *Works Cited Guide* is a quick reference guide to the MLA style of documenting sources for a research paper. For additional information, refer to the *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> edition.

# **SECTIONS**

# MLA CITATION TIPS

# WORKS CITED TEMPLATES

- 1. BOOKS AND PAMPHLETS
- 2. PRINT PERIODICALS
- 3. INFORMATION FILES
- 4. PERSONAL INTERVIEW
- 5. AUDIOVISUAL MATERIALS
- 6. ELECTRONIC RESOURCES-WEB PUBLICATIONS
- 7. ELECTRONIC RESOURCES–DATABASES

# ANNOTATED BIBLIOGRAPHY

## PARENTHETICAL DOCUMENTATION

## SAMPLE WORKS CITED PAGE

# TRANSITIONAL WORDS and PHRASES

# WORKS CONSULTED FOR THIS GUIDE

## **MLA CITATION TIPS**

- If you don't have a piece of specific information, then omit it. For example, if there is no author listed, then omit the author and begin with the next item, which is the title.
- Alphabetize by the author's or editor's last name.
  - If there is no author or editor, alphabetize by the first word of the title; ignore *A*, *An*, *The*
  - If first word in the title is numeric alphabetize as if full-spelled.
- Abbreviate names of months except for *May*, *June*, *July*.
- First line of each entry is against the left margin, and subsequent lines are indented a <sup>1</sup>/<sub>2</sub> inch (called a "hanging indent").
- Double-space entire Works Cited page.
- If the URL must be divided between two lines, break it only after a slash; do not hyphenate it at the break.
   <u>Example</u>: <<u>http://www.easd.k12.pa.us/ehs/mediactr/Bib\_Style\_Manual/</u>

Style%20Manual\_03.pdf>.

## FORMATTING CITATIONS in MICROSOFT WORD

## To format hanging indentation to 1/2 inch:

## **Microsoft Word 2003**

- 1. Go to the Format menu and click Paragraph. Choose the Indents and Spacing tab.
- 2. In the *Special* drop-down list under *Indentation*, select *Hanging*.
- 3. In the *By* drop-down list, set the amount of space to .5 for the hanging indent.
- 4. In the *Line Spacing* drop-down list, select *Double*.

## Microsoft Word 2007

- 1. Place your cursor on the first line where the hanging indent is to start. Right click and select *Paragraph*. Choose the *Indents and Spacing* tab.
- 2. In the *Special* drop-down list under *Indentation*, select *Hanging*.
- 3. In the *By* drop-down list, the amount of space is set to .5 for the hanging indent.
- 4. In the Special drop-down list under Spacing, select Double.
- 5. When you want to stop indenting, go back into the paragraph options *Indentation* section and choose (*none*) in the *Special* drop-down box.

# WORKS CITED TEMPLATES

According to the *MLA Handbook for Writers of Research Papers*,  $7^{th}$  edition and the <u>Purdue Owl</u> website, the following <u>new</u> rules apply:

- For every entry, you must determine the Medium of Publication. Most entries will likely be listed as Print or Web sources, but other possibilities may include Film, CD, or DVD.
- Writers are no longer required to provide URLs for Web entries. However, if your instructor or publisher insists on them, include them in angle brackets after the entry and end with a period. For long URLs, break lines only at slashes.
- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should type the online database name in italics. You do not need to provide subscription information in addition to the database name.

NOTE: The templates only show the order of information for an entry; if more information can be accommodated on the first line, key it in. The templates do not dictate which information goes on which line. Likewise, the templates do not show indentation of the second line of an entry (see examples). If requested information cannot be found anywhere, cite what is available.

## 1. BOOKS and PAMPHLETS

## **BOOK (WITH ONE AUTHOR)**

9	•	•		•
author last name	author first name	title of book (italics)	city of publication	name of publisher
year of publication	Print.			

Example: Davis, Bertha. *Poverty in America: What We Do About It.* New York: Franklin Watts, 1991.

Print.

## **BOOK (WITH NO AUTHOR)**

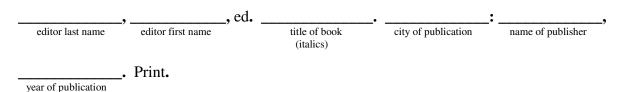
title of book city of publication name of publisher year of publication very fullication

Example:

Careers in Focus: Chemistry. New York: Ferguson, 2008. Print.

## **BOOK (WITH NO AUTHOR, BUT AN EDITOR)**

NOTE: Use this editor format for other publications with one editor.

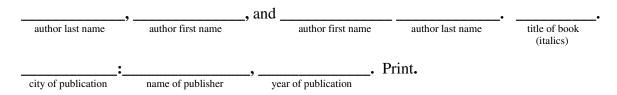


Example:

Frye, Northrop, ed. Sound and Poetry. New York: Columbia UP, 1957. Print.

## **BOOK (WITH TWO AUTHORS)**

NOTE: Use this author format for other publications with two authors/editors.



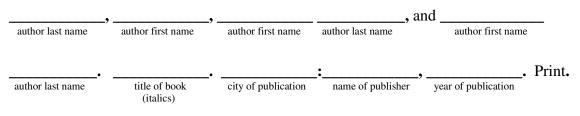
#### Example:

Kavesh, Laura, and Cheryl Lavin. Tales From the Front. New York: Dolphin Doubleday, 1988.

Print.

#### **BOOK (WITH THREE AUTHORS)**

NOTE: Use this author format for other publications with three authors/editors.



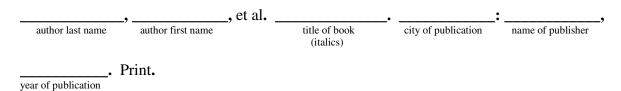
#### Example:

Rabkin, Eric S., Martin H. Greenberg, and Joseph D. Olander. No Place Else: Exploration in

Utopian and Dystopian Fiction. Carbondale: Southern Illinois UP, 1983. Print.

#### **BOOK (WITH FOUR OR MORE AUTHORS)**

NOTE: Use this author format for other publications with four or more authors/editors.



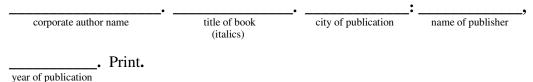
#### Example:

Quirk, Randolph, et al. A Comprehensive Grammar of the English Language. London:

Longman, 1985. Print.

## **BOOK (WITH CORPORATE AUTHOR)**

NOTE: Cite the book by the corporate author, even if the corporate author is the publisher.



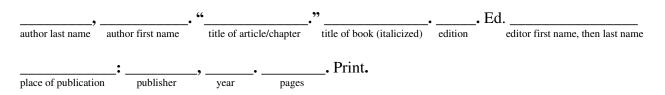
Example:

American Medical Association. The American Medical Association Encyclopedia of Medicine.

New York: Random, 1989. Print.

## CHAPTER, ESSAY, OR ARTICLE IN AN EDITED BOOK OR EBOOK

NOTE: If the author wrote the entire book, then provide a reference for the whole book. On the other hand, if the chapter comes from a book where each chapter is written by different authors (and the whole publication is put together by an editor), then provide a separate reference for each chapter that you used.



#### Example:

Dueck, Jeffrey. "Religious Pluralism and the Super Best Friends." South Park and Philosophy:

You Know, I Learned Something Today. Ed. Robert Arp. Malden: Blackwell, 2007. 224-

35. Print.

#### Second example:

Grealy, Lucy. "Fear Itself." The Broadview Anthology of Expository Prose. 7th ed. Ed. Tammy

Roberts, et al. Peterborough: Broadview, 2002. 450-61. Print.

Example for ebook:

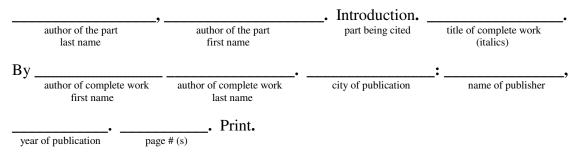
Meiland, Jack. "The Difference Between High School and College." You Are Here: Readings on

Higher Education for College Writers. Ed. Russell K. Durst. Upper Saddle River:

Prentice, 2003. 104-14. ebrary. Web. 3 May 2009.

## INTRODUCTION, PREFACE, FOREWORD, AFTERWORD, OR BOOK JACKET

NOTE: The author is the person who wrote the part being cited (i.e. introduction, preface, etc.). Capitalize the name of the part being cited followed by a period. The author of the complete work (i.e. book) is named after the title of the work. If the writer of the cited part is also the author of the complete work, use only the last name after *By*.



#### Example:

Elliot, Emory. Afterword. The Jungle. By Upton Sinclair. New York: Signet, 1990. 342-50.

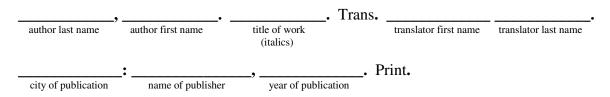
Print.

Another example:

Borges, Jorge Luis. Foreword. Selected Poems, 1923-1967. By Norman Thomas Di Giovanni.

New York: Delta-Dell, 1973. xv-xvi. Print.

## WORK THAT HAS BEEN TRANSLATED



Example:

Esquivel, Laura. Like Water for Chocolate: A Novel in Monthly Installments, with Recipes,

Romances and Home Remedies. Trans. Carol Christensen and Thomas Christensen.

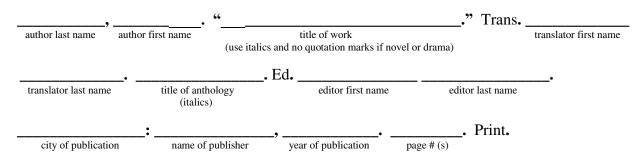
New York: Doubleday, 1992. Print.

## WORK IN AN ANTHOLOGY

NOTE: An anthology is a collection of published works (poems, plays, essays, etc.) by one or more authors.

	"		"	
author last name	author first name	title of work (use italics and no quotation marks i	if novel or drama)	title of anthology (italics)
Ededitor first na	me editor last na	me city of publication	on name of	publisher
year of publication	_•• Print	•		-
Example (for no Achebe, Chinua.		Literature and the Lang	guage Arts: Exper	riencing
Literatur	e. Ed. Eileen Slater.	St. Paul: EMC/Paradig	m Publishing, 199	96. 645-752.
Print.				
Another example Awalt, L. Christe		ss Choose to be Homele	ess." The Homele	ss: Opposing
Viewpoin	ats. Ed. Tamara L. R	oleff. San Diego: Green	haven Press, Inc.	, 1996. 101-104
Print.				

## WORK THAT HAS BEEN TRANSLATED IN AN ANTHOLOGY

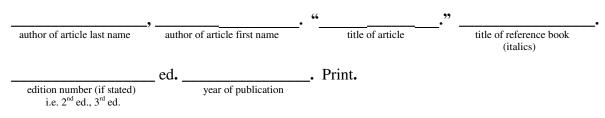


#### Example:

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. A Hammock Beneath the

*Mangoes: Stories from Latin America*. Ed. Thomas Colchie. New York: Plume, 1992. 83-88. Print.

## **REFERENCE BOOK ARTICLE (i.e. ENCYCLOPEDIA)**

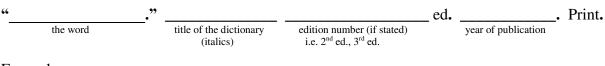


Example:

Mohanty, Jitendra M. "Indian Philosophy." The New Encyclopaedia Britannica: Macropaedia.

15<sup>th</sup> ed. 1987. Print.

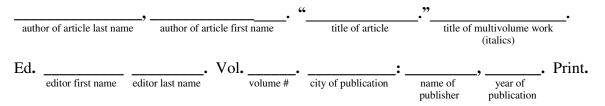
## DICTIONARY



Example:

"Simile." Merriam-Webster's Collegiate Dictionary. 11<sup>th</sup> ed. 2003. Print.

# MULTIVOLUME WORK FOR ONLY ONE VOLUME (i.e. Novels for Students, Contemporary Authors, and Contemporary Literary Criticism)

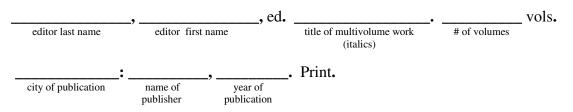


Example:

Glahn, Mary F. "Keller, Helen (Adams) 1880-1968." Contemporary Authors. Ed. Frances C.

Locher. Vol. 101. Detroit: Gale Research, 1981. Print.

# MULTIVOLUME WORK FOR TWO OR MORE VOLUMES (i.e. Novels for Students, Contemporary Authors, and Contemporary Literary Criticism)

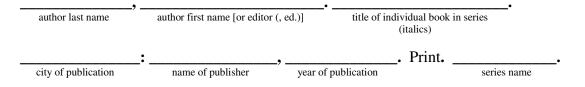


## Example:

Duncan, Lawrence, ed. Contemporary Authors. 4 vols. New York: Oxford, 2002. Print.

## BOOK IN A SERIES (e.g. TIME-LIFE BOOKS)

NOTE: Series name is neither italicized nor enclosed in quotation marks. Use common abbreviations for words in the series name, including Ser. if *Series* is part of the name.



Example:

Doyle, Robert A., Esther Ferington, and Paul Mathless, eds. Alien Encounters. Alexandria:

Time-Life Books, 1992. Print. Mysteries of the Unknown.

## TWO OR MORE WORKS BY THE SAME AUTHOR

NOTE: Give the name in the first entry only. Thereafter, in place of the name, type three hyphens, followed by a period and the title. If the person named edited, translated, or compiled the book, place a comma after the hyphens and write the appropriate abbreviation (ed., trans., or comp.) before giving book title. Alphabetize by title.

#### Example:

Frye, Northrop. Anatomy of Criticism: Four Essays. Princeton: Princeton UP, 1957. Print.

---, ed. Design for Learning: Reports Submitted to the Joint Committee of the Toronto Board of

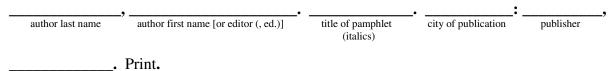
Education and the University of Toronto. Toronto: U. of Toronto P, 1962. Print.

---. The Double Vision: Language and Meaning in Religion. Toronto: U of Toronto P, 1991.

Print.

## PAMPHLET

NOTE: Treat a pamphlet the same as a book.



year of publication

#### Example:

Sugar, Bert Randolph, ed. Mecca 1911 Double-Folder Baseball Cards. Mineola: Dover, 1991.

Print.

## 2. <u>PRINT PERIODICALS (NEWSPAPERS, MAGAZINES, SCHOLARLY</u> <u>JOURNALS)</u>

## **MAGAZINE ARTICLE**

NOTE: For a magazine published every month or every two months, just give month(s) and year. If the magazine is published weekly or every two weeks, give the day, month, and year. If the article is not printed on consecutive pages, write only the first page number and a plus (+) sign with no intervening space (see second example).



Example:

Jewel, Dan, and Susan Christian-Goulding. "Trouble Spots: Abandoned in Record Numbers,

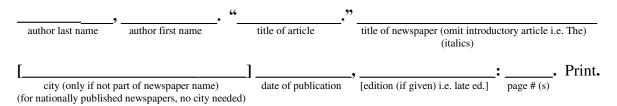
Dalmatians Find Rescue in Randy Warner." People Weekly 20 Apr. 1998: 62-64. Print.

#### Another example:

Frank, Michael. "The Wild, Wild West." Architectural Digest June 1993: 180+. Print.

## NEWSPAPER ARTICLE

NOTE: If the article is not printed on consecutive pages, write only the first page number and a plus (+) sign with no intervening space (see second example).



## Example:

Peyton, Cadonna. "Mesa Leukemia Patient, 13, Gets Tools to Make a Wish Come True."

Tribune [Mesa] 12 Apr. 1998: A3. Print.

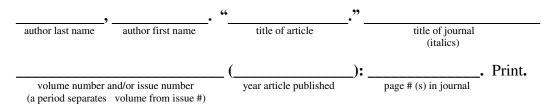
Another example:

Georgatos, Dennis. "49ers Have Rice, and Others Don't: Big Plays Assure First-round Bye."

Phoenix Gazette 19 Dec. 1995: D1+. Print.

## SCHOLARLY JOURNAL ARTICLE

NOTE: A scholarly journal usually appears only about four times a year, and the issues present learned articles containing original research and original interpretations of data and texts. Such journals are intended not for general readers, but for professionals and students. Since research done for papers will inevitably lead to scholarly journals, this resource entry is one of the most common on a Works Cited page.



## Example:

Scotto, Peter. "Censorship, Reading, and Interpretation: A Case Study from the Soviet Union."

PMLA 109 (1994): 61-70. Print.

## Second example:

White, Sabina, and Andrew Winzelberg. "Laughter and Stress." Humor 5 (1992): 343-55.

Print.

Third example:

Baum, Rosalie Murphy. "Alcoholism and Family Abuse in Maggie and The Bluest Eye."

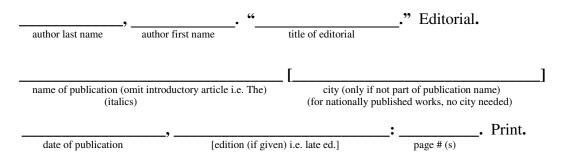
Mosaic 19.3 (1986): 91-105. Print.

Fourth example:

Barthelme, Frederick. "Architecture." Kansas Quarterly 13.3-4 (1981): 77-80. Print.

## **EDITORIAL**

NOTE: If the editorial is not printed on consecutive pages, write only the first page number and a plus (+) sign with no intervening space.



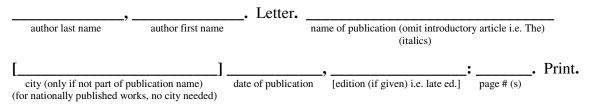
## Example:

Thomas, Cal. "Laws to Force Truth in Taxing Are Necessary." Editorial. Arizona Republic

[Phoenix] 15 Apr. 1998, final ed.: B7. Print.

## LETTER TO THE EDITOR

NOTE: If the letter is not printed on consecutive pages, write only the first page number and a plus (+) sign with no intervening space.



## Example:

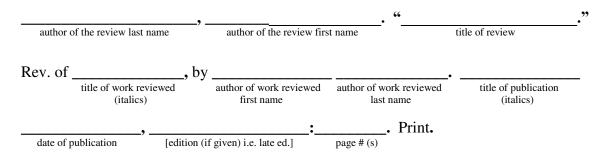
Kearney, Lydia. Letter. Arizona Republic [Phoenix] 15 Apr. 1998, final ed.: B6. Print.

<u>Another example</u>: Cook, Russell. Reply to letter of Linda Stoterau. *Arizona Republic* [Phoenix] 9 Apr. 1998, final

ed.: EV1. Print.

## REVIEW

NOTE: If the review is not printed on consecutive pages, write only the first page number and a plus (+) sign with no intervening space.



## Example:

Crutchfield, Will. "Pure Italian." Rev. of Verdi: A Biography, by Mary Jane Phillips-Matz. New

Yorker 31 Jan. 1994: 76-82. Print.

#### Second example:

Kauffmann, Stanley. "A New Spielberg." Rev. of Schindler's List, dir. Steven Spielberg. New

Republic 13 Dec. 1993:30. Print.

#### Third example:

Dunning, Jennifer. Rev. of The River, chor. Alvin Ailey. Dance Theater of Harlem. New York

State Theater, New York. New York Times 17 Mar. 1994, late ed.: C18. Print.

## 3. <u>INFORMATION FILES</u>

## **BASIC FORMAT**

Follow the MLA Citation for the source of the information (i.e. website, book, magazine, database), drop the original medium of publication, and add:

\_\_\_\_\_. Information File. \_\_\_\_\_

(italics)

location (Spring-Ford High School 10-12 Center or Spring-Ford High School 9<sup>th</sup> Grade Center)

\_\_\_\_\_. Print.

Example (Information File Item from Website): "James Agee, 1909-1955." *Harvard Square Library*. Harvard Square Library. 2006. *Agee*,

James. Information File. Spring-Ford High School 9th Media Center. 3 June 2010. Print.

<u>Second Example (Information File Item from Book)</u>: Teacher, Janet Bukovinsky, ed. *Women of Words*. Philadelphia: Courage Books, 1994. *Emily* 

Dickinson. Information File. Spring-Ford High School 10-12 Media Center. 20 Mar.

2005. Print.

<u>Third Example (Information File Item from Magazine)</u>: Ross, Alex. "Sisterhood." *The New Yorker* 22 July 2002: 82-83. *Alcott, Louisa May*.

Information file. Spring-Ford High School 10-12 Media Center. 2 June 2006. Print.

Fourth Example (Information File Item from Database): "Stieg Larsson." *Contemporary Authors Online*. 27 Oct. 2008. Information File. Spring-Ford

High School 10-12 Media Center. 1 June 2010. Print.

## 4. <u>PERSONAL INTERVIEW</u>

## PERSONAL INTERVIEW

NOTE: Be sure to include interviewee credentials in the research paper itself.

interviewee last name interviewee first name

date of interview

Example:

Pei, I. M. Personal interview. 22 July 1993.

## 5. AUDIOVISUAL MATERIALS (NOT ON THE WEB)

## SOUND RECORDING (i.e. CD, AUDIOCASSETTE)

NOTE: If emphasizing an individual, then include that person's name and identifying information. Other pertinent information, such as producer, is included after the title of the recording.

individual last name	individual first name	individual identifying information (abbreviation, i.e. performer)	title of recording (italics)
other pertinent informati	on manufacturer's	name year recording was released or N.d. (for unknown date)	

Example:

Dale, Jim, reader. Harry Potter and the Order of the Phoenix. Listening Library, 2003.

Audiocassette.

Another example: Marley, Bob. *Songs of Freedom*. Island Records, 1999. CD.

## FILM OR VIDEORECORDING (i.e. DVD, VIDEOCASSETTE, FILM)

NOTE: If emphasizing an individual, then include that person's name and identifying information. Other pertinent information, such as performers, writer, and producer are included after the director's name.

individual last name	individual first name	,individual identif (abbreviation, i.		Dir.
director's first name	director's last name	other pertinent information	• original date of release	, distributor
year recording was re		• dium		

(Film, DVD or Videocassette)

Example:

Arctic Tundra: Life at the North Pole. Franklin Watts, 2005. DVD.

Second example:

Kelly, Grace, perf. Rear Window. Dir. Alfred Hitchcock. 1954. Paramount, 2001.

Videocassette.

Third Example:

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore,

and Thomas Mitchell. RKO, 1946. Film.

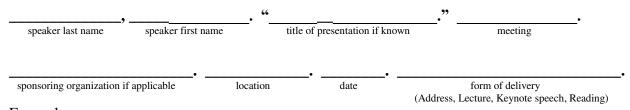
## PERSONAL PHOTOGRAPH

description of subject of photo

Example:

Airport in Sedona, Arizona. Personal photograph by the author. 18 Aug. 2005.

## LECTURE, SPEECH, ADDRESS, OR READING



Example: Atwood, Margaret. "Silencing the Scream." Boundaries of the Imagination Forum. MLA

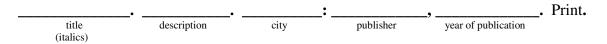
Convention. Royal York Hotel, Toronto. 29 Dec. 1993. Lecture.

## ADVERTISEMENT

product, company, or institution that is the subject of the ad	title of publication/ show where broadcast (italics)	date of publication/ broadcast	page # (s) (if relevant)
descriptive label (Print, Television, Web, Radio)			
Example:			
Chanel for Men. Advertisement. GQ Dec.	1993: 125-126. Pri	nt.	
Another example:			
Delta Airlines. Advertisement. CNN 12 Jul	ly 1994. Television	•	

#### MAP OR CHART

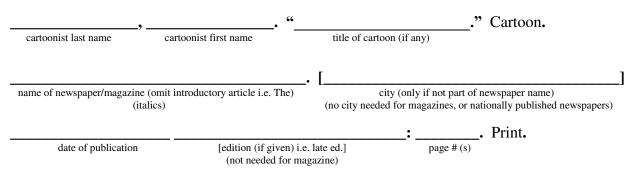
NOTE: Treat these like a book, but add the appropriate description.



Example:

Washington, DC. Map. Chicago: Rand, 2005. Print.

## CARTOON



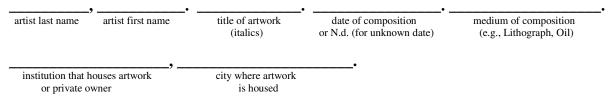
#### Example:

Trudeau, Garry. "Doonesbury." Cartoon. Star-Ledger. [Newark] 3 Jan. 1994: 24. Print.

Another example:

Chast, Roz. Cartoon. New Yorker. 11 Apr. 1994: 58. Print.

# WORK OF VISUAL ART (PAINTING, SCULPTURE, or PHOTOGRAPH IN A MUSEUM, COLLECTION, or INSTITUTION)



#### Example:

Rembrandt van Rijn. Aristotle Contemplating the Bust of Homer. 1653. Oil on canvas.

Metropolitan Museum of Art, New York.

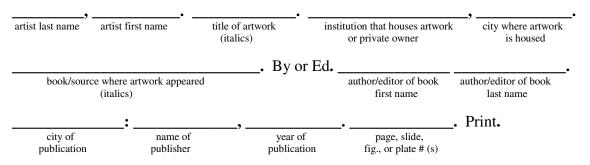
#### Another example:

Bearden, Romare. The Street. 1964. Collage of various papers on cardboard. Private collection

of Mrs. Robert M. Benjamin, New York.

## WORK OF ART (PHOTOGRAPH IN A BOOK)

NOTE: This is artwork that is photographed in a book. Make sure to include the page, slide, figure, or plate number, whichever is relevant.



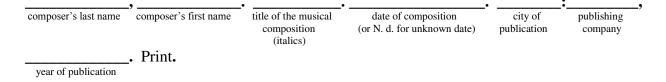
#### Example:

Cassatt, Mary. Mother and Child. Wichita Art Museum, Wichita. American Painting: 1560-

1913. By John Pearce. New York: McGraw, 1964. Slide 22. Print.

## PUBLISHED MUSICAL SCORE

NOTE: Treat a musical score as a book with the name of the score for the title with abbreviations capitalized (i.e. *no*. and *op*.).

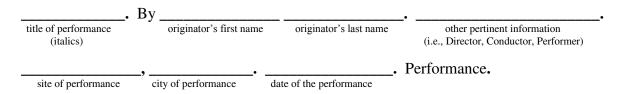


Example:

Beethoven, Ludwig van. Symphony No. 8 in F, Op. 93. 1812. New York: Dover, 1989. Print.

## PERFORMANCE

NOTE: Other pertinent information, such as performers, writer, and producer, are included after the director's name (see examples).



## Example:

Hamlet. By William Shakespeare. Dir. John Gielgud. Perf. Richard Burton. Shubert Theatre,

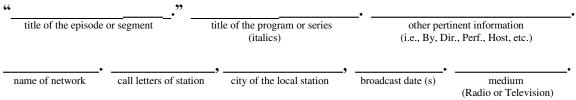
Boston. 4 Mar. 1964. Performance.

<u>Another example</u>: *The River*. Chor. Alvin Ailey. Dance Theater of Harlem. New York State Theater, New York.

15 Mar. 1994. Performance.

## **TELEVISION OR RADIO PROGRAM**

NOTE: Other pertinent information, such as performers, director, narrator, and number of episodes are included after the title of the program (see examples).



## Example:

Middlemarch. By George Eliot. Adapt. Andre Davies. Dir. Anthony Pope. Perf. Juliet Aubrey

and Patrick Malahide. 6 episodes. Masterpiece Theater. Introd. Russell Baker. PBS.

WBGH, Boston, 10 Apr.-15 May 1994. Television.

#### Second example:

"Frederick Douglass." Civil War Journal. Narr. Danny Glover. Dir. Craig Haffner. Arts and

Entertainment Network. 6 Apr. 1993. Television.

Third example:

"Shakespearean Putdowns." All Things Considered. Narr. Robert Siegel and Linda Wertheimer.

National Public Radio. WNYC, New York. 6 Apr. 1994. Radio.

## 6. ELECTRONIC SOURCES - WEB PUBLICATIONS

According to the *MLA Handbook for Writers of Research Papers*, *7th edition*, the general rule for electronic publications, such as a document from an Internet site, is:

Author/editor's last name, first name. "Article Title." Book Title. Print publication

information if previously published. Title of website. Publisher or sponsor of site,

or N.p. if not available. Date of electronic publication, or n.d. if not available.

Medium of publication (Web). Date of access. URL, if required.

Per Diana Hacker's website, Research and Documentation Online,

MLA guidelines assume that readers can locate most online sources by entering the

author, title, or other identifying information in a search engine or a database.

Consequently, MLA does not require a Web address (URL) in citations for online

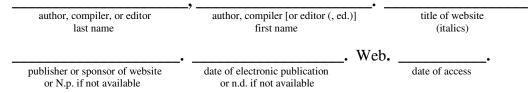
sources. Some instructors may require a URL. (Hacker)

Example (with URL):

"Thoreau, Henry David." American Authors 1600-1900. 1938. Biography Reference Bank.

Web. 3 Jan. 2005 <http://vnweb.hwwilsonweb.com>.

## ENTIRE WEBSITE

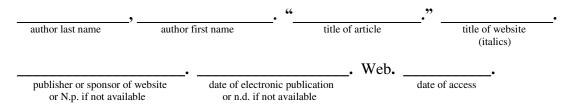


Example:

PennState. Pennsylvania State University. 26 August 2009. Web. 21 Apr. 2010.

## AN ARTICLE ON A WEBSITE

NOTE: These are short works such as articles, poems, and other documents that are not as long as a book or appear as internal pages on a website.



#### Example:

Achenbach, Joel. "The Next Big One." National Geographic Online. National Geographic

Society. 2006. Web. 15 Apr. 2006.

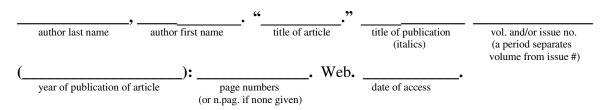
Another Example (with URL):

Gilbert, Daniel. "What Ye Indians Call 'Ye Hurry Walk'." Pennsylvania Center for the Book.

Pennsylvania State University. 2009. Web. 11 May 2010.

<http://www.pabook.libraries.psu.edu/palitmap/WalkingPurchase.html>.

## ARTICLES IN ONLINE SCHOLARLY JOURNALS (ON WEB ONLY)

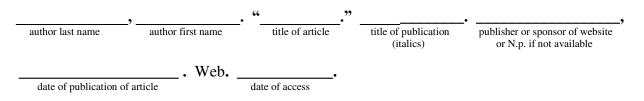


Example:

Aluede, Charles, "Learning from the Past in Organising Music Therapy Activities for the Elderly

in Esan, Edo State of Nigeria." Voices 10.1 (2010): n.pag. Web. 22 Apr. 2010.

## ARTICLES IN ONLINE MAGAZINES AND NEWSPAPERS (ON WEB ONLY)



Example:

Sokil, Dan. "Strike continues, more talks on Thursday." Mercury. Montgomery Media, 21

Apr. 2010. Web. 22 Apr. 2010.

Second Example:

O'Brien, James. "2010 Stanley Cup Finals: What This Series Means for Both Teams." NBC

Sports. NBC Universal, 25 May 2010. Web. 26 May 2010.

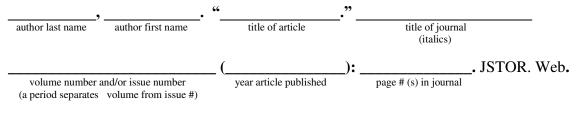
Third Example:

Groopman, Jerome. "The Plastic Panic." The New Yorker. Condé Nast Digital, 31 May 2010.

Web. 26 May 2010.

## JSTOR ARTICLE

Follow the same procedures for citing a scholarly journal article.



Date of access

#### Example:

Gardner, Joseph. "Mark Twain and Dickens." PMLA 84.1 (January 1969): 90-101. JSTOR. Web.

24 July 2012.

<u>Second example:</u> Downer, Alan S. "The Hamlet Year." *Shakespeare Quarterly* 5.2 (Spring 1954): 155-165.

JSTOR. Web. 27 Sept. 2012.

Third example:

Elster, John. "Redemption for Wrongdoing: The Fate of Collaborators after 1945." Journal of

Conflict Resoutlion 50:3 (June 2006): 324-338. JSTOR. Web. 13 Dec. 2012.

## EBOOK

NOTE: eBooks will be cited similar to printed books, but you need to identify the type of electronic file, such as Kindle file, Nook file, EPUB file, or PDF. If you cannot identify the file type, use Digital file. Also, most electronic readers include a numbering system that tells users their location in the work, but do not cite this numbering for internal citation, because it may not appear consistently to other users. If the work is divided into stable numbered sections like chapters, the numbers of those sections may be cited (ex: Ch. 2). If the work is a PDF with fixed page numbers, cite the page numbers. If the work lacks any kind of stable section numbering, the work has to be cited as a whole.

,	•		•:	,	••
author last name	author first name	title of book (italicized)	publication city	publisher	year

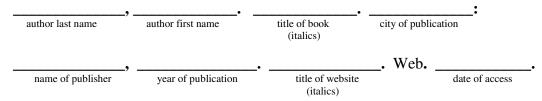
type of electronic file

Example: Rowley, Hazel. *Franklin and Eleanor: An Extraordinary Marriage*. New York: Farrar, 2010.

Kindle file.

<u>Second example:</u> Slawenski, Kenneth. J.D. Salinger: A Life. New York: Random, 2011. Digital file.

## **GOOGLE BOOK SEARCH**

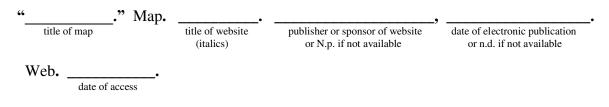


Example:

Masters, Edgar Lee. Spoon River Anthology. New York: MacMillan, 1916. Google Book

Search. Web. 31 March 2010.

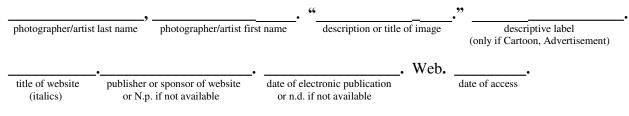
#### **ONLINE MAPS**



Example:

"San Diego, CA." Map. Google Maps. Google, 21 Apr. 2010. Web. 21 Apr. 2010.

## **ONLINE IMAGES**



Example (untitled image):

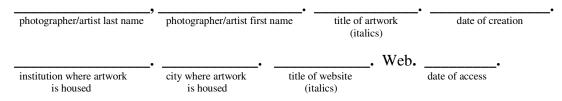
"Blue Frog." SeaWorld. SeaWorld Parks and Entertainment. 2010. Web. 26 May 2010.

#### Another Example:

Kelly, Mitchell. "Snow Leopard." Nature. Public Broadcasting Corporation. 16 Apr. 2006.

Web. 21 Apr. 2010.

#### **ONLINE IMAGES IN A MUSEUM OR INSTITUTION**

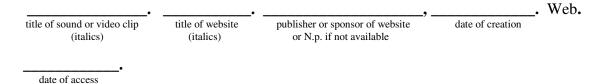


Example:

Chagall, Marc. A Bandura Player, a Bear and Zemphira, costume design for Aleko (Scene II).

1942. Museum of Modern Art. New York. MoMA. Web. 23 Apr. 2010.

## ONLINE AUDIO OR VIDEO (ON WEB ONLY)



## **YOUTUBE VIDEO**

Note: Basic elements are in this order: Director/Creator (if available). "Segment Title." Title of database or Website (italicized). Site's publisher or sponsor (if available). Year of publication. Format. Date of access. In the parenthetical citation within your paper, use the author name. If the author name is unavailable, use the title or beginning words.

,				" YouTube.	YouTube, LLC.
director/creator last name	lirector/creator first name	segm	ent title		ŕ
W	eb				
date of publication	date of access				

#### Example:

Fisch, Karl and Scott McLeod. "2008 Latest Edition - Did You Know 3.0 - From Meeting in

Rome this Year." YouTube. YouTube, LLC. 7 Nov. 2008. Web. 11 Aug. 2009.

#### Second example:

Boise State Foundation. "Boise State University Honors College." YouTube. YouTube, LLC.

Web. 16 Dec. 2009.

#### Third example:

Shimabukuro, Jake. "Ukulele weeps by Jake Shimabukuro." YouTube. YouTube, LLC. Web. 25

April 2006.

ONLINE AUDIO OR VIDEO (ORIGINALLY NOT ON THE WEB, i.e. CD, DVD, Film)

NOTE: If emphasizing an individual, then include that person's name and identifying information. Other pertinent information, such as performers, writer, and producer are included after the director's name.

individual last name	-,,,,,,	individual identifying information (abbreviation, i.e. Prod., Perf.)		title of film or audio (italics)	. Dir.
director's first name	director's last name	other pertinent information	original date of release	distributor	,
year recording was re	leased title of databas		date of access	• s	

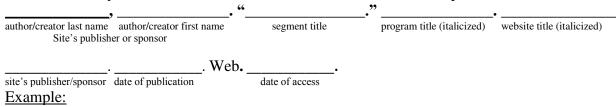
#### Example:

Depp, Johnny, Perf. Pirates of the Caribbean: Curse of the Black Pearl. Dir. Gore Verbinski. 9

July 2003. The Walt Disney Company. 2003. Netflix. Web. 10 May 2010.

## PODCAST

NOTE: You may not have all of this information, but include what is provided.



Allington, Adam. "Invasive Reeds Help Treat Wastewater." The Environment Report. 20 Nov.

2006. Great Lakes Radio Consortium. Web. 27 Nov. 2006.

#### Second example:

Focus on the Family. "105: The Boundless Podcast." Boundless.org. Focus on the Family. 20

Jan. 2010. Web. 21 Jan. 2010.

#### Third example:

Thompson, Lina. "Exonerated." 60 Minutes. CBS News. CBS, 25 May 2008. Web. 30 June 2009.

## TWITTER

NOTE: Begin with the user's name (last name, first name) followed by his or her Twitter username in parentheses. Use the tweet in its entirety in quotations. Include the date and time of the posting, using the reader's time zone.

author last name , author first name , (\_\_\_\_\_), "\_\_\_\_\_tweet in its entirety , "\_\_\_\_\_, date , time , time

Tweet.

First example:

Brokaw, Tom (tombrokaw). "SC demonstrated why all the debates are the engines of this

campaign." 22 Jan. 2012, 3:06 a.m. Tweet.

<u>Second example:</u> Purdue Writing Lab (PurdueWLab). "Spring break is around the corner, and all our locations will

be open next week." 5 Mar. 2012, 12:58 p.m. Tweet.

## E-MAIL

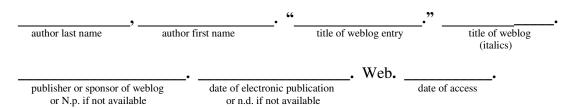
writer last name, writer first name, "\_\_\_\_\_\_." Message to (the author or other recipient).

#### Example:

Smith, John. "Results of the Nutrition Study." Message to the author. 15 Apr. 2006. E-mail.

## ENTRY IN A WEBLOG (BLOG)

Cite an entry or a comment (a response to an entry) in a blog as you would a short work from a Web site. If the entry or comment has no title, use the label "Weblog entry" or "Weblog comment."



#### Example:

Smith, Pam. "Cinnamon Raisin Bread French Toast." For the Love of Cooking. N. p. 28 May

2009. Web. 27 Apr. 2010.

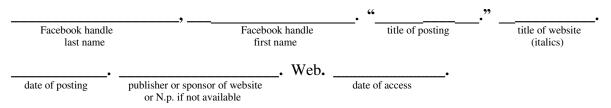
#### Another Example:

Viehl, Lynn. Weblog entry. Paperback Writer. Sheila Kelly. 27 Apr. 2010. Web. 27 Apr.

2010.

## FACEBOOK

Cite a posting in Facebook as you would a short work from a Web site. If the posting has no title, use the label "Weblog post."



Example:

Barack Obama. Weblog post. Facebook. 5 Nov. 2012. Facebook. Web. 19 Nov. 2012.

#### 7. ELECTRONIC RESOURCES - DATABASES

#### **BASIC FORMAT**

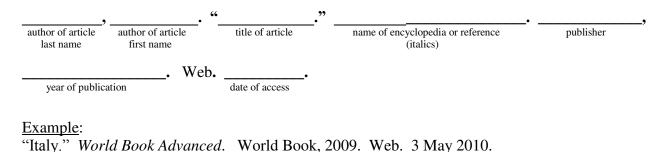
Author last name, author first name. "Title of article." Title of publication (italics). Print

publication information if previously published. Name of the database (italics).

Web. Date of access. <electronic address or URL of home page or search page>

if required.

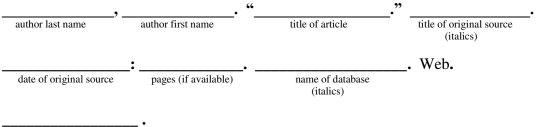
# ONLINE ENCYCLOPEDIA (i.e. WORLD BOOK ONLINE, CONTEMPORARY AUTHORS ONLINE, etc.)



Second Example:

"Sarah Dessen." Contemporary Authors Online. Web. 27 Apr. 2010.

# **REFERENCE ARTICLE FROM A SUBSCRIPTION DATABASE (i.e. BIOGRAPHY REFERENCE BANK, OMNIFILE FULLTEXT SELECT, etc.)**



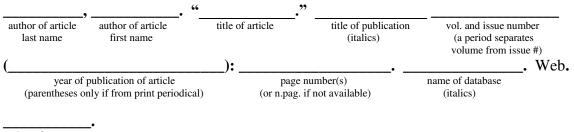
date of access

#### Example:

"Thoreau, Henry David." American Authors 1600-1900. 1938. Biography Reference Bank.

Web. 3 Jan. 2005.

## SCHOLARLY JOURNAL ARTICLE (FROM A DATABASE)



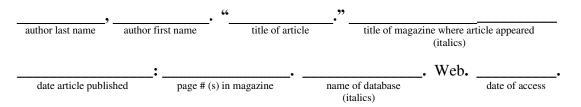
date of access

#### Example:

Barlow, Dudley. "Hidden in Plain View." The Education Digest 74.5 (January 2009): 65-8.

OmniFile Full Text Select. Web. 1 June 2010.

## MAGAZINE ARTICLE (FROM A DATABASE)

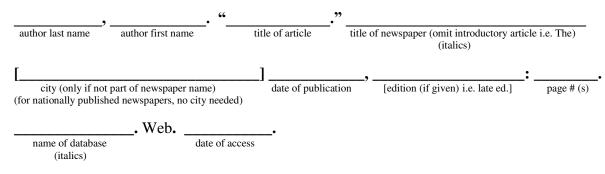


Example:

Warren, Rachel. "Foods Not to Ditch When You Diet." Prevention Jan. 2010: 47+. OmniFile

Full Text Select. Web. 26 May 2010.

## **NEWSPAPER ARTICLE (FROM A DATABASE)**



#### Example:

Dill, Michael. "Veterinary Medicine as a Career." Sun Herald [Biloxi] 4 June 2003. SIRS

Discoverer. Web. 26 May 2010.

## SAMPLE WORKS CITED PAGE

Works Cited

- "The Chocolate War." *Novels for Students*. Ed. Diane Telgen. Vol. 2. Detroit: Thomson Gale, 1997. Print.
- Davis, Bertha. *Poverty in America: What We Do About It.* New York: Franklin Watts, 1991. Print.
- Frye, Northrop. Anatomy of Criticism: Four Essays. Princeton: Princeton UP, 1957. Print.
- ---, ed. Design for Learning: Reports Submitted to the Joint Committee of the Toronto Board of Education and the University of Toronto. Toronto: U. of Toronto P, 1962. Print.
- ---. *The Double Vision: Language and Meaning in Religion*. Toronto: U of Toronto P, 1991. Print.
- Kavesh, Laura, and Cheryl Lavin. *Tales From the Front*. New York: Dolphin Doubleday, 1988. Print.
- Kelly, Mitchell. "Snow Leopard." *Nature*. Educational Broadcasting Corporation. 16 Apr. 2006. Web. 21 Apr. 2010.
- Ross, Alex. "Sisterhood." *The New Yorker*. 22 July 2002: 82-83. *Alcott, Louisa May*.Information file. Spring-Ford High School 10-12 Media Center. 2 June 2006. Print.

"Sarah Dessen." Contemporary Authors Online. Web. 27 Apr. 2010.

(Remember that a Works Cited page lists only the sources that are cited within the paper)

## ANNOTATED BIBLIOGRAPHY

## What is an annotated bibliography?

Example:

Anderson, Christa Smith. "Power of Prose: African American Women." Do You

Speak American? PBS. 2005. Web. 26 May 2010.

This article describes how Zora Neale Hurston's use of African-American dialect and folk speech was received with both praise and criticism. It discusses the use of "voice" driven prose in her works. It will be useful in explaining how her anthropological study of the African dialect was used in her works.

It has two parts for each potential research source:

• **Bibliographic information in MLA format** Anderson, Christa Smith. "Power of Prose: African American Women." *Do You* 

Speak American? PBS. 2005. Web. 26 May 2010.

• Annotation – PUT IT IN YOUR OWN WORDS!!

Include the following in the Annotation:

## **1.** Summary of the contents

You might answer ANY of these questions: What is the point of this article or book? What is this article or book about?

This article describes how Zora Neale Hurston's use of African-American dialect and folk speech was received with both praise and criticism. It discusses the use of "voice" driven prose in her works.

## 2. Usefulness to your research

How will this source be helpful to you? How can you use it in your research project?

It will be useful in explaining how her anthropological study of the African dialect was used in her works.

## What is the purpose?

- To learn about your topic forces you to THINK!! How will it help me? What is it really saying?
- To help others find more information about your topic

## What is the format?

- **Bibliographic information** MLA format
- Annotation Double space once after the bibliographic information. Write in single-spaced paragraph format using a few sentences.
- Arrange in alphabetical order

## ANNOTATED BIBLIOGRAPHY EXAMPLE

Amanda Smith

Mrs. Jones

English

27 November 2008

Zora Neale Hurston and the African Dialect: An Annotated Bibliography

Anderson, Christa Smith. "Power of Prose: African American Women." Do You Speak

American? PBS. 2005. Web. 26 May 2010.

This article describes how Zora Neale Hurston's use of African-American dialect and folk speech was received with both praise and criticism. It discusses the use of "voice" driven prose in her works. It will be useful in explaining how her anthropological study of the African dialect was used in her works.

Hurston, Zora Neale. Their Eyes Were Watching God. New York: HarperCollins, 2000. Print.

Zora Neale Hurston wrote this book about a proud, independent African-American woman, Janie Crawford, who searches for a fulfilling relationship and for peace within herself. The book is a primary source (Hurston's actual writing) and will help me understand and evaluate the themes in her works.

Wall, Cheryl. Women of the Harlem Renaissance. Bloomington, IN: Indiana State University

Press, 1995. Print.

This book profiles three of the women of the Harlem Renaissance, Jesse Fauset, Nella Larson, and Zora Neale Hurston, from a female perspective. Wall presents a detailed discussion of race and gender as they are used in Hurston's works. The author's discussion of Hurston's use of the language of real people will support my research into how Hurston used the African dialect to portray her characters.

## PARENTHETICAL DOCUMENTATION

**What to Document** – Everything that you borrow – quotes, paraphrases, ideas, information, facts, words, etc. You must give credit for everything that is not yours.

**Documentation and Works Cited** – These two work in conjunction with each other. Any sources used in the paper must appear in Works Cited in a full citation. A full citation is the one used to create the bibliography/citation cards.

**Standard Forms of Documentation** – The most common way to use parenthetical documentation is to insert brief citations where the borrowed material occurs. This general form is to enclose the author's last name and the page number of the source in parentheses. If no author is given, the first key words in the title should be used. They should be in quotation marks or underlined depending on how they are presented on the bibliography/citation cards. This should be the same citation used on the note cards of the paper. This citation should allow the reader to check the source, if desired, through Works Cited.

## Give enough information to:

- Find the source in Works Cited list. Use:
  - Author's last name
  - If no author, use first key words in the title
- Give location of the information in the source
  - Page reference
  - No page reference if not available or used entire book

#### **Examples:**

• Website Article with No Author and No Page Reference Jackalopes are real animals ("The Jackalope Conspiracy").

#### WORKS CITED:

"The Jackalope Conspiracy." Getting At The Truth. N.p. 2004. Web.

10 Apr. 2005.

#### • **Book with One Author and Single Page Reference** Jackalopes are not really animals (Smith 25).

## WORKS CITED:

Smith, Jane. What About Jackalopes? New York: Random House,

2003. Print.

#### • **Book with One Author and Page Range Reference** Jackalopes are not really animals (Smith 25-28).

WORKS CITED: Smith, Jane. *What About Jackalopes?* New York: Random House,

2003. Print.

• Book with One Author and Single Page Reference, Author named in Text

Jane Smith said that jackalopes are not really animals (25).

WORKS CITED: Smith, Jane. *What About Jackalopes?* New York: Random House,

2003. Print.

• **Book with Two Authors and Single Page Reference** Jackalopes are not really animals (Smith and Jones 25).

WORKS CITED: Smith, Jane and Patrick Jones. *What About Jackalopes?* New York:

Random House, 2003. Print.

• Reference Book with One Author and Volume Number - Page Range Reference

Jackalopes are not really animals (Smith 2: 25-28).

WORKS CITED:

Smith, Jane. "Jackalope." The World Book Encyclopedia. 2004. Print.

 Reference Book, No Author for Article and Volume Number -Page Range Reference Jackalopes are not really animals ("Jackalope" 2: 25-28).

WORKS CITED: "Jackalope." *The World Book Encyclopedia*. 2004. Print.

• Ebook, No Page Numbers: Jackalopes are not really animals (Smith).

#### WORKS CITED

Smith, Jane. *What About Jackalopes?* New York: Random House, 2003. Kindle file.

Adapted from A Synopsis of the Research Process, Bradford Area High School, Bradford, PA.

## TRANSITIONAL WORDS AND PHRASES

Transitions are words and phrases that smoothly connect one idea to another, one sentence to another and one paragraph to another. The following is a list of transitions grouped according to the orders they usually clarify.

<u>Addition</u>: again, also, and, another, as well as, besides, both-and, equally important, finally, first (second, third), further, furthermore, in addition, in the same way, in the second place, last, likewise, moreover, next, not only-but also, one, similarly, than, too.

<u>Comparison</u>: analogous to, both, each, in like fashion, in like manner, in the same way, likewise, similarly.

<u>Concession</u>: although, at any rate, at least, despite, even though, for all, granted, in spite of, naturally, notwithstanding, of course, still, though, to be sure, while.

<u>Conclusion</u>: accordingly, as a consequence, as a result, because of, consequently, finally, for this (these) reasons(s), on that account, since, then, therefore, thus, under these conditions.

<u>Consequence, Result</u>: accordingly, as a result, because, consequently, due to, for this reason, hence, in other words, since, so, then, therefore, thus, to sum up, with the result that.

<u>Contrast</u>: a different view, although, at the same time, but, by contrast, conversely, despite, for all that, however, in contrast, in spite of, nevertheless, not, notwithstanding, on the contrary, on the one hand-on the other hand, or, rather, still, while, yet.

Details: especially, in detail, in particular, including, namely, specifically, to enumerate, to list.

Explanation: by way of illustration, for example, for instance, in other words, in particular, namely, specifically, such as, that is, thus, to be specific, to illustrate.

<u>Summation, Repetition, Intensification</u>: above all, accordingly, again, all in all, also, as a result, as has been noted, besides, certainly, consequently, finally, furthermore, in brief, in conclusion, in fact, in other words, in short, in summary, in truth, indeed, of course, really, surely, therefore, this is, thus, to repeat, to sum up, truly, what's more.

<u>Space</u>: above, across, adjacent, along the edge, at the left (right), at the rear (front), at the top (bottom), behind, below, beneath, beside, beyond, in front of, in the center, in the distance, in the forefront, in the foreground, nearby, next to, on the side, on top, opposite, over, straight ahead, surrounding, under, within sight.

<u>Time</u>: after, afterward, at first, at last, at the same time, before, concurrently, during, earlier, eventually, finally, first (second, third), for a minute (hour, day), formerly, immediately, in the meantime, last, later, meanwhile, next, once, previously, simultaneously, since, soon, soon afterward, subsequently, then, to begin with, upon, usually, when.

#### WORKS CONSULTED FOR THIS WORKS CITED GUIDE

- "Bibliographic Style Manual." *Ephrata High School Media Center*. Ephrata Area School District. 2003. Web. 23 May 2006.
- Bradford Area High School. "A Synopsis of the Research Process." PSLA Annual Conference. Hershey Lodge and Convention Center, Hershey. May 2006. Address.

The Citation Machine. The Landmark Project. 2006. Web. 23 May 2006.

- Fasano, Thomas. *MLA: A Concise Guide to MLA Style and Documentation*. Claremont: Coyote Canyon Press, 2009. Print.
- Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> ed. New York: Modern Language Association of America, 2009. Print.
- Glenn, Cheryl and Loretta Gray. *The Hodges Harbrace Handbook*. 17<sup>th</sup> ed. Boston:
  Wadsworth, Cengage Learning, 2010. Print.
- Hacker, Diana. "Humanities: Documenting Sources." *Research and Documentation Online*. Bedford/St. Martin's. n.d. Web. Apr. - May 2010.
- "KnowledgeBase." NoodleTools. NoodleTools, Inc. 2006. Web. 23 May 2006.
- MLA. Modern Language Association. 3 Feb. 2010. Web. Apr. May 2010.
- "MLA Bibliographic Style." Springfield Township High School Virtual Library. School District of Springfield Township. 2006. Web. 23 May 2006.

"The MLA Reference Guide." York College. York College. 2004. Web. 23 May 2006.

- "MLA Style Bibliographic Citation Guide." *The Library @Seattle Central*. Seattle Central Community College. 2005. Web. 23 May 2006.
- "New MLA 7<sup>th</sup> Edition Sample Works Cited Entries Online Sources." *Parkway School District*. Parkway School District. 03 Aug. 2009. Web. 21 May 2010.

Online! Bedford/St.Martins. 2003. Web. 23 May 2006.

The Owl at Purdue. Purdue University. 2010. Web. Apr.-May 2010.

Sources. Dartmouth College. 2000. Web. 23 May 2006.