

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, 7th edition*.

SECTIONS

MLA CITATION TIPS

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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 ½ 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.
Example:
 <[http://www.easd.k12.pa.us/ehs/mediactr/Bib_Style_Manual/](http://www.easd.k12.pa.us/ehs/mediactr/Bib_Style_Manual/Style%20Manual_03.pdf)
 Style%20Manual_03.pdf>.

FORMATTING CITATIONS in MICROSOFT WORD

To format hanging indentation to ½ 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.

BOOK (WITH FOUR OR MORE AUTHORS)

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

_____, _____, et al. _____ : _____,
 author last name author first name title of book city of publication name of publisher
 (italics)

_____. Print.
 year of publication

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.

_____. _____ : _____,
 corporate author name title of book city of publication name of publisher
 (italics)

_____. Print.
 year of publication

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.

_____, _____. "_____" _____. _____. Ed. _____.
 author last name author first name title of article/chapter title of book (italicized) edition editor first name, then last name

_____: _____, _____. _____. Print.
 place of publication publisher year pages

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*.

_____, _____ . Introduction. _____ .
 author of the part author of the part part being cited title of complete work
 last name first name (italics)

By _____ : _____ ,
 author of complete work author of complete work city of publication name of publisher
 first name last name

_____. _____ . Print.
 year of publication page # (s)

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

_____, _____ . _____ . Trans. _____ .
 author last name author first name title of work translator first name translator last name
 (italics)

_____ : _____ , _____ . Print.
 city of publication name of publisher year of publication

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.

REFERENCE BOOK ARTICLE (i.e. ENCYCLOPEDIA)

_____, _____, "_____" _____.
 author of article last name author of article first name title of article title of reference book
 (italics)

_____. ed. _____. Print.
 edition number (if stated) year of publication
 i.e. 2nd ed., 3rd ed.

Example:

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

15th ed. 1987. Print.

DICTIONARY

"_____" _____ ed. _____. Print.
 the word title of the dictionary edition number (if stated) year of publication
 (italics) i.e. 2nd ed., 3rd ed.

Example:

"Simile." *Merriam-Webster's Collegiate Dictionary*. 11th ed. 2003. Print.

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

_____, _____, "_____" _____.
 author of article last name author of article first name title of article title of multivolume work
 (italics)

Ed. _____, _____. Vol. _____. _____: _____, _____. Print.
 editor first name editor last name volume # city of publication name of publisher year of publication

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*)

_____, _____, ed. _____. _____ vols.
 editor last name editor first name title of multivolume work # of volumes
 (italics)

_____: _____, _____. Print.
 city of publication name of publisher year of publication

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.

_____, _____, _____. _____.
 author last name author first name [or editor (, ed.)] title of individual book in series
 (italics)

_____: _____, _____. Print. _____.
 city of publication name of publisher year of publication series 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.

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 information			manufacturer's name			year recording was released or N.d. (for unknown date)	medium (Audiocassette or CD)

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.

_____, _____, _____, _____. Dir.
 individual last name individual first name individual identifying information
 (abbreviation, i.e. Prod., Perf.) title of film
 (italics)

_____, _____, _____, _____, _____,
 director's first name director's last name other pertinent
 information original date distributor
 of release

_____. _____.
 year recording was released medium
 (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

_____. Personal photograph by the author. _____.
 description of subject of photo date photo was taken

Example:

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

LECTURE, SPEECH, ADDRESS, OR READING

_____, _____, “_____.” _____.
 speaker last name speaker first name title of presentation if known meeting

_____. _____, _____, _____, _____.
 sponsoring organization if applicable location date form of delivery
 (Address, Lecture, Keynote speech, Reading)

Example:

Atwood, Margaret. “Silencing the Scream.” Boundaries of the Imagination Forum. MLA Convention. Royal York Hotel, Toronto. 29 Dec. 1993. Lecture.

ADVERTISEMENT

_____. Advertisement. _____: _____.
 product, company, or institution title of publication/ date of publication/ page # (s)
 that is the subject of the ad show where broadcast broadcast (if relevant)
 (italics)

_____.
 descriptive label
 (Print, Television, Web, Radio)

Example:

Chanel for Men. Advertisement. *GQ* Dec. 1993: 125-126. Print.

Another example:

Delta Airlines. Advertisement. *CNN* 12 July 1994. Television.

MAP OR CHART

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

_____. _____, _____: _____, _____. Print.
 title description city publisher year of publication
 (italics)

Example:

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

PERFORMANCE

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

_____. By _____ . _____ .
 title of performance originator's first name originator's last name other pertinent information
 (italics) (i.e., Director, Conductor, Performer)

_____, _____ . _____ . Performance.
 site of performance city of performance date of the performance

Example:

Hamlet. By William Shakespeare. Dir. John Gielgud. Perf. Richard Burton. Shubert Theatre,
 Boston. 4 Mar. 1964. Performance.

Another example:

The River. Chor. Alvin Ailey. Dance Theater of Harlem. New York State Theater, New York.
 15 Mar. 1994. Performance.

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

_____	,	_____	.	_____	.
author, compiler, or editor last name		author, compiler [or editor (, ed.)] first name		title of website (italics)	
_____	.	_____	.	Web.	_____
publisher or sponsor of website or N.p. if not available		date of electronic publication or n.d. if not available			date of access

Example:

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

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.

Second example:

Slawenski, Kenneth. *J.D. Salinger: A Life*. New York: Random, 2011. Digital file.

GOOGLE BOOK SEARCH

_____, _____, _____, _____:
 author last name author first name title of book
 (italics) city of publication

_____, _____, _____, Web, _____.
 name of publisher year of publication title of website
 (italics) date of access

Example:

Masters, Edgar Lee. *Spoon River Anthology*. New York: MacMillan, 1916. *Google Book Search*. Web. 31 March 2010.

ONLINE MAPS

“_____.” Map. _____, _____.

title of map title of website publisher or sponsor of website date of electronic publication
(italics) or N.p. if not available or n.d. if not available

Web. _____.

date of access

Example:

“San Diego, CA.” Map. *Google Maps*. Google, 21 Apr. 2010. Web. 21 Apr. 2010.

ONLINE IMAGES

_____, _____, “_____.” _____.

photographer/artist last name photographer/artist first name description or title of image descriptive label
(only if Cartoon, Advertisement)

_____. _____, _____, _____, _____, _____.

title of website publisher or sponsor of website date of electronic publication date of access
(italics) or N.p. if not available or n.d. if not available

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

_____, _____, _____, _____.

photographer/artist last name photographer/artist first name title of artwork date of creation
(italics)

_____. _____, _____, _____, _____.

institution where artwork city where artwork title of website date of access
is housed is housed (italics)

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)

_____. _____, _____, _____. Web.
 title of sound or video clip title of website publisher or sponsor of website date of creation
 (italics) (italics) or N.p. if not available

_____.
 date of access

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 director/creator first name segment title

_____. Web. _____.
 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.

_____, _____, _____, _____. Dir.
 individual last name individual first name individual identifying information
 (abbreviation, i.e. Prod., Perf.) title of film or audio
 (italics)

_____, _____, _____, _____, _____.
 director's first name director's last name other pertinent
 information original date
 of release distributor

_____. _____ . Web. _____.
 year recording was released title of database or website
 (italics) date of access

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.

_____, _____, "_____" _____ .
 author/creator last name author/creator first name segment title program title (italicized) website title (italicized)
 Site's publisher or sponsor

_____. _____ . Web. _____.
 site's publisher/sponsor date of publication date of access

Example:

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 Twitter username tweet in its entirety date 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.

Second example:

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

_____, _____. "_____" Message to (the author or other recipient).
 writer last name writer first name subject line (if any)

_____. E-mail.
 date of the message

Example:

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

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.)

_____, _____ . " _____ . " _____ . _____ ,
 author of article author of article title of article name of encyclopedia or reference publisher
 last name first name (italics)
 _____ . Web. _____ .
 year of publication date of access

Example:

"Italy." *World Book Advanced*. World Book, 2009. Web. 3 May 2010.

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.)

_____, _____ . " _____ . " _____ . _____ .
 author last name author first name title of article title of original source
 (italics)
 _____ : _____ . _____ . Web.
 date of original source pages (if available) name of database
 (italics)
 _____ .
 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)

_____, _____. "_____" _____
 author of article author of article title of article title of publication vol. and issue number
 last name first name (italics) (a period separates
 volume from issue #)
 (_____) : _____ . _____ . Web.
 year of publication of article page number(s) name of database
 (parentheses only if from print periodical) (or n.pag. if not available) (italics)
 _____ .
 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)

_____, _____. "_____" _____
 author last name author first name title of article title of magazine where article appeared
 (italics)
 _____ : _____ . _____ . Web. _____ .
 date article published page # (s) in magazine name of database date of access
 (italics)

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)

_____, _____. "_____" _____
 author last name author first name title of article title of newspaper (omit introductory article i.e. The)
 (italics)
 [_____] _____ , _____ : _____ .
 city (only if not part of newspaper name) date of publication [edition (if given) i.e. late ed.] page # (s)
 (for nationally published newspapers, no city needed)
 _____ . Web. _____ .
 name of database date of access
 (italics)

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.

Addition: 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.

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

Concession: 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.

Conclusion: 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.

Consequence, Result: 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.

Contrast: 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.

Summation, Repetition, Intensification: 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.

Space: 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.

Time: 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.

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