Format & Documentation Guidelines

Camas High School

Based on the
Modern Language Association Handbook for Writers of Research Papers (7th edition)

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FORMAT & DOCUMENTATION GUIDELINES
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SECTION 1 – FORMATTING PAPERS

*The following guidelines are to be used on all papers prepared for **Camas High School** classes unless students are directed otherwise by their instructor.*

MARGINS: TOP, BOTTOM, LEFT and RIGHT margins should be set to 1 inch.

LINE SPACING: Papers should be DOUBLE SPACED.

HEADING: On the top left of a new page, type your name or student number, as the assignment requires, then the class name or the name of the assignment, then the date. Press ENTER/RETURN at the end of each line.

Steven Student

Mr. Gardner

English 10 - 2

21 Apr. 2010

FONT STYLE AND SIZE: The font style and size is pre-set (default) on your computer. FONT SIZE should be size 12. The preferred FONT STYLE is Times New Roman. Font size and style should remain the same for the entire project: heading, project title, body, Works Cited.

TITLE: CENTER and type the title of your project.

The Making of a Fireman

Press ENTER/RETURN at the end of this line.
Click once on the ALIGN LEFT icon.
Press TAB to indent and begin typing your first paragraph.

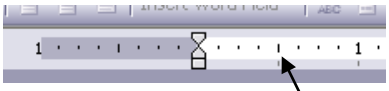
SAVE, SAVE, SAVE: Save your document often. Places to save to (use them all!): your network folder, your personal storage device, your WOIS OR Career Cruising portfolio.

FORMAT FEATURES ICON: Click on the Toolbar Icons "¶" (paragraph icon) to show the FORMAT FEATURES on your screen. This allows you to see your spacing, tabbing, returns, etc. You may "toggle" the FORMAT FEATURES on and off by clicking on the icon.

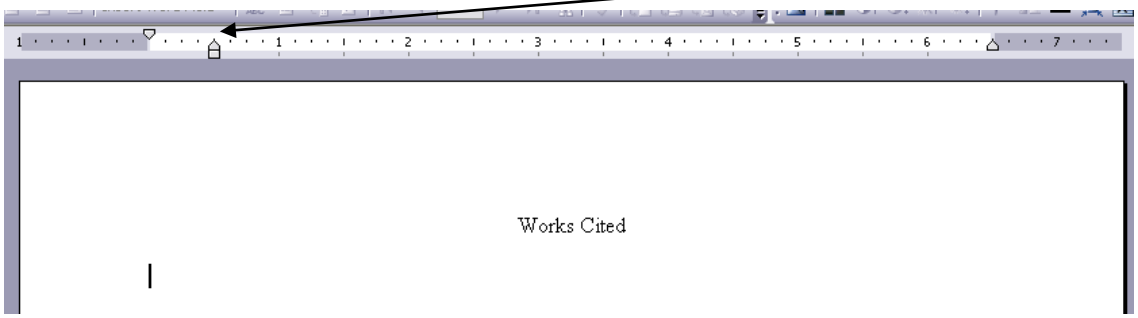
PAGE BREAK FOR WORKS CITED: With the cursor blinking at the second "¶", click on INSERT. Click once on BREAK. Click on PAGE BREAK, then OK. Notice the dotted line across the screen with PAGE BREAK located in the middle of the screen. You are now ready to set up for the WORKS CITED page.

WORKS CITED: Using Toolbar Icons at the top of the screen, click once on the CENTER icon and type Works Cited in the center of this new page. Do not underline, use bold, or italicize. Press RETURN/ENTER. Now click on the ALIGN LEFT icon to move the blinking cursor to the left side of the screen.

MARGIN MARKER ON RULER / HANGING INDENT: Look at the RULER across the top of your screen. Notice on the LEFT that the **MARGIN MARKER** consists of three parts. The top "triangle" piece (First Line Indent) and center "triangle" piece (Hanging Indent) will move independently of each other. Moving the bottom square (Left Indent) of the margin marker will move the entire marker as one unit.



WORKS CITED format requires a **HANGING INDENT FORMAT**. Place the tip of the mouse arrow on the CENTER margin marker. Click and Drag that piece ONLY to the <u>one half inch</u> mark on the ruler. Your Works Cited page should look like this:



DIRECT QUOTE INDENT: Use the LEFT INDENT on the margin marker of the RULER to indent for a direct quote in your paper that is longer than four typed lines. Before typing the quote press enter/return. Click on the bottom square (Left Indent) of the margin marker and drag it to 1 inch on the ruler. Type the complete quote and hit enter/return. At the new return, click on the bottom square of the margin marker and drag it back to the left; release it at the edge of the white ruler area.

HEADER/FOOTER FEATURE: Click on VIEW. Click on HEADER AND FOOTER. Click on the ALIGN RIGHT icon at the top center of the screen. Type your STUDENT NUMBER AND CLICK ONCE ON THE SPACE BAR. Click once on the # sign (INSERT PAGE NUMBER) on the HEADER/FOOTER TOOLBAR shown on your screen. Click on CLOSE. Check PREVIEW to see your HEADER.

WORD COUNT:

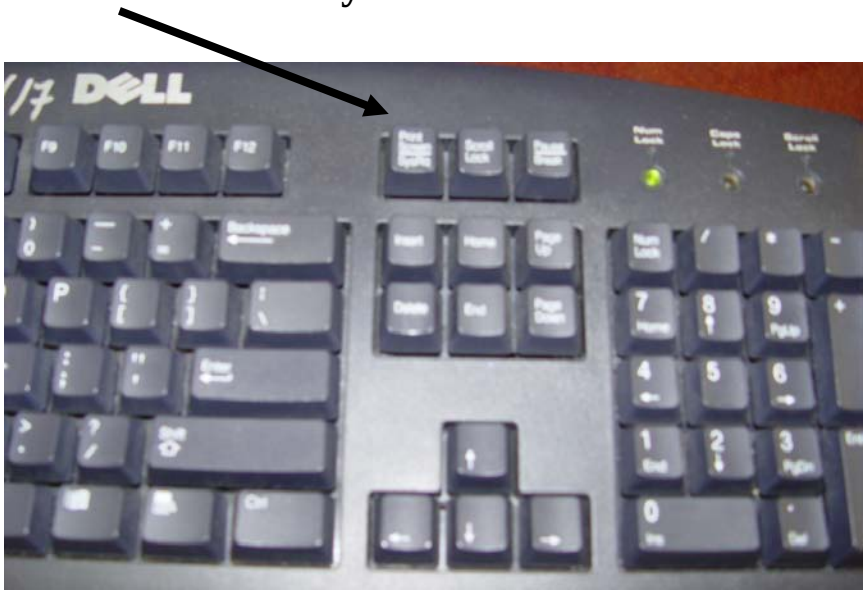
- Click once to place the blinking cursor at the left of your TITLE.
- Using the SCROLL BAR, scroll to the end of the project <u>BODY</u> (stop before the Works Cited).
- Hold down the SHIFT key and click once after the final period of your document. This highlights the project <u>excluding</u> your **first page heading** and the **Works Cited** section.
- Click on Tools.
- Select **WORD COUNT**. Microsoft Word will display the document information.

PRINTING WORD COUNT:

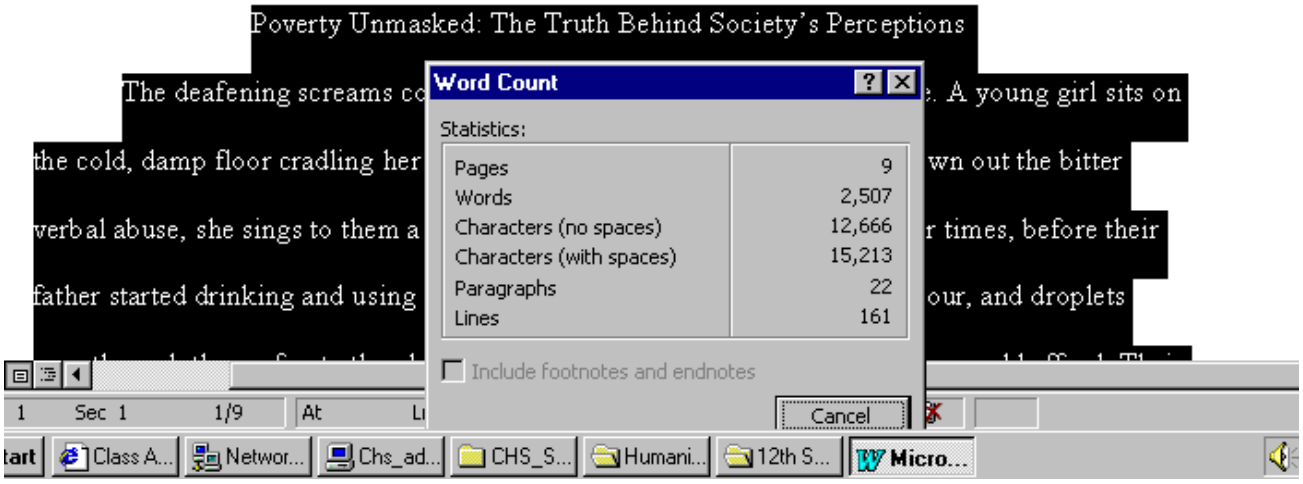
- Get **Word Count** screen as instructed above.
- Press **Print Screen** on keyboard (see next page).
- Close the Word Count window.
- Open a NEW document and **Paste** your **Print Screen**.
- Print this document and attach it to your project.

See next page for keyboard illustrations of these instructions.

Keyboard – "Print Screen" Key



Word Count Screen



SECTION 2 – WORKS CITED
FREQUENTLY ASKED QUESTIONS

1. What is a *Works Cited*?

- According to the *MLA Handbook for Writers of Research Papers,* "In MLA documentation style, you acknowledge your sources by keying brief parenthetical citations in your text to an **alphabetical list of works that appears at the end of the paper**."
- Simply put, a *Works Cited* is an **ALPHABETIZED** list of the resources (books, articles, web sites, graphics, etc.) you have used to create your project.

2. Why must I do a *Works Cited*?

- Failure to give credit for another's words, ideas, or images/graphics is considered plagiarism.
- Plagiarism is a punishable offense at Camas High School.
- See the ***Camas High School Student Handbook*** for the Plagiarism Policy.

3. What is a *Works Consulted*?

- A *Works Consulted* is a preliminary list of the resources you have located for your project.
- Your teacher may require you to provide a *Works Consulted* as evidence of the progress of your initial research.
- **All of the same formatting guidelines for a *Works Cited* apply to a *Works Consulted*.**
- As you construct your paper or project, you may discard some of the sources you initially gathered; you may add additional sources.
- Your final list of resources—those resources you actually cite in your paper or project—are listed in your *Works Cited* on a separate page at the end of your paper or project.

4. Where do I put my *Works Cited*?

- The Works Cited is on a separate page at the end of your paper or project.
- Begin the list on a new page after the completion of your paper.
- Continue numbering the Works Cited page numbers from the body of your paper.
- Do not start over with page numbering.
- The page number appears in the upper right-hand corner, half an inch from the top and flush with the right margin.

5. How do I title my *Works Cited* (or *Works Consulted*)?

- Center the title--Works Cited (or Works Consulted)--an inch from the top of the page.
- **Do not <u>underline</u> or put "quotation marks" around the title.**
- **Do not put it in bold.**
- **Do not put it in italics.**
- Use size 12 font.
- Times New Roman font is preferred.

6. How do I space my *Works Cited*?

- Double-space the entire Works Cited, both between and within entries.
- Please note: the examples of Works Cited citations in this handbook are single-spaced to save printing space.

7. How do I format my *Works Cited?*

- Begin each entry flush with the left margin
- If an entry runs more than one line, indent the subsequent line or lines one-half inch from the left margin.
- Do not use a return and tab to indent.
- Use the **HANGING INDENT** feature of your word processor. (See p. 4 for hanging indent instructions.)
- Get help if you don't know how to set a hanging indent.

8. How do I arrange my *Works Cited?*

- Your Works Cited must be in **ALPHABETICAL** order.
- It is NOT numbered.
- Alphabetize entries in the list of Works Cited by the first word of the citation, using the letter-by-letter system.
- Most *Works Cited* citations are alphabetized by the last name of the first AUTHOR (or possibly editor) of the resource (the first author or editor is always listed LAST NAME FIRST).

9. What if my resource does not have an author?

- If the author's name is unknown, alphabetize by the TITLE, ignoring *A*, *An*, or *The* at the beginning of the title.

  Example: The title *An Encyclopedia of the Latin-American Novel* would be alphabetized under *E* rather than *A*.

- If the author's name is unknown, and the title begins with a numeral, that title precedes titles beginning with letters. (See Sample Works Cited.)

  Example: An article with no author listed which is titled "101 Ways to Pass Your Senior Project." would appear first in the Works Cited list before any entries that begin with letters of the alphabet.

10. What if the *Works Cited* entry has two or three authors?

- If your citation has two authors, the pattern is:
  Last name, First name and First name Last name

  Example: Jones, Arthur and Mary Smith.

- If your citation has three authors, the pattern is:
  Last name, First name, First name Last name, and First name Last name

  Example: Jones, Arthur, Mary Smith and Robert Wilson.

11. What if the *Works Cited* entry has more than three authors?

- If your citation has more than three authors, you may name only the first author and add *et al.* ("and others") or all the names in full in the order in which they appear on the title page.

  Example: Jones, Arthur, et al.
  OR
  Jones, Arthur, Mary Smith, Robert Wilson, and Geoffrey Jones

12. What if I have two entries by the same author?

- If the same author has two entries, substitute three hyphens for the author's name on the second and subsequent entries.

Example: Jones, Arthur. *Drugs and Sports*. New York: Bantam Books, 2006.

---. *Athletes as Role Models*. Boston: Little Brown Publishers, 2004.

13. How do I punctuate *Works Cited* entries?

- Periods are used as concluding punctuation marks to separate major items in each entry (for instance, the author section, the title section, the publication section).
- Periods as concluding punctuation marks are followed by one space; however, there is nothing wrong with using two spaces. Whichever you choose, use the same style consistently throughout all parts of your paper.
- Colons are followed by one space.
- A period after an abbreviation is followed by one space.
- Commas are followed by one space.

14. How do I format titles in *Works Cited* entries?

- Titles of **books, encyclopedias, magazines, pamphlets, periodicals (newspapers, magazines, and journals), plays, Web sites, online databases, films, and television and radio broadcasts** are ***ITALICIZED*** **(not underlined)**.
  - Choose a type font in which the *italic* style contrasts clearly with the regular style (Times New Roman is preferred).

- **CAPITALIZATION** -- All important words of the title are capitalized—even if they were not capitalized in the original citation.

- Titles of **articles, essays, stories, programs, poems, chapters of books, pages in Web sites, songs, and individual episodes of television and radio broadcasts** are in **QUOTATION MARKS**.

- The second quotation mark goes after the period.

Example: Smith, Mary. "Tornado Warning." *New York Times* 8 Apr. 2006: D7. Print.

15. When and where do I include page numbers in my *Works Cited*?

- Page numbers are given **for ARTICLES but not for books or pamphlets**.

- **Do NOT use "page" or "p" with the numbers**; follow the date of the resource with a colon, a space, and then the number(s) of the page(s).

Example: Smith, Mary. "Tornado Warning." *New York Times* 8 Apr. 2009: D7. Print.

- **If NO PAGE NUMBER for the article is provided**, put **n. pag.** (which means "no page").

Example:
Wilson, Margaret. "Death Penalty—No!" *The Liberal Magazine* Nov. 2007: n. pag. Print.

16. Where do I find the city/place of publication, publisher, and date of publication information for books?

- Most publication information for a book is found on the **title page** or on the **copyright page** (the page following the title page).
- If more than one **City/Place of Publication** is listed, use the **first American city**.
- It is NOT necessary to identify a STATE, province, or country after the city name.
- If a **Date of Publication** is not listed, write **n.d.** (which means "no date").
- If more than one **Date of Publication** is listed, use the **most recent publication date**.
- The **Date of Publication** (also called **copyright** date) for a book is often preceded by © (the symbol for copyright) on the copyright page following the title page.

17. How are dates formatted for magazines, journals, and newspapers?

- Months are abbreviated as follows:

January	Jan.	May	not abbreviated	September	Sept.
February	Feb.	June	not abbreviated	October	Oct.
March	Mar.	July	not abbreviated	November	Nov.
April	Apr.	August	Aug.	December	Dec.

- Dates are listed as DAY, MONTH, YEAR **with no commas**.

  Example: 10 Dec. 2006

- Some **SCHOLARLY JOURNALS** list the issue number followed by the year (in parentheses) and page numbers.

  Example:
  Hanks, Patrick. "Do Word Meanings Exist?" *Computers and the Humanities* 34 (2000): 205-15. Print.

- If a publication date is not listed, write **n.d.** (which means "no publication date").

18. What is the MEDIUM of PUBLICATION in MLA citations?

- Each MLA citation includes the **MEDIUM of PUBLICATION**.
- The **medium of publication** is the format of the source – Print, Web, Television, Radio, CD, Film, DVD.
- The placement of the **medium of publication** information varies depending on the source – see sample citations for each format.

19. What does a *Works Cited* (or Works Consulted) look like?

- See pages 10-11 of this handbook for a ***sample*** **Works Cited**.

This document is available on the

CHS LIBRARY INFORMATION CENTER Web site

<http://www.camas.wednet.edu/chs/lic>

Works Cited

2009 Global Warming Update. Stillwater: Voyageur Press, 2009. Print.

Baliunas, Sallie, and James Glassman. "Harvard Expert Debunks Global Warming Models." *Consumers' Research Magazine* May 2001: 20. Rpt. in *Global Warming*. Ed. Shasta Gaughen. San Diego: Greenhaven Press, 2005. Opposing Viewpoints. *Gale Opposing Viewpoints In Context*. Web. 29 Apr. 2010.

Belli, Brita. "Cleaner, Greener U." *E Magazine* Mar./Apr. 2009: 26-39. *SIRS Researcher*. Web. 5 May 2010.

Black, Brian. "Nature and the Environment in 20th-Century American Life: The Science of Global Warming." *Nature and the Environment in Twentieth-Century American Life*. Santa Barbara: Greenwood Press, 2006. *Daily Life Online*. ABC-CLIO, 2010. Web. 19 Apr. 2010.

Brockway, Wallace and Herbert Weinstock. *The World of Global Warming*. New York: Pantheon Books, 2004. Print.

Chiras, Daniel D. "Global Climate Change." *Encyclopedia Americana, Grolier Online*. Scholastic Inc., 2010. Web. 17 Apr. 2010.

Conway, Emily. "Asthma." *Teen Health and Wellness: Real Life, Real Answers*. Rosen Publishing Group, Inc., 2010. Web. 19 Apr. 2010.

"Earth Summit." *American History*. ABC-CLIO, 2010. Web. 20 Apr. 2010.

"Environmental Defense Fund." *American Government*. ABC-CLIO, 2010. Web. 19 Apr. 2010.

Gille, John C. "Greenhouse Effect." *The World Book Encyclopedia*. 2006 ed. Print.

"Global Temperature Changes (1880-2000)." *Action Bioscience.org*. American Institute of Biological Sciences, n.d. Web. 20 Apr. 2010.

Global Warming. Dir. Rhonda Fabian & Jerry Baber. *The Earth at Risk Environmental Video Series*. Schlessinger Video Productions, 2007. DVD.

"Global Warming: Frequently Asked Questions." *National Environmental Satellite, Data, and Information Services.* U. S. Department of Commerce: National Climatic Data Center, 8 Apr. 2010. Web. 10 May 2010.

"In your view, is global warming a very serious problem, somewhat serious, not too serious, or not a problem?" *Pew Research Center* 8 May 2009. *Polling the Nations: the Ultimate Survey Database*. Web. 20 May 2010.

Lamm, Richard D. and Buie Seawell. "Global Warming Brings a Clash of Civilizations." *Progressive Populist* 1 Mar. 2005: n. pag. Rpt. in *Writing the Critical Essay: Global Warming*. Detroit: Greenhaven Press, 2006. 39-44. Print.

Lyman, Francesca. *The Greenhouse Trap*. Boston: Beacon Press, 1990. Print.

Paley, Stephen, George K Oister, and Richard T Hull. "Can We Survive? The Changes Required To Deal Effectively With Global Warming (Part 2)." *Free Inquiry* 31 May 2009: 37. *Platinum Full Text Periodicals, ProQuest*. Web. 8 May 2010.

Potter, Andrew. "Great Planet, Too Bad About All the People." *Maclean's* 5 May 2009: 16. *Gale Opposing Viewpoints In Context*. Web. 29 Apr. 2010.

Powledge, E. "Global Warming." *Encyclopedia of Life Sciences*. Ed. Anne O'Daly. Vol. 6. New York: Marshall Cavendish, 2004. Print.

Sarewitz, Daniel and Roger Pielke, Jr. "Breaking the Global Warming Gridlock." *The Atlantic Monthly* 1 July 2000: 54. *eLibrary*. ProQuest LLC. Web. 29 Apr. 2010.

"Update: Global Warming." *Issues & Controversies On File*: n. pag. *Issues & Controversies*. Facts On File News Services, 13 Apr. 2007. Web. 20 Apr. 2010.

In writing a research paper, you must indicate exactly where you found whatever material you borrow--whether facts, opinions, or quotations.

--MLA Handbook for Writers of Research Papers

SECTION 3 – PRINT RESOURCES
CITATION PATTERNS AND EXAMPLES

- **If your source does not fit one of the following patterns, consult the *MLA Handbook for Writers of Research Papers* (7th edition) in the CHS Library Information Center.**
- **If you are confused about how to cite a source, get help from your Teacher-Librarian.**

BOOKS & REFERENCES

BOOK by one author

Pattern:
Author (last name, first name). *Title of the Book*. Place of Publication: Publisher, Date of Publication. Print.

Examples:
Bennett, George N. *The Development of a Novelist*. Madison: University of Wisconsin Press, 1985. Print.

Lyman, Francesca. *The Greenhouse Trap*. Boston: Beacon Press, 1990. Print.

BOOK by two or three authors
*****See page 7 for citations with more than three authors.**

Pattern:
Author (last name, first name) and Author (first name last name). *Title of the Book*. Place of Publication: Publisher, Date of Publication. Print.

Example:
Brockway, Wallace and Herbert Weinstock. *The World of Global Warming*. New York: Pantheon Books, 2004. Print.

BOOK with an editor, not an author (ANTHOLOGY or COMPILATION)

Pattern:
Editor (last name, first name), ed. *Title*. Place of Publication: Publisher, Date of Publication. Print.

Example:
Untermeyer, Louis, ed. *Modern American Poetry*. New York: Harcourt, Brace & World, 1998. Print.

Article in a FAMILIAR Single or Multivolume REFERENCE (general encyclopedia or dictionary)

Pattern:
(Note: The author of a reference book entry is usually found at the end of the entry.)
Author (if article is 'signed'—has an author listed). "Title of Entry." *Title of Reference Work*. Year of Edition. Print.

Examples:
Mills, Daniel Quinn. "Labor Movement." *World Book Encyclopedia*. 2006 ed. Print.

"China." *Encyclopedia Americana*. 2004 ed. Print. *(This article is 'unsigned'—has no author)*

Mohanty, Jitendra M. "Indian Philosophy." *The New Encyclopedia Britannica: Macropaedia*. 1998 ed. Print.

Article in a LESS FAMILIAR Single Volume REFERENCE

Pattern:
(Note: The author of a reference book entry is usually found at the end of the entry.)
Author (if article is 'signed'—has an author listed). "Title of Entry." *Title of Reference Work*. Editor First name Last name. Place of Publication: Publisher, Date of Publication. Print.

Examples:
"Kleptomania." *Gale Encyclopedia of Psychology*. Ed. Susan Gall. Detroit: Gale Research, 1996. Print.

Miller, Richard Lawrence. "Cocaine." *The Encyclopedia of Addictive Drugs*. Westport: Greenwood Press, 2002. Print.

Article in a LESS FAMILIAR Multivolume REFERENCE

- **When you are using only one volume of a multivolume work and the volume has an individual title:**

Pattern:
(Note: The author of a reference book entry is usually found at the end of the entry.)
Author (if article is 'signed'—has an author listed). "Title of Article." *Title of Reference Work*. City: Publisher, Year of Publication. Print.

Examples:
"Greece." *The Worldmark Encyclopedia of Nations: Europe*. Detroit: The Gale Group, 2007. Print.

Kinsel, Amy J. "Gettysburg, Battle of." *Encyclopedia of American History: Civil War and Reconstruction, 1856 to 1869*. New York: Facts on File, Inc., 2003. Print.

"Labor Trouble." *Twentieth-Century America: A Primary Source Collection from the Associated Press, The Cold War at Home and Abroad 1945-53*. Danbury: Grolier Educational Corporation, 1995. Print.

Montgomery, Robert. "Norwegians." *The Worldmark Encyclopedia of Cultures and Daily Life: Europe*. Detroit: Gale Group, 1998. Print.

"Pearl Harbor." *The New Grolier Encyclopedia of World War II: War in the Pacific*. Danbury: Grolier Educational, 2001. Print.

Article in a LESS FAMILIAR Multivolume REFERENCE

• When you are using only one volume of a multivolume work and all volumes have the same name:

Pattern:
(Note: The author of a reference book entry is usually found at the end of the entry.)

Author (if article is 'signed'—has an author listed). "Title of Entry." *Title of Reference Work*. Editor First name Editor Last name. Volume Number. Place of Publication: Publisher, Date of Publication. Print.

Examples of References in the CHS Library:

Benson, Alvin K. "Nuclear Family." *Encyclopedia of Family Life*. Ed. Carl L. Bankstrom. Vol. 4. Pasadena: Salem Press, Inc., 1999. Print.

Freivogel, Mary E. "Bloom Syndrome." *The Gale Encyclopedia of Genetic Disorders*. Ed. Stacey L. Blachford. Vol. 1. Detroit: The Gale Group, 2002. Print.

Himel, Mabel T. "After-School Care." *The Family in America: An Encyclopedia*. Ed. Joseph M. Hawes. Vol. 1. Santa Barbara: ABC-CLIO, Inc., 2001. Print.

Howe, John R. "J. Adams." *The McGraw-Hill Encyclopedia of World Biography*. Vol. 1. New York: McGraw-Hill Book Company, 1973. Print.

"Italy." *The World Book Encyclopedia of People and Places*. Ed. Maureen Mostyn Liebenson. Vol. 3. Chicago: World Book, Inc., 1998. Print.

Kalliney, Peter. "Ford Motor Company." *St. James Encyclopedia of Popular Culture*. Ed. Tom Pendergast and Sara Pendergast. Vol. 2. Detroit: The Gale Group, 2000. Print.

Lopez, Marsha F. "Ecstasy (MDMA)." *Drugs and Controlled Substances: Information for Students*. Ed. Stacey L. Blachford and Kristine Krapp. Detroit: Thomson Gale, 2002. Print.

"Methamphetamine." *Drug Information for Teens: Health Tips About the Physical and Mental Effects of Substance Abuse*. Ed. Karen Bellenir. Detroit: Omnigraphics, 2002. Print.

"Monroe, James." *Dictionary of American Biography*. Ed. Dumas Malone. Vol. VII. NewYork: Charles Scribner's Sons, 1934. Print.

Reed-Danahay, Deborah. "France." *Countries & Their Cultures*. Ed. Melvin Ember and Carol R. Ember. Vol. 2. New York: Macmillan Reference, USA, 2001. Print.

"Tobacco: Dependence." *Drugs, Alcohol, and Tobacco: Learning About Addictive Behavior*. Ed. Rosalyn Carson-DeWitt. Vol. 3. New York: Thomson Gale, 2003. Print.

• When you are using two or more volumes of a Multivolume REFERENCE:

Pattern:
(Note: The author of a reference book entry is usually found at the end of the entry.)

Author or Editor. *Title of Reference Work*. Number of Volumes in the set. Place of Publication: Publisher, Date of Publication. Print.

Blanco, Richard L., ed. *The American Revolution, 1775-1783: An Encyclopedia*. 2 vols. Hamden: Garland, 1993. Print.

The BIBLE

Pattern:

Title of Bible. Editor (First name Last name), ed. Place of Publication: Publisher, Date of Publication. Print.

Example:

The New Jerusalem Bible. Henry Wansbrough, gen. ed. New York: Doubleday, 1995. Print.

ESSAY, SHORT STORY, POEM, or other work in an ANTHOLOGY

Pattern:

Author (Last name first). "Title of Work." *Title of the Anthology*. Editor or Compiler. Place of Publication: Publisher, Date of Publication. Page Number(s) of the Cited Piece. Print.

Examples:

Poe, Edgar Allen. "The Raven." *Three Centuries of American Poetry*. Ed. Allen Mandelbaum. New York: Bantam Books, 1999. 185-188. Print.

"The Witchcraft Way." *The Hopi Way: Tales from a Vanishing Culture*. Comp. Mando Sevillano. Flagstaff: Northland, 1986. 33-42. Print.

REPRINTED Article in an ANTHOLOGY
(such as *Opposing Viewpoints*, *Current Controversies*, or *At Issue* books)

Pattern:

Author. "Title of article as it appeared in original source." *Title of Original Source* Date of Original Publication: Page number(s) in Original Publication, if given. ***Rpt. in*** (meaning "Reprinted in") followed by the *Title of the Work in which the Reprint appears*. Place of Publication: Publisher, Date of Publication. Page numbers of article in the anthology. Print.

- **The original source information is at the bottom of the first page of an "opposing viewpoints-type" article.**
- **If the article is an excerpt from the Original Source, use the words *Excerpted from* in front of the Original Source Title.**
- **If the Original Source is a Web site, put "Web." after the name of the Web site.**

Examples:

Henkoff, Ronald. "Kids Are Killing, Dying, and Bleeding." *Fortune* 10 Aug. 1992: 38-40. Rpt. in *Youth Violence: Opposing Viewpoints*. San Diego: Greenhaven Press, 1992. 122-130. Print.

page numbers in anthology →

no page provided for original source →

Jones, Pauline. "Assisted Suicide Rationale." *Journal of American Medicine* Sept. 2009: n. pag. Rpt. in *Death and Dying*. Detroit: Greenhaven Press, 2003. 116-119. Print.

Murray, Charles. Excerpted from *What Government Must Do*. New York: Harper & Row, 1998. Rpt. in *Welfare*. San Diego: Greenhaven Press, 2003. 164-169. Print.

Richards, Jeff. "Agricultural Terrorism in the Midwest." *Council of State Governments, Midwest Office*, Dec. 2002. Web. Rpt. in *Food Safety*. Detroit: Greenhaven Press, 2005. 14-23. Print.

original source is from a web site—not a print publication ←

page numbers in anthology ←

PAMPHLETS

Including CultureGrams, Background Notes, Occupational Briefs

- **For a pamphlet without an author, begin with the title of the pamphlet.**

Pattern:
Author (last name, first name). *Title of Pamphlet*. Place of Publication: Publisher, Date of Publication. Print.

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

Best Museums in New York City. New York: Trip Builder, 1993. Print.

"Islamic Republic of Afghanistan." *CultureGrams: World Edition*. Ann Arbor: ProQuest CSA, 2009. Print.

"Denmark." *Background Notes*. U.S. Department of State, June 2009. Print.

"Insurance Claim Adjusters." *Occupational Briefs*. Moravia: Chronicle Guidance Publications, 2001. Brief 300. Print.

PERIODICALS
(Printed issues of Newspapers, Magazines, Journals)

- **When citing articles from periodicals, abbreviate the names of all months except May, June, and July. (See page 9 of this handbook for all abbreviations.)**
- **When citing the date, the day precedes the month (for example, 5 Nov. 2002)**

Article in a Print NEWSPAPER

- **For a news article without an author, begin with the article title.**
- **If the city of publication is not included in the name of a locally published newspaper, add the city in square brackets, not italicized, after the name (see first example below).**
- **Page numbers of newspaper articles usually include the section of the newspaper the article appeared in (for example, 5D or B4).**

Pattern:
Author (last name, first name). "Title of News Story." *Newspaper* Date of Publication, edition: Section & Page Number. Print.

Examples:
Jones, Brian T. "Program Gets to Heart of Forest." *Oregonian* [Portland, OR] 26 Sept. 1997, Sunrise edition: B4. Print.

McKay, Peter A. "Stocks Feel the Dollar's Weight." *Wall Street Journal* 4 Dec. 2006: C1+. Print.

Article in a Print MAGAZINE

- **For a magazine article without an author, begin with the title of the article (see third example below).**

Pattern:
Author (last name, first name). "Title of Article." *Magazine* Date of Issue: Page(s). Print.

Examples:
Bazell, Robert. "Science and Society: Growth Industry." *New Republic* 15 Mar. 1993: 13-14. Print.

Kane, Will. "Mexico's New Rail Thrill." *Travel Magazine* Feb. 1994: 34-37. Print.

"Mac Attack: The Big King Takes a Big Bite Out of McDonald's." *Time* 22 Sept. 1997: 64. Print.

Article in print SCHOLARLY JOURNAL (each issue paged separately)

- **Consult your instructor or library staff if you are unsure if the periodical is a scholarly journal.**
- **For a scholarly journal with continuous pagination, consult *MLA Handbook*.**

Pattern:
Author (last name, first name). "Title of Article." *Title of Journal* Volume Number.Issue Number (Year): Page(s). Print.

Example:
Baum, Rosalie Murphy. "Alcoholism and Family Abuse." *Mosaic* 19.3 (1986): 91-105. Print.

Remember: A Works Cited is Double-Spaced and Alphabetized!

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Web site

<http://www.camas.wednet.edu/chs/lic>

SECTION 4 – ONLINE SUBSCRIPTION RESOURCES
CITATION PATTERNS AND EXAMPLES

- **Most online subscription resources include a *CITATION GENERATOR* that will provide a recommended MLA citation for the source you are using.**
- **However, usually you must EDIT the generated citation to conform to the correct MLA format.**

REMEMBER:

- **When citing articles from online periodicals, abbreviate the names of all months *except* May, June, and July. September is abbreviated as Sept.**
- **When a date is cited, the day precedes the month (for example, 5 Nov. 2009)**
- **If pagination of an original source is not available, use *n. pag.***

GROLIER ONLINE – ENCYCLOPEDIA ARTICLE:

- **For *CITATION GENERATOR*, click on link "How to Cite This Article"**
- **Edit to conform with MLA rules**

Pattern for Grolier Online:

Author (Last name first). "Title of Entry." *Encyclopedia, Grolier Online*. Scholastic Inc., Current year. Web. Date of access.

Examples from *Grolier Multimedia Encyclopedia* or *Encyclopedia Americana*

Anthes, Richard A. "Global Warming." *Grolier Multimedia Encyclopedia, Grolier Online*. Scholastic Inc., 2010. Web. 18 Aug. 2010.

Chiras, Daniel D. "Global Climate Change." *Encyclopedia Americana, Grolier Online*. Scholastic Inc., 2010. Web. 18 Aug. 2010.

GROLIER ONLINE PERIODICALS – REPRINTED ARTICLE:

Pattern:

Author. "Title of Article." *Original Source of Article* Date of Original Source: page numbers. *Grolier Online Periodicals*. Scholastic Inc., Current year. Web. Date of access.

Example:

Begley, Sharon. "Climate-Change Calculus." *Newsweek* 3 Aug. 2010: 30. *Grolier Online Periodicals*. Scholastic Inc., 2010. Web. 18 Aug. 2010.

Remember: A Works Cited is Double-Spaced and Alphabetized!

PROQUEST:

- **For *CITATION GENERATOR*, click on "Cite this" when in Document View.**
- **Click on "Change citation style" and change to MLA**
- **Copy and paste citation into your document; Click on "Paste Options" icon and choose "Match Destination Formatting"**
- **Common editing needed:**
  - ***Put author's Last Name first; if no author, citation begins with title**
  - ***Capitalize all important words in the title (even if not capitalized in original)**
  - ****Check "Document View" for page number(s) of original article**
  - ***After date of original source, insert colon: then page number(s) (or n. pag. if original page number(s) not supplied)**
  - ***Abbreviate months to align with MLA standards**
  - ***Adjust spacing as needed – Click on Format Features icon ¶ on to see spacing**
  - ***Use Times New Roman quotation marks**

Pattern:
Author (Last name, First name). "Title of Article." *Original Source of Article* Date of Original Source: page numbers. *ProQuest Database, ProQuest*. Web. Date of Access.

Examples:

"Climate Change Single Events Don't Disprove Warming." *The Oregonian* 9 Aug. 2010: B3. *ProQuest Newsstand, ProQuest*. Web. 18 Aug. 2010.

Grunwald, Michael. "The Political Scientist." *Time* 24 July 2010: 30. *Platinum Full Text Periodicals, ProQuest*. Web. 18 Aug. 2010.

"Institute of Physics; Climate Change Poker: The Barriers Which Are Preventing A Global Agreement." *NewsRx Science* 23 Aug. 2010: 6. *AP Science, ProQuest*. Web. 18 Aug. 2010.

Young, Shelby. "The Greenhouse Effect Is One Of Small-Town Enchantment." *The Charleston Gazette* 17 June 2010: n. pag. *ProQuest Newsstand, ProQuest*. Web. 18 Aug. 2010.

Example of Scholarly Journal from ProQuest (issue number included with date):

Stafford, Ned. "Future Crops: The Other Greenhouse Effect." *Nature* 448.7153 (2007): 526-528. *Platinum Full Text Periodicals, ProQuest*. Web. 18 Aug. 2010.

WORLD CONFLICTS TODAY: *Owned by ProQuest*

- **For *CITATION GENERATOR*, click on "Generate citation" at bottom of section**
- **Edit to conform with MLA rules**

Pattern:
"Title of Entry." *World Conflicts Today*. ProQuest, Current Year. Web. Date of Access.

Example:

"Korean Peninsula: Overview." *World Conflicts Today*. ProQuest, 2010. Web. 18 Aug. 2010.

---

eLIBRARY: *Owned by ProQuest*

- **For *CITATION GENERATOR*, click on "Citation view" when in Document View.**
- **Common editing needed:**
  - **Put author's Last Name first; if no author, citation begins with title**
  - **Capitalize all important words in the title (even if not capitalized in original) – in Microsoft Word, under Format menu, use "Change Case" and "Title Case"**
  - **After date of original source, insert colon : then page number(s) (or n. pag. if original page number(s) not supplied)**
  - **Abbreviate months to align with MLA standards (May, June, July not abbreviated)**
  - **Add ProQuest LLC. after *eLibrary***
  - **Use Times New Roman quotation marks**

Pattern:

Author. "Title of Article." *Original Source of Article* Date of Original Source: page numbers. *eLibrary*. ProQuest LLC. Web. Date of Access.

Magazine Article from eLibrary:

Hollander, Jack M. "Rushing to Judgment." *Wilson Quarterly* 1 Apr. 2003: 64. *eLibrary*. ProQuest LLC. Web. 18 Aug. 2010.

Holleman, Marybeth. "The Lingering Lessons of Exxon Valdez." *Ecologist*. 01 May. 2004: 12. *eLibrary*. ProQuest LLC. Web. 21 June 2010.

Newpaper Article from eLibrary:

Tankersley, Jim. "Climate Plan Takes Heat Over Costs ; Cap-And-Trade Could Further Slow Sluggish Economy, Critics Say." *Chicago Tribune* 26 Jan 2010: 8. *eLibrary*. ProQuest LLC. Web. 18 Aug. 2010.

No original page given *No place of publication listed*

Reference Book from eLibrary:

Carlson, W. Bernard, Ed. "60: Global Problems: The Environment." *Technology in World History*. N.p.: Oxford University Press, 2005: n. pag. *eLibrary*. ProQuest LLC. Web. 18 Jan. 2010.

SIRS RESEARCHER: *Owned by ProQuest*

- **For *CITATION GENERATOR*, in Full Text of article, at right, click on "Citation" OR scroll to bottom**
- **Edit to conform with MLA rules – Use guidelines for *ProQuest* and *eLibrary* above**

Pattern:

Author (Last name first). "Title of Article." *Original Source of Article* Date of Original Source: page numbers. *SIRS Researcher*. Web. Date of Access.

Examples:

Hastings, Michael. "Green Food." *Winston-Salem Journal* [Winston-Salem, NC] 4 Mar. 2010: n. pag. *SIRS Researcher.* Web. 18 Aug. 2010.

Hiserodt, Ed. "Whatever Happened to Global Warming?" *New American* 16 Feb. 2010: 10-17. *SIRS Researcher.* Web. 18 Aug. 2010.

ISSUES & CONTROVERSIES OR ISSUES & CONTROVERSIES IN AMERICAN HISTORY:

- **For *CITATION GENERATOR*, scroll to bottom of article**
- **No editing needed!**

Issues & Controversies Pattern:

"Article Title." *Issues & Controversies On File*: n. pag. *Issues & Controversies.* Facts On File News Services, Issue date (upper right in article). Web. Date of Access.

Example:

"Update: Global Warming." *Issues & Controversies On File*: n. pag. *Issues & Controversies*. Facts On File News Services, 13 Apr. 2007. Web. 20 Feb. 2010.

Issues & Controversies in American History Pattern:

Author (Last name first). "Article Title." *Issues & Controversies in American History*. Facts On File News Services, Date Article was written (upper right in article). Web. Date of Access.

Example:

Forman, Lillian. "DDT Ban." *Issues & Controversies in American History*. Facts On File News Services, 22 Mar. 2006. Web. 20 Sept. 2010.

ABC-CLIO SOCIAL STUDIES DATABASES

American History • American Government
World History: Ancient • World History: Modern

- **For *CITATION GENERATOR*, scroll to bottom of article**
- **If no author, begin with Title of Entry**
- **Put Current Year AFTER ABC-CLIO**

Pattern:

Author (Last name first). "Title of Entry." *ABC-CLIO Database*. ABC-CLIO, Current Year. Web. Date of Access.

Examples:

"Antarctica." *World History: The Modern Era*. ABC-CLIO, 2010. Web. 20 Sept. 2010.

"Bill Clinton: quote on America." *American History*. ABC-CLIO, 2010. Web. 20 May 2010.

"Civil War." *American Government*. ABC-CLIO, 2010. Web. 18 Feb. 2010.

O'Brien, Steven G. "Abraham Lincoln." *American History*. ABC-CLIO, 2010. Web. 18 Oct. 2010.

"John of Gaunt, Duke of Lancaster." *World History: Ancient and Medieval Eras*. ABC-CLIO, 2010. Web. 18 Aug. 2010.

OPPOSING VIEWPOINTS IN CONTEXT (OVIC):

- **For *CITATION GENERATOR*, click on "Citation Tools" (at top right) then click "Download" then click "Open" OR scroll to bottom of article**
- **For VIEWPOINTS ESSAYS, you MUST replace OVIC title with the Original Source information (look for the Original Source information at the TOP of the essay-- under the OVIC title)**
- **For VIEWPOINTS ESSAYS, add "Rpt. in" before *Title of Book the Essay was Reprinted in* (see example below)**
- **If the Original Source page numbers are not supplied, use n. pag.**
- **For Magazine and News articles edit date and page number(s) to conform to MLA rules**
- **GET HELP from your Teacher-Librarian if you are confused**

VIEWPOINTS ESSAY from *Opposing Viewpoints In Context.*:

Pattern:

Author (Last name first). "Title of Original Article." *Original Source of Article* Date of Original Source: page numbers. Rpt. in *Title of Book the Essay was Reprinted in*. Editor of book. Place of Publication: Publisher, Date. Book Series. *Gale Opposing Viewpoints In Context*. Web. Date of Access.

Examples:

Fahrenthold, David A. "Climate Change Brings Risk of More Extinctions." *Washington Post* 17 Sept. 2007: 28. Rpt. in *Biodiversity*. Ed. Louise Gerdes. Detroit: Greenhaven Press, 2010. Opposing Viewpoints. *Gale Opposing Viewpoints In Context*. Web. 2 Nov. 2010.

Lamb, Gregory. "Can We Engineer a Cooler Earth?" *Christian Science Monitor* 16 July 2008: n. pag. Rpt. in *Are Natural Disasters Increasing?* Ed. Stefan Kiesbye. Detroit: Greenhaven Press, 2010. At Issue. *Gale Opposing Viewpoints In Context*. Web. 2 Nov. 2010.

MAGAZINE ARTICLE from *Opposing Viewpoints In Context.*:

Pattern:

Author (Last name first). "Title of Original Article." *Original Source of Article* Date of Original Source: page numbers. *Gale Opposing Viewpoints In Context*. Web. Date of Access.

Example:

Guterl, Fred. "It's Too Late to Stop Global Warming. (Environment)." *Newsweek* 31 Aug. 2010: 58. *Gale Opposing Viewpoints In Context*. Web. 18 Oct. 2010.

NEWS ARTICLE from *Opposing Viewpoints In Context.*:

Pattern:

Author (Last name first). "Title of Original Article." *Original Source of Article* Date of Original Source: page numbers. *Gale Opposing Viewpoints In Context*. Web. Date of Access.

"The Climate Challenge To U.S. Security. (National)." *The St. Petersburg Times* [St. Petersburg, FL] 17 Aug. 2010: 10A. *Gale Opposing Viewpoints In Context*. Web. 18 Sept. 2010.

POLLING THE NATIONS: *NO CITATION GENERATOR*

Pattern:
"Polling question." *Source of Poll* Date of Poll. *Polling the Nations: the Ultimate Survey Database*. Web. Date of Access.

Example:
"In your view, is global warming a very serious problem, somewhat serious, not too serious, or not a problem?" *Pew Research Center* 8 May 2009. *Polling the Nations: the Ultimate Survey Database*. Web. 20 May 2010.

COUNTRYWATCH: *NO CITATION GENERATOR*

Pattern:
"Country Name." *CountryWatch*. CountryWatch, Inc., Current Year. Web. Date of Access.

Example:
"Argentina." *CountryWatch*. CountryWatch, Inc., 2010. Web. 8 Feb. 2010.

CULTUREGRAMS ONLINE: *Owned by ProQuest*

- **For *CITATION GENERATOR*, click on "Generate citation" at top**
- **Edit to conform to MLA rules**

Pattern:
"Title of Entry." *Culturegrams Edition*. ProQuest, Current Year. Web. Date of Access.

Examples:

"Peru." *CultureGrams World Edition*. ProQuest, 2010. Web. 19 May 2010.

"Washington." *CultureGrams States Edition*. ProQuest, 2010. Web. 19 May 2010.

GRZIMEK'S ANIMAL ENCYCLOPEDIA: *Owned by Gale*

- **For *CITATION GENERATOR*, scroll to bottom of article**
- **Edit to conform to MLA rules**

Pattern:
"Title of Entry." *Grzimek's Animal Life*. Gale, Current Year. Web. Date of Access.

Example:
"Tigers." *Grzimek's Animal Life.* Gale, 2010. Web. 21 June 2010.

DAILY LIFE ONLINE & POP CULTURE UNIVERSE:

- **For *CITATION GENERATOR*, click on "Cite" at top of entry**
- **Copy and paste MLA citation – Under "Paste Options" select "Match Destination Formatting"**
- **Edit to conform to MLA rules:**
- **If more than three authors listed for original source, use first author and et al. (see p. 7)**
- **Title of *Original Source* in italics**
- **No state needed for place of publication**
- **Italicize *Daily Life Online* or *Pop Culture Universe***
- **Abbreviate month according to MLA rules (see p. 9)—May, June, July not abbreviated**

Pattern:

Author (Last name first). "Title of Entry." *Title of Original Source*. Place of Publication: Publisher, Date of Publication. *Daily Life Online*. ABC-CLIO, Current Year. Web. Date of Access.

Author (Last name first). "Title of Entry." *Title of Original Source*. Place of Publication: Publisher, Date of Publication. *Pop Culture Universe*. Greenwood Publishing Group, Current Year. Web. Date of Access.

Examples:

Brown, Meg Lota and Kari Boyd McBride. "Women's Roles In The Renaissance: Introduction." *Women's Roles in the Renaissance*. Santa Barbara: Greenwood Press, 2005. *Daily Life Online*. ABC-CLIO, 2010. Web. 18 Aug 2010.

Carson, Bob, et al. "Food of the 1980s." *American Pop: Popular Culture Decade by Decade*. Westport: Greenwood Press, 2009. *Pop Culture Universe*. Greenwood Publishing Group, 2010. 21 June 2010.

TEEN HEALTH & WELLNESS:

- **For *CITATION GENERATOR*, click on link "Cite this Article" at left**
- **Copy and paste MLA citation – Under "Paste Options" select "Match Destination Formatting"**
- **Edit to conform to MLA rules**
- **Give complete name of publisher—Rosen Publishing Group, Inc.**
- **Abbreviate month according to MLA rules (see p. 9)—May, June, July not abbreviated**

Pattern:

Author (Last name first). "Title of Entry." *Teen Health and Wellness: Real Life, Real Answers*. Rosen Publishing Group, Inc., Current Year. Web. Date of Access.

Example:

Chace, Reeve. "Marijuana." *Teen Health and Wellness: Real Life, Real Answers*. Rosen Publishing Group, Inc., 2010. Web. 12 May 2010.

DRUGS & CONTROLLED SUBSTANCES E-BOOK:

- **For *CITATION GENERATOR*: 1) click on link "Citation Tools" at top right; 2) select "MLA 7th Edition"; 3) click SAVE; 4) click OPEN**
- **Copy and paste MLA citation – Under "Paste Options" select "Match Destination Formatting"**
- **Edit to conform to MLA rules**

Pattern:

Author (Last name first). "Title of Entry." *Drugs and Controlled Substances: Information for Students*. Ed. Stacey L. Blachford and Kristine Krapp. Detroit: Gale, 2003. Page numbers in print edition. *Gale Virtual Reference Library*. Web. Date of Access.

Example:

Filips, Janet D. "Inhalants." *Drugs and Controlled Substances: Information for Students*. Ed. Stacey L. Blachford and Kristine Krapp. Detroit: Gale, 2003. 231-242. *Gale Virtual Reference Library*. Web. 21 June 2010.

ENCYCLOPEDIA OF AMERICAN HISTORY E-BOOK:

NO CITATION GENERATOR

Pattern:

Author (Last name first). "Title of Entry." *Encyclopedia of American History, Revised Edition*. Ed. Gary B. Nash. New York: Facts on File, Inc., 2009. Page numbers in e-book edition. *Infobase Publishing E-Books*. Web. Date of Access.

Example:

Bates, Christopher. "Ironclads." *Encyclopedia of American History, Revised Edition*. Ed. Gary B. Nash. New York: Facts on File, Inc., 2009. 2196-97. *Infobase Publishing E-Books*. Web. 21 Apr. 2010.

CAREER CRUISING: *NO CITATION GENERATOR*

Pattern:

"Title of Entry." *Career Cruising*. Anaca Technologies Limited, Current Year. Web. Date of Access.

Example:

"Architect." *Career Cruising*. Anaca Technologies Limited, 2010. Web. 8 Feb. 2010.

WOIS: *NO CITATION GENERATOR*

Pattern:

"Title of Entry." *WOIS*. WOIS/The Career Information Service, Current Year. Web. Date of Access.

Example:

"Paralegals [100146]." *WOIS*. WOIS/The Career Information Service, 2010. Web. 8 Feb. 2010.

SECTION 5 – 'FREE' INTERNET RESOURCES
CITATION PATTERNS AND EXAMPLES

FREE WEB SITES

- **Do NOT cite search engines, such as netTrekker, Google, etc. They are how you get to the web site – like a library catalog gets you to the books you cite.**
- **You MUST include the publisher or sponsor of the site you are citing.**
  - What organization or institution put the information on the Internet?
- **If no date of most recent updating can be found, use *n.d.* (for "no date.")**
- **Include the URL of the site ONLY when the reader probably cannot locate the source without it OR when your instructor requires it.**

Pattern for Information from a FREE WEB SITE:

Author's name, if given (Last name first). "Title of Web page." *Title of overall Web site.* Publisher or sponsor of the site, Date of Publication **(use n.d. if date not provided).** Web. Date of access.

Examples:

"Projected Impacts of Global Change." *EPA.gov.* United States Environmental Protection Agency, 9 Dec. 2009. Web. 29 Sept. 2010.

Peterson, Marcus. "The History of Skateboarding." *Ezinearticles.com*. Ezine Articles, n.d. Web. 15 Oct. 2010.

"Australia." *The World Factbook.* Central Intelligence Agency, 31 July 2010. Web. 12 Sept. 2010.

"From Homemaker to Shipbuilder." *World War II Remembered: American Home Front*. Scholastic, 2010. Web. 5 Mar. 2010.

Pattern for ONLINE ARTICLE FROM A FREE WEB SITE:

Author's name (Last name first). "Title of article." *Title of overall Web site.* Publisher or sponsor of the site, Date of Publication **(use n.d. if date not provided).** Web. Date of access.

Example:

Green, Joshua. "The Rove Presidency." *The Atlantic.com.* Atlantic Monthly Group, Sept. 2009. Web. 20 July 2010.

Nilsson, Jeff. "Norman Rockwell and American Idealist Art." *The Saturday Evening Post*. The Saturday Evening Post, 6 Feb. 2010. Web. 5 Mar. 2010.

Pattern for a WORK ON THE WEB CITED WITH PRINT PUBLICATION DATA

Author's name (Last name first). Print Publication information (*Title*. Place of publication: Publisher, Date). *Title of overall Web site.* Web. Date of access.

Example:

Bierce, Ambrose. "Academy." *The Devil's Dictionary*. *The Collected Works of Ambrose Bierce*. Vol. 7. New York: Neale, 1911. N. pag. *The Ambrose Boerce Project.* Web. 10 Sept. 2010.

GRAPHIC OR PHOTO FROM FREE WEB SITE:

Pattern:
"Title of Graphic or Photo." *Title of overall Web site.* Publisher or sponsor of the site **(use N.p. if no publisher available),** Date of Publication **(use n.d. if date not provided).** Web. Date of access.

Example:
"Rosie the Riveter." *About.com: Women's History.* About.com, 2001. Web. 17 Apr. 2010.

PODCAST OR BLOG ENTRY

Pattern:
Author (Last name first) of podcast or message. "Title of the podcast or message." *Title of overall Web* site. Publisher or sponsor of the site **(use N.p. if no publisher available),** Date of Publication **(use n.d. if date not provided).** Web. Date of access.

Examples:
Fogarty, Mignon. "Are You Annoyingly Redundant?" *Grammar Girl: Quick and Dirty Tips for Writing*. Quick and Dirty Tips, 7 Aug. 2010. Web. 18 Sept. 2010.

Kreindler, Tony. "More Manufactured Numbers from the National Association of Manufacturers." *Climate 411*. Environmental Defense Fund, 12 Aug. 2010. Web. 18 Aug. 1009.

ELECTRONIC MAIL (E-MAIL) MESSAGE

Pattern:
Author (Last name first) of message. "Title of the message (taken from subject line)." Description of the message including name of the recipient. Date of the message. E-mail.

Example:
Smith, John. "Help with World History Project." E-mail to Robert Johnson. 16 Sept. 2010. E-mail.

Remember: A Works Cited is Double-Spaced and Alphabetized!

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Web site

<http://www.camas.wednet.edu/chs/lic>

SECTION 6 – OTHER SOURCES
CITATION PATTERNS AND EXAMPLES

If your source does not fit one of the following patterns, consult the MLA Handbook located in the Library Information Center.

Television or Radio Program

Pattern:
"Title of the episode or segment." *Title of the program or series*. Performer, narrator, or director information. Name of the network. Call letters and city of the local station, Broadcast date. Medium (Television or Radio).

Examples:
"Frederick Douglas." *Civil War Journal*. Narr. Danny Glover. Dir. Craig Haffner. Arts and Entertainment Network. 6 Apr. 2010. Television.

"The Phantom of Corleone." *Sixty Minutes*. Narr. Steve Kroft. CBS. WCBS, New York, 10 Dec. 2009. Television.

Film or DVD or Videocassette

Pattern:
Title. Director. Other pertinent data (performers). Distributor, Year. Medium (Film or DVD or Videocassette).

[Note: *For a DVD or Videocassette include the original release date when it is relevant.]*

Examples:
It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946. Film.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946. Republic, 2001. DVD.

Mifune, Toshiro, perf. *Rashomon*. Dir Akira Kurosawa. 1950. Home Vision, 2001. Videocassette.

Song Lyrics from Album Insert

Pattern:
Artist (Last name, first name). "Song Title." *Title of album*. Distributor, Year of Issue. Print.

Example:
Holiday, Billie. "God Bless the Child." *The Essence of Billie Holiday*. Columbia, 2004. Print.

Titled Interview that was published or broadcast

Pattern:
Person interviewed (Last name first). "Title of Interview." *Name of Program or Publication*. Place of Publication: Publisher, Publication Date. Page(s) if from an anthology. Medium of publication.

Examples:
Blanchett, Cate. "In Character with: Cate Blanchett." *Notes on a Scandal*. Dir. Richard Eyre. Fox Searchlight, 2006. DVD.

Fellini, Frederico. "The Long Interview." Juliet of the Spirits. Ed. Tullio Kezich. Trans. Howard Greenfield. New York: Ballantine, 1996. 17-24. Print.

Untitled Interview that was published or broadcast

Pattern:
Person interviewed (Last name first). Interview. Book or Periodical Publication information. Medium of publication.

Example:
Gordimer, Nadine. Interview. *New York Times* 10 Oct. 2005, late ed.: C25. Print.

Interview that the researcher conducts

Pattern:
Person Interviewed (Last name first). Qualifications of Person Interviewed. Kind of interview. Date of interview.

Example:
Marshfield, Thomas. Medical Doctor. Telephone interview. 25 Mar. 2010.

Sorenson, Amelia. Police Officer, City of Camas. Personal interview. 17 Feb. 2010.

Historical Document, such as the Constitution of the United States

No entry in the works cited listed list is needed for familiar historical documents.
References to them should be documented with brief parenthetical citations in the text.

Example of Parenthetical Citation:
(US Const., art. 1, sec. 1)

Remember: A Works Cited is Double-Spaced and Alphabetized!

SECTION 7 – PARENTHETICAL DOCUMENTATION GUIDELINES

In writing your research paper, you must document everything that you borrow--not only direct quotations and paraphrases but also information and ideas.The list of works cited at the end of your research paper plays an important role in your acknowledgment of sources, but it does not in itself provide sufficiently detailed and precise documentation. You must indicate exactly what you have derived from each source and exactly where in that work you found the material.

- ***References in the text must clearly point to specific sources in the list of works cited.***
- ***Identify the location of the borrowed information as specifically as possible.***

--MLA Handbook for Writers of Research Papers

1. "A citation in MLA style contains only enough information to enable readers to find the source in the works-cited list."

2. Use the first word of the Works Cited entry followed by the page(s) in the source on which the borrowed information occurs.
   - Most of the time this is the author's last name.
   - If there is no author, use the first word of the title (other than "a," "an," or "the").

3. If your source includes fixed page numbers or section numbering (such as numbering of paragraphs), cite the relevant numbers. Because electronic documents generally do not have fixed page numbers or any kind of section numbering, you would use **numbering of paragraphs** when citing from an **electronic source** such as an archived article or a web page.

4. If you refer to the author or to the title of the source (if there is no author) in the text of the paper, you need only cite the page numbers of the borrowed information. See example.

5. Once a source is cited, if it is cited again without another different source coming between, you need only indicate the page number of the source on the second citation. See example next page.

6. If you are unsure how to document a source, consult your teacher, your Teacher-Librarian, or the MLA Handbook for Writers of Research Papers located in the Library Information Center.

EXAMPLES OF PARENTHETICAL DOCUMENTATION

Note: Most of these examples refer to the sources cited in the Sample Works Cited on pages 10-11 of this handbook.

Citations for Sources with an Author

★ **Example of Author Documentation of Paraphrase from a Print Source**

Global warming is the most important environmental issue our planet has ever faced, and we must address the issue immediately (Lyman 2).

★ **Example of Two (or more) Authors Documentation of Paraphrase from a Print Source**

Between 1968 and 1988, television coverage of presidential elections changed dramatically (Brockway and Weinstock 304).

★ **Example of Author Documentation of Direct Quotation from a Print Source**

"Global warming is increasing rapidly" (Lyman 3).

[Note placement of quotation marks in this direct quotation from source.]

★ **Example of Author(s)'s Name(s) used in Text**

Richard D. Lamm and Buie Seawell have argued this point about the greenhouse effect successfully (19).

★ **Example of Author Documentation of Online Source**

Scientists fail to agree on the probable outcome of global warming (Potter par. 5).

[Notice the use of "par."(paragraph) instead of the page number; use with electronic sources that do not have page numbers.]

★ **Example of Quotation (greater than 4 typed lines long) with Author**

Brita Bella offers this comment on the atmosphere:

> To understand the issue, one must be aware of the carbon cycle. This carbon cycle ties together the atmosphere and the geosphere. The atmosphere contains only about two-fifths as much carbon as does the biosphere and about one-fiftieth as much as the oceans, but enough carbon passes through the atmosphere to make CO_2 the second most important greenhouse gas after water vapor. (par. 2)

Notice the quotation above is double-spaced and indented one inch from left margin, and one space follows the period before the page citation.

★ **Examples of Documentation from a Multivolume Work**

Referring to the volume and page of a multivolume work:
Global warming continues to be a source of frustration for many politicians (Powledge 6: 27).

Referring to the entire volume of a multivolume work:
Between the years 1945 and 1972, the political-party system in the United States underwent profound changes (Schlesinger, vol. 4).

Citations for Sources Listed by Title (No Author)

★ **Example of Title Documentation of Paraphrase in Print Source**

A presidential commission reported in 1970 that recent campus protests had focused on "racial injustice, war, and the university itself" (*2009* 3).

★ **Example of Title Documentation from Electronic Source**

Providing funding for global warming research is a top priority if solutions to the problem are to be found ("Earth" par. 5).

Greenhouse gases surround the earth to keep it warm ("Global Temperature" par. 10).

Notice the use of "par." (paragraph) above because the source is a web site without page numbers.

★ **Example of Title of Source in Text**

According to the *2009 Global Warming Update*, these statistics are faulty and overblown (5-6).

Citation from Same Source without an Intervening Source

The misconceptions about global warming will continue ("Update" par. 5).

Text continues ***(No other sources cited)***

Yet this problem will continue to concern us as we enter the 21st Century (par. 6).
(Page number refers to the previous work title "Update")

Citation of Quotation which has been Quoted in Source

As Benjamin Franklin once said, "A penny saved is a penny earned" (qtd. in Lyman 56).

- **There are many format variations for parenthetical documentations; it all depends on the type of source used.**
- **Use the MLA Handbook located in the Library Information Center or consult with your classroom teacher or Teacher-Librarian if you are unsure of the correct format to use.**

DOCUMENTING GRAPHIC or PHOTO in PROJECT

Images and graphics are intellectual property,
just as words and ideas are.
You must give credit for those you copy.
If you do not, you have plagiarized.

- Projects, whether they are written or electronic (such as a PowerPoint presentation), which use images or graphics, must include information citing the source of the image or graphic.

- The preferable method of citing the origin of an image is by following the patterns listed previously in this handbook. For example, if you have taken an image from the Internet and included it in your PowerPoint presentation, at the end of the presentation you would have a "Works Cited" slide listing the web site the image came from as your source.

- **Example of Works Cited for an Image used from a Free Web Site**
  (See p. 26 for additional information.)

"Bagged Cocaine." *Aboout.com: Alcoholism.* About.com, 13 Aug. 2010. Web. 15 Sept. 2010.

- Citations for images of graphics used may be presented in a different format with permission of the teacher. For example, for a PowerPoint presentation, a teacher might allow you to include just the name of the Web site a graphic was taken from at the bottom of a slide or in a simple list at the end of the presentation. Consult your teacher for guidance on varying citations for images.

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Web site

<http://www.camas.wednet.edu/chs/lic>

SECTION 8 – MLA ABBREVIATIONS

Use the following abbreviations when necessary in your citations and documentation:

n.p.	No place of publication; no publisher
n.d.	No date of publication
[1988]	Approximate date of publication.
n. pag.	No page number(s)
par.	Paragraph—follow with number of paragraph
(sic) *or* [sic]	Quotation is accurate; error is in original publication.
trans.	Translator(s)
ed.	Editor(s)
rpt.	Reprint; reprinted; reprinted by
illus.	Illustrated by, illustrator
e.g.	For example
i.e.	That is
c. *or* ca.	About (approximately)
+	And other pages
qtd. in	Quoted in (for indirect quotation)

Months are abbreviated as follows:

January	Jan.	July	not abbreviated
February	Feb.	August	Aug.
March	Mar.	September	Sept.
April	Apr.	October	Oct.
May	not abbreviated	November	Nov.
June	not abbreviated	December	Dec.

Setting up a Works Cited in Word 2007

1. Open Microsoft Word 2007
2. **Home Tab**
   - Change Font to **Times New Roman, size 12**
3. **Page Layout Tab** – Margins – Custom Margins
   - Confirm that margins are 1 inch for Top, Bottom, Left, Right
4. **View Tab –** Check box next to **Ruler**
5. **Home Tab**
   - Center (Ctrl+E)
   - Type **Works Cited**
   - Do not bold or all-caps or italiciz
   - Do NOT hit Enter
   - Change to **Double Spacing (2.0)**
   - Enter
   - Align Text Left (Ctrl+L)
6. **Set Hanging Indent**
   - On Ruler, drag the bottom triangle and box <u>right</u> to the ½ inch mark
7. Save document (Ctrl+S) as **Works Cited**

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