

Ephrata Area School District

BIBLIOGRAPHIC STYLE MANUAL

2003-2004

Compiled by Debra E. Kachel and Candace L. Blessing

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Abbreviations

abr.	abridged	Jan.	January
comp.	compiled, compiler	Feb.	February
Cong.	Congress, Congressional	Mar.	March
dir.	director	Apr.	April
doc.	document	May	May
Ed.	Edited by	June	June
ed.	editor, edition	July	July
eds.	editors	Aug.	August
et al.	and others	Sep. or Sept.	September
GPO	Government Printing Office	Oct.	October
narr.	narrator, narrated by	Nov.	November
n.d.	no date of publication	Dec.	December
N.p.	no place		
n.p.	no publisher		
n.pag.	no pagination given		
p.	page		
pp.	pages		
perf.	performer(s), performed by		
prod.	producer		
ref.	reference		
rev. ed.	revised edition		
rpt.	reprinted in		
sec.	section of newspaper		
Ser.	series		
sess.	session		
trans.	translated, translator		
UP	University Press (<i>use in publisher's name only</i>)		
vers.	version		
vol.	volume		
vols.	volumes		
Writ.	Written by		

The complete list of abbreviations appears in Chapter 7 of the [MLA Handbook](#).

Based on:

Gibaldi, Joseph. *The MLA Handbook for Writers of Research*. 6th ed. New York: Modern Language, 2003.

Rev 08/03

Abbreviations for States as Postal Codes

State	POSTAL ABBV.
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

1. BOOKS AND PAMPHLETS

GENERAL RULES

The list below identifies the possible components of a book entry and the order in which they are normally arranged.

1. Author's name or corporate author or editor's name.
2. Title of a part of the book for anthologies, collections of essays, or some reference books (*in quotation marks*).
3. Title of the book (*underlined*).
4. Name of the editor, translator, or compiler.
5. Edition used.
6. Number(s) of the volume(s) used in Arabic numerals.
7. Name of the series (*Do not underline*).
8. Place of publication: name of the publisher, and most recent date of publication.
9. Page numbers (*only for anthologies or collections of essays*).

Basic Entry

Author's Last Name, First Name. Title of Book underlined. City of Publication: Publishing Company, Copyright Date.

Rules for Author's Name

In general, omit titles, affiliations, and degrees that precede or follow names; e.g., PhD, Reverend, Sir, etc. Suffixes that are an essential part of a name (Jr. or IV) appear after the given name; i.e., Rockefeller, John D., IV.

Rules for Place of Publication

Use the first city listed. Include the state postal abbreviation (i.e., PA) for relatively unknown or small cities.

Rules for Publisher

Omit articles (a, an, the), business abbreviations (Co., Corp., Inc., Ltd.) and descriptive words (Books, House, Press, Publishers). Use standard abbreviations whenever possible (Acad., Assn., Soc., UP). If the publisher's name includes the name of a person, use only the last name (John Wiley = Wiley). If more than one publishing company is listed, list each of them with a place of publication, separating each with a semicolon; i.e., London: Routledge; New York: Simon and Schuster)

Rules for a Title

Capitalize the first word, the last word, and all important words of all titles and subtitles. Important words are nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions (e.g., although, because, before, if, since, unless, when, etc.). Types of words that DO NOT have to be capitalized within titles include articles (a, an, the), prepositions (e.g., against, between, in, of, to, etc.),

and coordinating conjunctions (e.g., and, but, or, nor, for, so, yet). Separate the title from the subtitle with a colon, unless the main title ends in a question mark, an exclamation point, or a dash. Underline or italicize titles of works published independently such as books, audiovisuals, periodicals, and Web sites. Use quotation marks for the titles of works published within larger works. Such titles include the names of articles (in encyclopedias, magazines, newspapers, etc.), essays, short stories, short poems, songs, chapters of books, episodes of television shows, and Web pages. When citing books, use the exact title as written on the title page. Do not use the title information on the book cover or spine.

Punctuation Rule

Commas and periods go inside closing quotation marks, ALWAYS.

SAMPLE BIBLIOGRAPHIC CITATIONS

<i>Note: Only reverse a person's name (Last name, First name) when it is the first item in the citation.</i>
--

Basic Format

Author's Last Name, First Name. Title of Book. City of Publication: Publishing Company, Copyright Date.

One author (with a subtitle)

Armstrong, Lance. It's Not About the Bike: My Journey Back to Life. New York: Putnam's Sons, 2000.

One author (Book in a series)

Levy, Patricia. Scotland. Cultures of the World. New York: Marshall Cavendish, 2001.

Two authors

Daniels, Harvey, and Marilyn Bizar. Methods That Matter: Six Structures for Best Practice Classrooms. Portland: Stenhouse, 1998.

Two authors with same last name, no place of publication

DeCourcy, Peter, and Judith DeCourcy. A Silent Tragedy. N.p.: Knopf, 1973.

Three authors, edition

Whitten, Jeffrey L., Lonnie D. Bentley, and Victor M. Barlow. Systems Analysis and Design Methods. 2nd ed. Homewood, IL: Irwin, 1989.

More than three authors, edition

Stewart, Marie M., et al. Business English and Communication. Rev. ed. New York: Gregg Division/McGraw Hill, 1984.

More than one entry by the same author

Fort, Joel. The Addicted Society. New York: Grove, 2001.

---. Alcohol: Our Biggest Problem. New York: McGraw Hill, 2000.

No author, series

Venezuela...in Pictures. Visual Geography Ser. Minneapolis: Lerner, 1999.

NOTE: Use "Ser." only if the word "series" appears in the series name. Include the number if the book is from a numbered series

One editor

Layman, Richard, ed. American Decades:1960-1969. New York: Gale Research, 1995.

Two editors, series

Williams, Mary E., and Tamara L. Roleff, eds. Tobacco and Smoking: Opposing Viewpoints. Opposing Viewpoints Ser. San Diego: Greenhaven, 1998.

NOTE: If there is a book editor and a series editor listed, use the book editor. In some works there are various levels of editors listed (managing, assistant, etc.). In that case, use only the first one listed.

Author and editor, revised edition

Robertson, John A. The Rights of the Critically Ill. Ed. Norman Dorsen. Rev. ed. Toronto: Bantam, 1983.

NOTE: "ed." stands for editor and "eds." stands for editors when either follows the editor(s) name(s). When listing an editor or editors after a title, "Ed." stands for "Edited by..." and is used only in the singular as below. "Ed." is capitalized ONLY when it follows the title.

More than three editors, selection in an anthology

Macaulay, Thomas. "London Streets." The English Tradition: Nonfiction. Ed. Marjorie Wescott Barrows, et al. New York: Macmillan, 1968. 83-89.

NOTE: List the complete page numbers for the selection only.

Complete novel included in specially edited anthology of author's work

Hawthorne, Nathaniel. The Scarlet Letter. The Portable Hawthorne. Ed. Malcolm Cowley. New York: Viking, 1948.

Chapter in a yearbook, organizational authorship

National Society for the Study of Education. Social Deviancy Among Youth. 65th Yearbook. Part I. Chicago: U of Chicago P, 1966.

Classics

Homer. The Odyssey. Trans. W. H. D. Rouss. New York: New American Library, 1958.

The Bible

The Bible.

NOTE: The King James Version is assumed unless you specify another version. Certain sacred works are NOT underlined, i.e., the Bible, the Koran, and books of the Bible.

US government publication, author and agency sponsorship

United States. Dept. of Health, Education, and Welfare. The Legal Aspects of Protective Services for Abused and Neglected Children. By Barbara A. Caufield. Washington: GPO, 1998.

US government publication, no author, agency sponsorship

United States. Dept. of State. Bureau of Public Affairs. Background Notes: Algeria. Washington: GPO, Nov. 1999.

Book or pamphlet with little information

NOTE: When publication information is not given, supply as much of the information as you can.

Depressants. *N.p.: n.p., n.d.*

2. REFERENCE BOOKS

NOTE: If you are using an article from a reference work, cite the author first (if the article is signed), the article title second, and then the rest of the entry. Publication information is not needed for general (familiar) dictionaries and encyclopedias. Volume and page numbers are also not needed if the work is alphabetically arranged.

General dictionary

Include the title of the article in the works cited.

"Naturalism." Merriam-Webster's Collegiate Dictionary. 10th ed. 2002.

General encyclopedia, signed article

NOTE: "Signed" means that the article has an author.

Basic Format

Author of the article (if given). "Title of Article." Name of Encyclopedia. Year of Publication.

Cleland, Hugh G. "Child Labor." Encyclopedia Americana. 1999 ed.

NOTE: For a general encyclopedia, it is not necessary to include the name and location of the publisher. See page 13 for CD-ROM encyclopedia.

General encyclopedia, unsigned article

"Chavez, Cesar." Worldbook Encyclopedia. 1999 ed.

Current Biography, unsigned article

"Twiggy." Current Biography Yearbook 1968. Ed. Charles Moritz. New York: Wilson, 1969.

"Matisse, Henri." Current Biography 1943. Ed. Maxine Block. New York: Wilson, 1944.

NOTE: The word "yearbook" was added to the title for volumes 1955 to date.

Dictionary of American Biography, signed article

Ford, Worthington Chauncey. "Adams, Charles Francis." Dictionary of American Biography. Ed. Allen Johnson. New York: Scribner's, 1928.

Dictionary of American Biography, supplement

Schein, Jerome D. "Keller, Helen Adams." Dictionary of American Biography. Supplement Eight: 1966-1970. Ed. John A. Garraty and Mark C. Carnes. New York: Scribner's, 1988.

Notebook with periodically-updated pages

"Commonwealth of Puerto Rico." Culturegrams 2003. Lindon, UT: Axiom, 2002.

"Republic of Armenia." Culturgrams 2002. Ed. Andy Bay. Orem, UT: Culturegrams, 2001.

Single-volume reference books

NOTE: Follow the examples in BOOKS AND PAMPHLETS (pages 1-4) unless it is a general dictionary or general encyclopedia. Use the information on the book title page and Style Manual table of contents to help you choose the correct format.

Specialized, multi-volume encyclopedia or reference sources, alphabetical

NOTE: Cite the author (if available) of the article and the title of the article before the title of the multi-volume work, followed by the editor or author of the entire book (if available), and the name of the series (if applicable).

When using one article from a volume use this format:**Basic format:**

Article author. *(if signed)* "Article Title." Title of Multi-volume Set. Editor(s) of Set. Edition *(if given)*. Name of series *(if given)*. City: Publisher, Copyright date.

"Algeria." Encyclopedia of the Third World. Ed. George Thomas Kurian. 4th ed. New York: Facts on File, 1992.

Eisenman, Harry J. "Andy Warhol." Great Lives from History. Ed. Frank N. Magill. American Ser. Pasadena: Salem, 1987.

When using more than one article from the set use this format:

Kurian, George Thomas, ed. Encyclopedia of the Third World. 4th ed. New York: Facts on File, 1992.

Specialized, multi-volume reference sources, with separate volume titles

NOTE: A volume number must be given for a multi-volume work that is not alphabetically arranged. Although optional according to the MLA Handbook, the full title of the multi-volume work has been added to the following citations to add clarity.

When using one article from a volume use this format:

Basic Format:

Article author. "Article Title." Volume Title. Editor *(if listed)*. City of publication: Publisher, Copyright date. Vol. # of Multi-volume Set Title. Editor(s) of Set *(if given)*. Edition *(if given)*. Name of series *(if given)*.

Freedman, Paulo. "Germany." Europe. Danbury, CT: Grolier, 1995. Vol. 3 of Lands and Peoples.

Wilson, Theodore A. "The Berlin Airlift." 1904-1969. Englewood Cliffs, NJ: Salem, 1975. Vol. 3 of Great Events from History. Ed. Frank N. Magill. American Ser.

Lock, Margaret. "Japanese." East and Southeast Asia. Ed. Paul Hockings. Boston: Hall, 1993. Vol. 5 of Encyclopedia of World Cultures.

When using more than one article from one volume cite the entire volume in this format:

Time-Life Books, eds. 1920-1930. New York: Time-Life, 1969. Vol. 3 of This Fabulous Century.

Magill, Frank N., ed. 1956-1996, Indexes. Pasadena: Salem, 1997. Vol. 4 of Great Events from History. North American Ser.

When using articles from more than one volume in the set use this format:

Magill, Frank N., ed. Magill's Survey of Cinema. 2nd Ser. Englewood Cliffs, NJ: Salem, 1981.

3. PRINT PERIODICALS (See p. 14 for microfilm format)

NOTES: Take the author's name from the beginning or the end of the article. Do not abbreviate May, June, or July. Do not include "The" in the title of a magazine or newspaper.

The list below shows most of the possible components of an entry for an article in a periodical and the order in which they are normally arranged.

1. Author's name (*if given*).
 2. Title of article (*in quotation marks*).
 3. Name of the periodical (*underlined*).
 4. Volume number (*scholarly journal only*)
 5. Year of publication (*scholarly journal only – in parentheses*):
- OR**
5. Date of publication (*written day month year—i.e. 10 Dec. 2000*):
 6. Page numbers.

NOTE: If the pages are not consecutive in the periodical, write the starting page number followed by the plus sign. Example: Science 15 Apr. 1999: 24+.

Newspaper without name of city in title, signed article**Basic Format:**

Author's Last Name, First Name. "Title of Article in Quotes." Name of Newspaper underlined [Place of publication, unless written in title or a nationally recognized publication] Date of Article: Page Number(s).

Saylor, Steve. "Mounts Earn a Key Win." Intelligencer Journal [Lancaster, PA] 1 Feb. 1984: 17+.

Newspaper, unsigned article, section of newspaper

"Teamster Local in Lancaster Searched by Federal Agents." Philadelphia Inquirer 1 Feb. 1984: B2.

Newspaper, individually paged sections (i.e. Sunday New York Times)

Towne, John. "Sludge Redefined." New York Times 17 May 1997, sec. 2:1+.

Magazine, signed article**Basic Format:**

Author's Last Name, First Name. "Title of Article in Quotes." Name of Magazine underlined Date of Magazine: Page Number(s).

Branscomb, Lewis M. "Improving R & D Productivity: The Federal Role." Science 14 Oct. 1999: 133-35.

Magazine, unsigned (article continues in the back of the issue)

"Scoundrel Times." National Review 16 June 2003:16+.

Scholarly journal

Craner, Paul M. "New Tool for an Ancient Art: The Computer and Music." Computers and the Humanities 25 (1991): 303-13.

Hallin, Daniel C. "Sound Bite News: Television Coverage of Elections, 1968-1988." Journal of Communication 42.2 (1992): 5-24.

NOTE: When no month is given and only a volume number is available, place the volume number after the name of the journal and before the year. If an issue number is given, see the second example: "42.2" signifies volume 42, issue 2. The publication year follows in parentheses.

Facts on File, Yearbook and Facts on File World News Digest

"Clinton's Victory Speech." Facts on File World News Digest 5 Nov. 1992: 825.

4. JACKDAW (Collections of documents)

Trask, Richard B., comp. Salem Village and the Witch Hysteria. Jackdaw No. A16. Kit. New York: Golden Owl, 1975.

5. INTERVIEW

To cite an interview that you conducted, give the name of the person interviewed, the kind of interview (personal, telephone), and the date.

NOTE: A "Personal interview" is conducted by the researcher in person. A "Telephone interview" is conducted by the researcher on the telephone. "Interview" alone indicates that the interview was conducted by someone other than the researcher. "E-mail interview" is used when citing an interview conducted online.

Payton, Mary Ann. Personal interview. 6 Feb. 2000.

Walters, Barbara. Interview with Michael Jackson. 20/20. ABC. WPVI, Philadelphia. 5 Apr. 1995.

NOTE: See page 15 for more on documenting television shows.

6. PERSONAL LETTER

Author of letter. Letter to the author. Date.

Martin, Kira. Letter to the author. 5 Sept. 1994.

7. NON-PRINT MEDIA (Audiovisuals)

Microfilm

When you use New York Times on microfilm, cite it as a newspaper.

Prial, Frank J. "Parents to Sue L. I. School District Because Son, 18, Is Barely Literate." New York Times 20 Jan. 1977: 28.

Microfiche

Angier, Natalie. "If Anger Ruins Your Day, It Can Shrink Your Life." New York Times 13 Dec. 1990: n.pag. New York Times Current Events Edition 12 (1990): fiche 107, grid 32.

NOTE: If you are citing an article that was provided by a reference source that selects periodical articles and makes them available on microfiche, begin the entry with the original publication information. Then add the following relevant information concerning the microform source from which you derived the article.

1. Title of source underlined
2. Volume number
3. Year in parentheses
4. Appropriate identifying numbers (fiche and grid)

Purchased videorecording or DVD

List information for a purchased video or DVD in the following order:

1. Title of the Videocassette or DVD (*underlined*).
2. Producer, Director, Narrator and/or Performers, etc. (*if listed*).
3. Original release date (*if relevant*).
4. Medium (Videocassette or DVD).
5. Distributor,
6. Copyright date.

Internet Searching Skills. Prod. Kelly Wilfington. Writ. Rockwell Strensrud, and Joyce Kasman Valenza. Videocassette. Schlessinger, 1998.

High Noon. Dir. Fred Zinnemann. Perf. Gary Cooper and Grace Kelly. 1952. Videocassette. NTA Home Entertainment, 1983.

Andrew Carnegie: Gospel of Wealth. Shaping of the American Nation Ser. Videocassette. Learning Corporation of America, n.d.

Lord of the Rings: The Fellowship of the Ring. Dir. Peter Jackson. Perf. Elijah Wood. DVD. New Line Home Entertainment, 2001.

Taped videorecording from television

"A Time for Action." Chemical People. Videocassette. PBS. WITF, Hershey. n.d.

"Frankenstein: The Making of the Monster." Great Books. Narr. Donald Sutherland. Videocassette. TLC. 8 Sep. 1993.

Television program

The information in an entry for a television program usually appears in the following order:

1. Title of episode or segment (*in quotation marks*).
2. Title of program (*underlined*).
3. Title of series (*if any – do not underline*).
4. Name of network.
5. Call letters, and city of local station (*if any*).
6. Broadcast date.

"AIDS--the Mysterious Disease." MacNeil Lehrer Report. PBS. WITF, Hershey. 26 Aug. 1998.

Laser discs (also called videodiscs)

Basic Format:

"Title of Segment in Quotes." Title of Laser disc. Laser disc. Distributor, Copyright date (Reference Number).

"Five Killed at Anti-Klan Rally-1979." Video Encyclopedia of the 20th Century. Laser disc. CEL, 1986 (Ref. No. 2050).

Sound recording

If you are not using a compact disc, indicate "Audiocassette" or "LP" (long-playing record) to indicate the medium.

George Reedy: The Life and Times of LBJ. Vital History Cassettes. Audiocassette. Grolier, No. 3, Side B. 19 Oct. 1988.

Filmstrip with audiocassette

History of Chinese Foreign Relations. Sound filmstrip. Prentice Hall, 1987.

Pictures

World War II to D-Day. Picture. Documentary Photo Aids, n.d.

Slides

Family Crisis: When Parents Divorce. Parts I and II. Slide program. Human Relations, 1976.

8. SOURCES FROM CD-ROMS

In the order listed, put as many of the following as you can find.

1. Name of author (*if given*).
2. Title of the part of the work (*in quotation marks*).

3. Title, date, and page(s) of the original source (*if applicable*).
4. Title of CD-ROM product (*underlined*).
5. For general encyclopedia only, indicate date produced followed by ed. for edition (ex: 2001 ed.).
5. Publication medium (CD-ROM).
6. City of publication (*not needed for CD-ROMs that are updated regularly*):
7. Name of distributor (not needed for general encyclopedia).
8. Date the CD was released or produced.

COIN

“Librarian.” COIN Career Guidance System. CD-ROM. COIN Educational Products. 2002.

Electronic Encyclopedia on CD-ROM

Kline, Hibberd V. B., Jr. “Nile River.” Microsoft Encarta Reference Library 2002. 2002 ed. CD-ROM.

Masterplots (not regularly updated)

Green, James. “The Lost World.” Masterplots Complete 1999. CD-ROM. Englewood Cliffs, NJ: Salem. 1999.

McGraw-Hill Multimedia Encyclopedia of Science & Technology

Haack, Joel K. “Abstract Algebra.” McGraw-Hill Multimedia Encyclopedia of Science & Technology. 1999 ed. CD-ROM. Ver. 2.1. McGraw-Hill. 2000.

9. INTERNET SOURCES -- Web Pages (Free, Non-Subscription)

Basic Format

Include as many items from the list below as are relevant and available.

1. Name of the author of portion used (*if available*).
2. Title of portion used from a site (*in quotation marks*).
3. Title of the Web site (*underlined*) as given on the home page. If no title is given, use “Home Page”.
4. Name of editor of the site (*if any*).
5. Date of creation, publication, copyright, or last date updated.
6. Name of any institution or organization sponsoring the information on the site.
7. Date you accessed the source
8. Internet address or URL of the source (*in angle brackets <http://... >*).

Note: If you are using the entire web site, skip items 1 and 2 above.

Author of information. “Title of Web page (portion of Web site) used.”
Title of Web site. Copyright date of Web site or last updated date.
 Sponsoring company, organization, or producer. Date of access
 <address of Web page used>.

Portion of a Web Site

“Al Capone.” History Files. Chicago Historical Society. 16 Mar. 2002
<<http://www.chicagoohs.org/history/capone.html>>.

Scholarly Project

Voices from the Dust Bowl: The Charles L. Todd and Robert Sonkin Migrant Worker Collection, 1940-1941. 8 Jan. 1998. American Folklife Center. Lib. of Cong. 19 Aug. 2003 <<http://lcweb2.loc.gov/ammem/afctshhtml/tshome.html>>.

Professional Site

Portuguese Language Page. U of Chicago. 1 May 2002
<<http://humanities.uchicago.edu/romance/port/>>.

Commercial Site (news)

Forero, Juan. “Interdiction of Drug Planes in Colombia to Resume.”
New York Times on the Web. 19 Aug. 2003. 19 Aug. 2003
<<http://www.nytimes.com/2003/08/19/international/americas/19CND-DRUGS.html?hpl>>.

Personal Site

Lancashire, Ian. Home page. 1 May 2002 <<http://www.chass.utoronto.ca:8080/ian/index.html>>.

Book

Shakespeare, William. Macbeth. Nesbit, E[dith]. Ballads and Lyrics of Socialism. London, 1908. Victorian Women Writers Project. Ed. Perry Willett. Apr. 1997. Indiana U. 26 Apr. 2002 <<http://www.indiana.edu/~letrs/vwwp/nesbit/ballsoc.html>>.

Article in an Online Magazine

Vesey, Ken. “The Internet-only Research Approach: Does the Web Really Have All There Is to Say?” *From Now On: The Educational Technology Journal* Sept. 2002. 18 Aug. 2003 <<http://www.fno.org/sept02/internetonly.html>>.

Poem

Whitman, Walt. “I Sit and Look Out.” Leaves of Grass. Philadelphia: McKay, [1900]. Bartleby.com. Ed. Steven van Leeuwen. 2003. 15 Aug. 2003 <<http://www.bartleby.com/142/83.html>>.

10. INTERNET SOURCES -- Online Periodical Subscription Databases**Basic Format**

1. Author’s name (if given).
2. Title of article or material (in quotation marks).

3. Name of the periodical (underlined).
4. Date of publication:
5. Number range for pages (if given).
6. Name of database (underlined).
7. Name of the subscription service (do not underline).
8. Name and location of library (see NOTE below).
9. Date of access
10. Electronic addresses or URL of database home page (if known - in angle brackets <http://... >).

NOTE: These examples do NOT include # 8 above, particularly as many of the databases students use are now available statewide. However, in the original MLA Handbook, the name and location of the library are included.

EBSCOhost Databases

Thurman, James N. "Behind Drop in US Murder Rate: A Decline in Gun Crime." Christian Science Monitor 20 Oct. 1999: 4. MasterFILE Premier. EBSCOhost. 10 Jan. 2003 <http://www.epnet.com>.

Benson, Carole, ed. "America's Children: Key National Indicators of Well-Being, 2000." Federal Interagency Forum on Child and Family Statistics. 1 July 2000. ERIC ED427897. Abstract. EBSCOhost. 18 June 2003 <http://www.epnet.com>.

Churchman, Deborah. "Snappers." Ranger Rick Mar. 2001:34-39. Middle Search Plus. EBSCOhost. 18 June 2003 <http://www.epnet.com>.

"Mountain Lion." Encyclopedia of Animals. EBSCO Animals. EBSCOhost. 10 Jan. 2003 <http://www.epnet.com>.

Issues and Controversies

"Music and the Internet." Issues & Controversies@FACTS.com 10 Aug. 2000. Facts on File News Service. 29 Aug. 2003 <http://www.2facts.com>.

Opposing Viewpoints

Houppert, Karen. "Medicare Reform May Harm Seniors." An Aging Population. Opposing Viewpoints Ser. San Diego, CA: Greenhaven, 1996. Opposing Viewpoints Resource Center. Infotrac. 12 Sep. 2002 <http://www.galenet.com>.

ProQuest

Koretz, Gene. "Economic Trends: Uh-Oh, Warm Water." Business Week 21 July 1997: 22. ProQuest. ProQuest. 17 Aug. 2002 <http://www.proquest.umi.com/>.

ProQuest Historical Newspapers

“Reports a New Clue in Chicago Killings: Police Commissioner Russell Says Murder of Seven Will Be Solved in a ‘Day or Two.’” New York Times 20 Feb. 1929: 20. ProQuest Historical Newspapers. ProQuest. 21 Sept. 2003 <<http://hn.umi.com>>.

SIRS Knowledge Source

“Australia.” World Almanac and Book of Facts 2000. 1999. SIRS Researcher. SIRS Knowledge Source. 29 Aug. 2003 <<http://sks.sirs.com>>.

Days, Newton B., and Holly Parks. “Education Is a Priority in Australia.” Wichita Eagle 3 Jan. 1998: 2. SIRS Researcher. SIRS Knowledge Source. 18 Nov. 2002 <<http://sks.sirs.com>>.

United States. Cong. Senate. The Brumidi Corridors. 1996. SIRS Government Reporter. SIRS Knowledge Source. 29 Aug. 2003 <<http://sks.sirs.com>>.

Today’s Science

“Secret World in a Stone.” Today’s Science@FACTS.com 10 Aug. 2000. Facts on File News Service. 29 Aug. 2003 <<http://www.2facts.com>>.

World News Digest

“Country Profile: Brazil.” World News Digest. 2000. Facts on File News Service. 29 Aug. 2002 <<http://www.2facts.com>>.

“Pakistani President Addresses Threat of War with India.” World News Digest. 30 May 2002. Facts on File News Service. 29 Aug. 2002 <<http://www.2facts.com>>.

Big Chalk Database

“Pronghorn Antelope in Yellowstone National Park.” Reuters News Pictures Service. 27 Mar. 2001. Electric Library Elementary. Big Chalk.com. 10 Apr. 2003 <<http://www.elibrary.com>>.

SIRS Discoverer

Cooper, Jane. “Teenage Parenting Revisited.” Teenage Newsletter June 1999: 4+. SIRS Discoverer on the Web. SIRS Knowledge Source. 5 Aug. 2003 <<http://discoverer.sirs.com>>.

11. INTERNET SOURCES -- Online Subscription Databases (non-periodical)**Basic Format**

1. Author’s name (if given).
2. Title of article, poem, or material (in quotation marks).

3. Name of the print source (underlined) with publication information (if given).
4. Name of the database (underlined).
5. Editor(s) (if available).
6. Edition or version (if given).
7. Date of electronic publication.
8. Name of sponsoring company, organization, or producer.
9. Name and location of library (not included below; see note on page 13).
10. Date of access
11. Electronic addresses or URL of database home page (in angle brackets <http://... >).

Article in an Online Encyclopedia

Sauer, Wolfgang. "Hitler, Adolf, (1889-1945)." Encyclopedia Americana. Grolier. 29 Aug. 2003 <http://go.grolier.com>.

Kyvig, David E. "Prohibition." World Book Online. IBM/World Book. 16 Mar. 2003 <http://www.worldbookonline.com>.

Gale's Literary Databases

Bleiler, Richard. "Stephen King." Supernatural Fiction Writers. Scribners, 1985. Scribners Writers Series. Thomson Gale. 17 June 2003 <http://galenet.galegroup.com>.

"J(oanne) K. Rowling." Contemporary Authors. Thomson Gale. 17 June 2003 <http://galenet.galegroup.com>.

Grolier's Databases

Jardim, Anne. "Guyana." Lands and Peoples Online. Grolier. 12 Sep. 2002 <http://go.grolier.com>.

"Water Supply." The New Book of Popular Science. Grolier. 12 Sep. 2002 <http://go.grolier.com>.

Grove's Databases

MacDonald, Ian. "The Beatles." New Grove Dictionary of Music and Musicians Online. Oxford UP. 17 June 2003 <http://www.grovemusic.com>.

Van Uitert, Evert. "Gogh, Vincent (Willem) van." Grove Dictionary of Art Online. Oxford UP. 17 June 2003 <http://www.groveart.com>.

PoemFinder

Cummings, Edward Estlin. "Chanson Innocente: 2." Poem Finder. Roth. 18 Sept. 2003 <http://www.poemfinder.com>.

AccuNet/AP Multimedia Archive

1. Photographer. (*if given*)

2. Title of photograph as listed under "Object Name." (*in quotation marks*).
3. Date photograph was taken listed as "Creation Date." (*if given*)
4. Database. (*underline*)
5. Name and location of library (*not included below, see note on page 13*).
6. Date of access
7. Electronic address <URL of database homepage. (*in angle brackets <http://... >*)

Kraychyk, George. "Golden Globes: Denzel Washington." 20 Dec. 1999.
AccuNet/AP Multimedia Archive. AccuWeather. 11 Aug. 2003
 <http://accuweather.ap.org>.

"Lincoln Family." AccuNet/AP Multimedia Archive. AccuWeather.
 14 Sep. 2003 <http://accuweather.ap.org>.

NOTE: Sometimes the name of the photographer is followed by the word "staff" or "stringer." Students may think that these are part of the photographer's name. "Stringer" is a term to refer to free lance photographers who are not on staff with AP. Do not include these terms with the photographer's name.

12. PARENTHETICAL CITATIONS

Print Resources (Books and printed articles)

Acknowledge sources by using short parenthetical citations in the text of the paper, directly after the information cited. The citation should contain only that information necessary to enable the reader to identify fully the source used as listed in the works cited (as well as the specific pages, volume, section, etc., needed to locate the information in the source). Frequently, the last name of the author and the page number are sufficient to identify the source of the information. The author's name may be included within the sentence itself and the page number given in the parenthetical citation, or both author and page may be given in parentheses.

If your source lacks numbering, you have to omit numbers from your parenthetical references. If your source includes fixed page numbers or section numbering (such as numbering of paragraphs), cite the relevant numbers. Give the appropriate abbreviation before the numbers: (Moulthrop, pars. 19-20).

Note: Common abbreviations are listed in the MLA Handbook, sec. 6.4.

The following examples may be used as a guide for writing parenthetical citations. In a citation, indicate only the page on which the note is found. **Do not** indicate all the pages you have used.

Author and location at the end of the sentence

The aerospace industry is dependent upon titanium, which is light but strong and withstands shock, heat, and corrosion (Sugawara 1).

Author included within the sentence

For Garraty and Gay, art is the sign of "true greatness in the life of a nation" and "the measure of a healthy society" (850).

Editor with no author

Use the editor's name and page number.

More than one author or editor

(Jones and Lauber 183-84).

(Ratkin, Smith, and Olin 216).

(Rock, et al. 415).

No author or editor, article title

The results of these studies refute the theory that bacteria build up resistance to antibiotics ("Bacteriological" 67).

NOTE: If you have more than one book or article with no author and the same first word in the title, you need to include as many words as possible to differentiate between/among them.

The mid-1960s saw a great revival of interest in the folk blues, leading to the rediscovery of many very talented performers (Encyclopedia of Folk 153).

According to Donna Devall, a social worker in Washington, D.C., "music is a way to connect" and of "getting through" to people who are otherwise unreachable (Encyclopedia of Mental 259).

An unsigned work published by an organization

In 1977, the National Academy of Science states unequivocally that all risks associated with transporting nuclear material had been eliminated (U.S. Dept. of Energy 11).

One of two or more works used by the same author

The Baltimore American aptly described Lincoln's style and character when it depicted him as a "very able, acute, uncouth, honest, upright man, and a tremendous wag withal" (Sandburg, Prairie 388-89).

NOTE: The information was continued from the bottom of one page to the top of the next page.

A multi-volume work

Between the years 1945 and 1972, the political party system in the United States underwent profound changes (Schlesinger 4: 323).

NOTE: The number before the colon is the volume number; the number after the colon is the page number.

Classic plays or poems

Shakespeare's Hamlet seems resolute when he declares, "The play's the thing/Wherein I'll catch the conscience of the King" (2.2.633-34).

NOTE: Omit page numbers and cite by act, scene, book, or part; and line numbers separating the various numbers with periods. In the example, 2 = Act II, 2 = Scene 2, 633-34 refers to line numbers. If you did not mention the title of the play or reference to the title is not mentioned in the text, the citation would be as follows (Hamlet 2.2.633-34).

Bible

Samuel said to the people: "... serve the lord with all your heart" (1 Sam. 13:20).

Nonprint Resources (Electronic and audiovisual)

When citing nonprint resources, including electronic sources (Internet or CD-ROM), videos, television programs, recordings, or other works without page numbers, it is preferable to include the reference **in the text**. Do not use a parenthetical reference as used for printed sources. (See section 6.4.1 in the MLA Handbook.)

Such works are usually cited in their entirety (see 6.4.1) and often by title. For any type of source, you must include information in your text that directs readers to the correct entry in the works-cited list (see the MLA Handbook, sec. 6.2). Web documents generally do not have fixed page numbers or any kind of section numbering. For a document on the Web, the page numbers of a printout should normally not be cited because the pagination may vary in different printouts.

The following examples may be used as a guide for writing citations to nonprint resources.

Web site

William J. Mitchell's City of Bits discusses architecture and urban life in the context of the digital telecommunications revolution.

CD-ROM

Rosemary M. Canfield Reisman tells us that all of Jane Austin's female protagonists are admired for being intelligent, strong-willed and independent. She also states that most of the heroines are flawed in some way.

Video

The Day After takes as its premise the ultimate what-if, portraying with stark realism the catastrophe of a nuclear confrontation and its devastating effect on a group of average American citizens.

Works Cited

The Day After: Beyond Imaging. Prod. Robert A. Papazian. Dir. Nicholas Meyer.
Videocassette. Embassy, 1983.

Mitchell, William J. City of Bits: Space, Place, and the Informationbahn. Cambridge:
MIT, 1995. MIT Electronic Books. 17 Sep. 2002
<http://mitpress.mit.edu/e-books/City_of_Bitts>.

Reisman, Rosemary M. Canfield. "Pride and Prejudice." Masterplots Complete 1999.
CD-ROM. Salem. 1999.