Work Citation Guidelines
WALLINGFORD PUBLIC SCHOOLS
Adopted by Curriculum Council September 26, 2000

Background Information

The National standards for "Information Literacy" emphasize a student's ethical responsibility with regard to information use. Schools should require that a student learn to be both effective and efficient in information access, evaluation and use.

We believe
- Students should be taught at an early age to cite sources (avoid plagiarism) as well as the importance of evaluating and using a wide variety of resources
- The concept of citing sources should not be held in isolation. Once introduced to the concept of giving credit for information obtained from outside sources, the student will include such information with all projects completed throughout the year
- Students should know that there are several formats for "works cited" (American Psychological Association, Modern Language Association, Chicago, Turabien)

Guidelines

1. In order to provide for consistency and clarity, **all papers that require citations** should follow the MLA (Modern Language Association) format. (this format is available on www.mla.org)

2. To prepare students to create a "Works Cited" page following MLA format in the 8th, students need to begin to record information about sources that they have used beginning in first grade. The amount of information recorded needs to be appropriate for the developmental level of the students. Each successive grade builds upon previous knowledge.

   Kindergarten: recognize the author, title, and illustrator of a book, from the cover and title page

   1st grade: copy the author and title of a book from the title page

   2nd grade:
   - copy the author and title of a book from the title page
   - select a source of information by its media format: computer, reference book, non-fiction book, magazine/newspaper, video, or other (interview, television, radio, etc.)

   3rd grade:
   - identify copyright page
   - use the "last name first" order for writing the author's name
   - collect author and title, information from each source used to gather information on a prepared form
   - arrange forms alphabetically by author/title or title if there is not author

   4th grade:
   - collect author, title, and copyright information from each source used to gather information onto a prepared form
   - create a written list of sources arranged alphabetically
   - underline the title

5th grade: - collect author, title, publisher information and copyright information from each source used to gather information using a prepared form
- create a written list of sources arranged alphabetically by author/title or title if there is no author
- underline the title of the book

6th grade: - create an alphabetical list of sources used, that includes all components of the MLA "works cited" format, as appropriate to the format of the information resource (a model is provided)

7th grade: - use MLA guidelines to independently create a "Works Cited" page when completing any project
- explain internal citation when seen in works created by others

8th grade: - use internal citation for all research assignments and when supporting opinions with evidence
- include a "Works Cited" page

9th-12th grades: - include a "Works Cited" page and use internal citation following MLA guidelines for all research and analytical "products"

Note: The committee has developed worksheets to facilitate collection of citation information for grades 2 through 5. They have also produced "A Quick Guide to Citing Sources" for grades 6 and above.

3. All teachers grade 6 and above should have a copy of *A Guide to MLA Documentation.*

INTERNET and Web Sources

In general: indent 5 spaces, all lines but the 1st)
Author's last name, first name, "Article title" or Book title. Publication information for any printed version. Or subject line of forum or discussion group. Indication of online posting or home page. Title of electron journal. Date of electronic publication. Page numbers or the numbers of paragraphs or sections. Name of institution or organization sponsoring Web site. Date of access to the source <electronic address or DRL>

A professional site (representing an organization)
MLA on the Web. 25 November 1997. Modern Language Association of America. 25 Mar. 1998 <http://www. mla.org>.

A personal site
Hawisher, Gail. Home Page. University of Illinois Urbana-Champaign/The Women, Information Technology, and Scholarship Colloquium. 18 Mar. 1998 <http://www.art.uiuc.edu/wits/members/ hawisher.html>.

An article in a reference database
"Women in American History." Britannica Online Vers. 98.1.1. Nov. 1997. Encyclopedia Britannica. 10 Mar. 1998. <http://www.britannica.com>.

An article in a journal
Beider, Robert A. "The Representation of Indian Bodies in Nineteenth-Century American Anthropology." The American Indian Quarterly 20.2 (1996). 28 Mar. 1998. <http://www.uoknot.edu/aiq202.html# beider>.

A posting to a discussion group
Inman, James. "Re: Technologist". On-line posting. 24 Sept. 1997. Alliance for Computers in Writing. 27 Mar. 1998. <acw-l@unicorn.acs.ttu.edu>.

Works Cited listings should be arranged in alphabetical order by author (if available)

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Author's name is in "last name first" order (unless there's more than one). Check the samples to be accurate

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Punctuation is important!

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For more examples for books, periodicals and INTERNET sources;
For sample entries for performances; recordings; works of art; published and unpublished letters; and lectures, speeches and addresses;
To confirm the accuracy of your citations or for more examples check the MLA Web site
http://www.mla.org

A QUICK GUIDE TO CITING SOURCES

Compiled from Trimmer, Joseph R.
A guide to MLA documentation, 5th edition.
Boston: Houghton Mifflin, 1999.

Provided by Language Arts Management Team

Wallingford, CT 06492

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Books

In general: (indent 5 spaces, all lines but the 1st)
Author's last name, first name, Book title.
Additional information. City of publication:
Publisher, publication date.

One author:
Boorstin, Daniel J. The Creators: A History of the Heroes of the Imagination. New York: Random, 1992.

2+ authors: (separate with commas and "and". (Only the first name is last name first order).
Vare, Ethlie Ann, and Greg Placek. Mothers of Invention: From the Bra to the Bomb: Forgotten Women and their Unforgettable Ideas. New York: Dell, 1979

Editor: use the editor's name, last name first Order followed by ",ed.".
Hall, Donald, ed. The Oxford Book of American Literary Anecdotes. New York: Oxford UP, 1981.

Multivolume work
Blotner, Joseph. Faulkner: A Biology. 2 vols. New York: Random, 1974

An edition other than the first
Chaucer, Geoffrey. The Riverside Chaucer. Ed. Larry D. Benson. 3rd ed. Boston: Houghton, 1987.

A signed article in a reference book or encyclopedia
Tobias, Richard. "Thurber, James." Encyclopedia Americana 1991 ed.

An unsigned article in a reference book or encyclopedia
"Tharp, Twyla." Who's Who of American Women. 17th ed. 1991-92

Other sources:

Films, Radio and Television programs

The Last Emperor. Dir. Bernardo Bertolucci. With John Lone and Peter O'Toole. Columbia, 1987.

"If God Ever Listened: A Portrait of Alice Walker." Horizons. Prod. Jane Rosenthal. NPR. WBST, Muncie. 3 Mar. 1984.

"The Hero's Adventure." Moyers: Joseph Campbell and the Power of Myth. Prod. Catherine Talge. PBS. WNET, New York, 23 May 1988.

Maps and Charts

Sonoma and Napa Counties. Map. San Francisco: California State Automobile Assn., 1884

Cartoons and Advertisements

Addams, Charles. Cartoon. New Yorker 22 Feb. 1988: 33.

Air France. "The Fine Art of Flying." Advertisement. Travel and Leisure May 1988: 9.

Interviews

Diamond, Carol. Telephone interview. 27 Dec. 1988.

Articles in a periodical

In general: (indent 5 spaces, all lines but the 1st)
Author's last name, first name, "Article title." Periodical title Date: inclusive

A signed article from a daily newspaper
Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." New York Times 7 Mar. 1993. nat. ed., sec. 1: 12.

An unsigned article from a daily newspaper
"Infant Mortality Down; Race Disparity Widens." Washington Post 12 Mar. 1993: A12.

An article from a monthly or bimonthly magazine
Wills, Gary. "The Words That Remade America: Lincoln at Gettysburg." Atlantic June 1992: 57-79.

An article from a weekly or biweekly magazine
Trillin, Calvin. "Culture Shopping." New Yorker 15 Feb. 1993: 48-51.

CD ROMs

In general: (indent 5 spaces, all lines but the 1st)
Author's last name, first name, "Article title of printed source." Periodical title of printed source Date: inclusive pages. Title of database. CD-ROM. Name of Vendor of computer service. Electronic publication date or date of access.

CD-ROM: Periodical database on CD-ROM
West, Cornel. "The Dilemma of the Black Intellectual." Critical Quarterly 29 (1987): 39-52. MLS International Bibliography. CD-ROM Silver Platter. Feb. 1995

CD-ROM: Non-periodical
Cinemania 97. CD-ROM. Redmond: Microsoft, 1996