

# SCARSDALE HIGH SCHOOL LIBRARY

## 2013 GUIDE TO CITING RESOURCES

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**Note: This guide has been revised to reflect the latest version of MLA style. Please Refer to *MLA Handbook for Writers of Research Papers, seventh edition* (Ref 808.02 MLA) for additional citation details and examples.**

The following is a brief summary of some important changes.

- Italics: Titles of works are italicized, not underlined in the text and in the works cited list.
- Medium of Publication: Each entry in the works cited list must specify the medium of publication, such as "Print," "Web," "DVD," etc.
- Double space within and between each entry.
- The URL or Web address should be in angle brackets and truncated to include only the first and possibly the second sections.

### CITING SOURCES IN A REPORT OR ESSAY

Works Cited and Bibliography are not the same.

- In Works Cited you only list items you have actually cited.
- In a Bibliography you list all of the material you have consulted in preparing your essay whether or not you have actually cited the work. The bibliography therefore includes **all information sources**, both print and online, that influenced the research project.

Include the following information for each source:

- Author
- Title
- Place of publication
- Publisher
- Copyright date
- Medium of publication

### PARENTHETICAL DOCUMENTATION

Parenthetical documentation is the means by which students identify the source of specific information **within their own writing**. When required, students should cite, within parentheses, the source of an author's words, facts, or ideas immediately after quoting or paraphrasing that author.

- Author's or authors' last name(s)
- Page reference within the body of the paper (the page number for online sources may not be available, but when it is, follow the same guidelines as for a print citation.)
- When no author is cited, put the first word in the title in quotation marks (excluding "a," "an," and "the").
- The punctuation follows the parenthetical reference.

**Example (one author):**

Although some of his contemporaries viewed Napoleon as a great statesman (Jones 58), others “demonized” him (Smith 48).

**Example (two authors of one work):**

Although some of his contemporaries viewed Napoleon as a great statesman, others “demonized” him (Green and Taylor 235).

**Example (no author):**

Although some of his contemporaries viewed Napoleon as a great statesman, others “demonized” him (“Exile”).

These citations are a shorthand form of documentation after each source. Readers turn to the works cited at the end of the paper to locate all of the information needed to find sources in print or online.

**The following guide, based on MLA (Modern Language Association) style, provides the format for individual entries with examples of citations.**

## **PRINT AND AUDIOVISUAL RESOURCES**

### **BOOKS:**

**Basic Format**

Last name, First name of author. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

#### **One author:**

Schomp, Virginia. *Ancient India*. New York: Benchmark, 2010. Print.

#### **Editor:**

If the person named on the title page is the editor, rather than the author, add a comma, then the abbreviation “ed.”

Fitzgerald, Terence J., ed. *Police in Society*. New York: H.W. Wilson, 2000. Print.

#### **Books with more than one author:**

The first author’s name appears in last name, first name format; subsequent author’s names appear in first name, last name format. If there are more than three authors, name only the first and add et al.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston:

Allyn, 2000. Print.

### Two or More Works by the Same Author

List works alphabetically by title. (Remember to ignore initial articles like A, An, and The.) Provide the author's last name, first name format for the first entry only. For each subsequent entry *by the same author*, use three hyphens and a period.

Hosseini, Khaled. *A Thousand Splendid Suns*. New York: Riverhead, 2007. Print.

---. *The Kite Runner*. New York: Riverhead, 2003. Print.

### No author:

*Indian Slavery in Colonial America*. Lincoln: University of Nebraska Press, 2009. Print.

### Encyclopedia, Reference Books, Multivolume Work:

When using only one volume of a multivolume work, state the number of the volume in the bibliographic entry. When using two or more volumes of a multivolume work, cite the total number of volumes in the work.

Monteith, Margo J. "Prejudice." *Encyclopedia of Psychology*. Volume 6. Washington, DC: Oxford University Press, 2000. Print.

### Film or Video Recording

#### Original Film:

*It's a Wonderful Life*. Dir. Frank Capra. RKO, 1946. Film.

#### DVD or Other Re-release (include original release date)

*It's a Wonderful Life*. Dir. Frank Capra, 1946. DVD Republic, 1998. DVD.

### Image (Painting, Photograph, Sculpture) in Print Source:

Artist's Name. *Title of work*. Date of composition. Institution that houses the work.

Publication information for the source in which the photograph of the work appeared. The page or plate number. Print.

Goya, Francisco. *The Family of Charles IV*. 1800. *Museo del Prado*, Madrid. Print.

Cassatt, Mary. *Mother and Child*. 1890. Wichita Art Museum. *American Painting: 1560-1913*.

By John Pearce. New York: McGraw Hill, 1995. Plate 22. Print.

## Interview:

### Personal Interview, conducted by the writer of the paper:

Weicker, Lowell, U.S. Senator. Personal Interview. 9 Sept. 2009.

### Published Interview:

Pierleoni, Allen. *Author Abraham Verghese answers questions posed by Bee readers.*

McClatchy - Tribune Business News. Washington: 15 June 2010. Print.

### Television Interview:

Wiesel, Elie. Interview by Ted Koppel. *Nightline*. ABC. WABC, New York. 18 April 2002.

Television.

## Periodical (Print):

Author(s). "Title of Article." *Name of Periodical*. Day Month Year: pages.

Medium of publication.

### Article in a magazine:

Connell, Caroline. "Dreaming of more sleep." *Today's Parent*. Feb 2011:

12-13. Print.

### Article in a Newspaper:

Tierney, John. "Social Scientist Sees Bias Within." *New York Times*. 8 Feb. 2010: D1+. Print.

## Sound Recording (Analog):

List the appropriate medium at the end of the entry (e.g. CD, LP, Audiocassette).

Beethoven, Ludwig van. *The 9 Symphonies*. Perf. NBC Symphony Orchestra. Cond. Arturo Toscanini. RCA, 2003. CD.

Whitman, Walt. *Leaves of Grass*. Read by Ed Begley. Caedmon, TC 1037, 1988. LP.

## Television or Radio Program:

"Title of episode or segment." *Title of program or series.* Name of network (if any). Call letters and city of local station (if any). Broadcast date. Publication medium (e.g. *Television*, *Radio*).

"Hollywood A.D." *The X-Files*. Fox. WXIA, Atlanta. 30 April 2000. Television.

## Sources contained in larger works:

When citing articles by different authors contained in one book, give the citation **for each article** followed by the citation for the book. These entries include page numbers.

Last name, First name of author. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Page range of entry.  
Medium of Publication.

### Poem or short story in an anthology:

Rilke, Rainer Maria. "Childhood Dreams." *Voices: Poetry and Art from Around the World*. Ed. Barbara Brenner. Washington, DC: National Geographic Society, 2000. 42-43. Print.

### One source in a book of critical essays:

Baum, Rosalie Murphy. "Alcoholism and Family Abuse in Maggie and The Bluest Eye." *Toni Morrison's The Bluest Eye*. Ed. Harold Bloom. New York: Infobase, 2006. 3-18. Print.

### An excerpt of an essay appearing in one volume of a set:

Orwell, George. "Reflections on Ghandi." *Partisan Review*, 6 (Winter 1949), 85- 92; excerpted in *Twentieth Century Literary Criticism*, Vol. 59. Detroit: Gale Research, 1995, 40-3. Print.

## **ELECTRONIC RESOURCES**

MLA lists Internet sources as *Web Publications*. Thus, when including the medium of publication for Internet sources, list the medium as *Web*. *The URL (Web address) is required, and* MLA suggests that the URL appear in angle brackets after the date of access. Truncate URLs after slashes.

Not every Web page will provide all of the following information. However, collect as much of the following information as possible for your citations:

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Title of the Website, project, or book, in italics. (Some Print publications have Web publications with slightly different names.)
- Publisher information, including the publisher name and publishing date
- Take note of any page numbers (if available)
- Medium (Web).
- Date you accessed the material.
- Web addresses (URLs) appear in angle brackets after the date of access. Include one or two sections of the URL after slashes.

### **An Entire Web Site:**

Editor, author, or compiler name (if available). *Name of Site*. Name of institution or organization, sponsor or publisher (if available). Date created (if available). Web.  
Date of access. <Web address truncated>.

*Diabetes Public Health Resource*. Centers for Disease Control and Prevention. 27 Jan. 2010.

Web. 18 Feb. 2011 < <http://www.cdc.gov/diabetes/>>.

### **An Individual Document or a Web Page that is Part of a Web Site:**

Last name, First name of author. "Title of page." *Name of Web Site*. Date created.  
Web. Date of access. < Web address truncated >.

Bloy, Marjorie. "Victorian Legislation: a Timeline." *Victorian Web*. 20 Dec. 2006.

Web. 16 April 2009. < <http://www.victorianweb.org> >.

## Electronic Books (ebooks):

### Ebook on the Web:

Author's Last Name, First Name. *Title of Book*. Place of publication: Publisher, copyright date. *Source of ebook*. Web. Date of access. <Web address truncated>.

Wagner-Martin, Linda. *The Bell Jar, A Novel of the Fifties*. New York: Twayne, 1992.

*Twayne's Authors Online*. Web. 18 Oct. 2011. <<http://go.galegroup.com/>>.

### Ebook on a device such as a Kindle, Nook or Ipad:

**Cite the work as you would a print book, followed by the file type of the eBook.** Refer to the website or software you use to download your ebooks for the file type. Common file types:

- EPUB (Standard e-reader format; used by iPad/iPod/iPhone, Nook, Sony Reader, etc.)
- AZW (Kindle)
- Some e-readers also support Adobe PDF, MS Word, and other file types.

Orringer, Julie. *The Invisible Bridge*. Vintage, 2010. EPUB file.

## E-mail (including E-mail Interviews):

Include the author of the message, followed by the subject line in quotation marks. State to whom the message was sent, the date the message was sent, and the medium of publication.

Smith, James. "Re: Online Tutoring." Message to Ellen Frederick. 1 Dec. 2010. E-mail.

## An Online Encyclopedia Article:

Author's name (if known). "Title of article." *Title of online encyclopedia*. Publisher, Document date. Web. Date of access. <Web address truncated>.

"Buddhism." *World History: Ancient and Medieval Eras*. ABC-CLIO, 2011. Web. 19 Oct. 2011.

<<http://ancienthistory.abc-clio.com/>>.

## **An Image (Painting, Sculpture, Photograph) from an Electronic Source:**

Provide the artist's name, work of art italicized, date of creation, institution and city where the work is housed, name of Website in italics, medium of publication, date of access, and truncated Internet address.

Artist's Name. *Title of work*. Date of work. Institution that houses the work.

*Image source*. Web. Date of access. <Web address truncated>.

### **From a Website:**

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *MOMA: The Collection*. Web. 22 May 2006. <<http://www.moma.org/>>.

### **From a Database:**

Monet, Claude. *Haystacks*. 1890. Art Institute of Chicago. *ARTstor*. Web. 22 Oct. 2010. <<http://artstor.org>>.

## **Newspaper, Magazine or Journal Article from Online Database:**

Author's name (if known). "Title of article." *Title of periodical*. Volume No: Issue No. Document date: Pages. *Database name*. Web. Date of access. <Web address truncated>.

Spooner, Mary. "UK restrictions aimed at alcohol ads for teens." *Canadian Medical Association Journal*. 167.10. 12 Nov. 2002: 1157. *Proquest*. Web. 15 March 2012. <<http://search.proquest.com/docview>>.

## POINTS TO REMEMBER IN WORKS CITED OR BIBLIOGRAPHY

- Do not number items.
- If an element, such as author, page number or volume is not available, leave it out.
- Present the citations in **alphabetical order** according to the author's last name. If the source has no author, alphabetize according to the first word of the title excluding "a," "an," and "the."
- **DO NOT** list citations separately by categories. All references are placed in ONE ALPHABETICAL LIST by first words of citations, regardless of where citations come from. Use reverse indentation, i.e., indent five spaces after the first line.

## WORKS CITED OR BIBLIOGRAPHY SAMPLE PAGE

Bloom, Harold, ed. *Stephen Crane*. New York: Chelsea House, 1987. Print.

Gross, Theodore L. and Stanley Wertheim. *Hawthorne, Melville, Crane: A Critical Bibliography*.

New York: Free Press, 1971. Print.

"Red Badge Home Page." *American Studies at the University of Virginia*. 12 January

2004. Web. 23 Nov. 2008. <<http://xroads.virginia.edu> >.

*Red Badge of Courage*. John Huston, Dir. Warner Brothers, 1951. Warner Home Video, 2003. DVD.

Rogers, Rodney O. "Stephen Crane and Impressionism." *Nineteenth-Century Fiction*.

24.3. Dec. 1969: 292-304. *JSTOR*. Web. 18 Oct. 2011. <<http://www.jstor.org/>>.

Stallman, R. W. *Stephen Crane: A Critical Bibliography*. Ames, IA: Iowa State University Press, 1972. Print.

Williams, Ames W. and Vincent Starrett. *Stephen Crane: A Bibliography*. New York: Franklin, 1970. Print.

## FOR ADDITIONAL INFORMATION CONSULT THE FOLLOWING:

OWL: Purdue Online Writing Lab: MLA Formatting and Style Guide  
<http://owl.english.purdue.edu/owl/resource/747/01/>

*MLA Handbook for Writers of Research Papers*, 7th edition. New York: The Modern Language Association of America, 2009. (REF 808.02 MLA).