

# Belleville West High School Style Guide Using MLA 7<sup>th</sup> Edition and NoodleTools

July 2010

## Table of Contents

Print Sources		Electronic Sources/Databases		Other Media	
Advertisement	10	Blog (Weblog)	13	DVD or Video	22
Anthology	4	Chronicle Occupational Briefs	17	E-mail	22
Book	2-4	Gale Databases	17-20	Song	23
Book for Controversial/Social • Issues such as Opposing Viewpoints • Article reprinted in a book	5	<ul style="list-style-type: none"> <li>• Gale Virtual Reference Library</li> <li>• Infotrac Custom 100 Journals</li> <li>• Infotrac Student Edition</li> <li>• Opposing Viewpoints</li> </ul>		Sound Recording, Podcast, CD, or MP3	23
Book for Literary Criticism • Novels for Students • Contemporary Literary Criticism	6	Global Road Warrior	16	TV or Radio Program	23-24
Essay or article in a book	4, 6-7	Images, including personal photographs	16	<b>Appendices</b>	
Interview	11	Literary Criticism	18		
Introduction, Preface, Foreword, Afterword, Jacket Cover, Embedded Text, or Quotation	8	Online Magazine	14	A	FAQs MLA Style
Magazine Article	9	Online Newspaper	15	B	FAQs Websites
Map, Chart, or Graph	11	Online Movie Review	15	C	* General Formatting Specifications for MLA Style
Movie Review	9	Photographs	16		*Inserting Page Numbers using Microsoft Office 2007, Microsoft Office 2003, and Google Documents (Appendix C point 8)
Newspaper Article	9	Scholarly Journal	19	D	In-Text Documentation
Painting, Sculpture, or Photograph	9-10	United Streaming	20-21	E	Sample Research Page
Pamphlet, Brochure, or Press Release	8	Video Clip on YouTube	21	F	Sample Works Cited Page
Poem	4	Website (citing the entire site)	12		
Reference Book • Encyclopedia or Dictionary	7	Website Article	14		
Short Story	4	Wiki	14		
Speech or Lecture	10				

### Instructions for Use of BWHS Style Guide

- This guide provides a basic introduction to the MLA citation style. It is based on the 7th edition of the *MLA Handbook for Writers of Research Papers* published by the Modern Language Association in 2009. All citation examples provided were created using NoodleTools bibliographic software. For additional information and examples, refer to the *MLA Handbook*.
- The punctuation shown here is not optional. Punctuation is an important part of MLA standards and should be followed precisely as it is seen here.
- Any explanatory notes are found in **brackets** behind the item being explained. The information in the brackets should not be directly copied into the entry.

# Print Sources

**Entries for books consist of several elements in a prescribed sequence. Most of the components are normally arranged in the following order:**

1. Name of author, editor, compiler, or translator.
2. *Title of the work* (italicized).
3. Edition used (if other than 1<sup>st</sup> ed.).
4. Number(s) of the volume(s) used.
5. City of publication: name of publisher, and year of publication (latest copyright year).
6. Medium of publication consulted (Print).
7. Supplementary bibliographic information and annotation.

## ❖ Book ❖

Author's Last Name, Author's First Name. *Title of Book*. Publication City: Publisher, Publication Year. Print.

### **One Author:**

Brescia, Leigh. *One Wish*. Lodi: WestSide, 2009. Print.

**Author and Editor Variations:** (List authors and editors in order they appear on book's title page, not necessarily in alphabetical order. Example concepts apply to other entry types as well.)

### **Two Authors:**

Author 1's Last Name, First Name, and Author 2's First Name Last Name. *Title of Book*.  
Publication City: Publisher, Publication Year. Print.

### **Example:**

Morath, Inge, and Arthur Miller. *Chinese Encounters*. New York: Farrar, 1979. Print.

### **Three Authors:**

Author 1's Last Name, First Name, Author 2's First Name Last Name, and Author 3's First Name Last Name. *Title of Book*. Publication City: Publisher, Publication Year. Print.

### **Example:**

Preston, Anthony, David Lyon, and John H. Batchelor. *Navies of the American Revolution*. Englewood Cliffs: Prentice, 1975. Print.

**Four or More Authors:**

When 4 or more names are entered, NoodleTools will automatically list only the first author, followed by the phrase et al. (meaning "and others"; no period after "et") in place of the other authors' names, as suggested by the MLA Handbook.

Author 1's Last Name, First Name, et al. *Title of Book*. Publication City: Publisher, Publication Year. Print.

**Example:**

Baldwin, Richard, et al. *Economic Geography and Public Policy*. Princeton: Princeton UP, 2003. Print.

**Corporate Author:**

Name of Corporation, Agency, Committee, or Organization. [Omit "a", "an", or "the"] *Title of Book*. Ed. Editor(s)' First Name Last Name(s). [if given] Publication City: Publisher, Publication Year. Print.

**Examples:**

American Heritage. *The Golden Book of America*. New York: Golden, 1957. Print.

U.S. News and World Report. *What College Really Costs?* Ed. Margaret Mannix. Naperville: Sourcebooks, 2005. Print.

**(Anonymous) No Known Author or Editor:  
List and alphabetize by the title of the book.**

*Title of Book*. Publication City: Publisher, Publication Year. Print.

**Example:**

*101 Patriotic Poems, Songs, and Speeches*. Chicago: Contemporary, 2003. Print

**Edition with Author and Editor:**

Author's Last Name, First Name. *Title of Book*. Ed. Editor's First Name Last Name. Publication City: Publisher, Publication Year. Print.

**Example:**

Shakespeare, William. *The Contemporary Shakespeare: Antony and Cleopatra*. Ed. A. L. Rowse. Lanham: UP of America, 1986. Print.

**One Editor – No Author:**

Editor's Last Name, First Name, ed. *Title of Book*. Publication City: Publisher, Publication Year.  
Print.

**Example:**

Housden, Roger, ed. *Risking Everything: 110 Poems of Love and Revelation*. New York:  
Harmony, 2003. Print.

**Two Editors:**

Editor 1's Last Name, First Name, and Editor 2's First Name Last Name, eds. *Title of Book*.  
Publication City: Publisher, Publication Year. Print.

**Example:**

Goldman, Merle, and Leo Ou-Fan Lee, eds. *An Intellectual History of Modern China*. New  
York: Cambridge UP, 2002. Print.

**❖ Short Work in an Anthology/Book Collection ❖**  
**Essay, Poem, or Short Story**

Author's Last Name, First Name. "Title of Essay, Poem, Short Story, or Work." *Title of the  
entire Book/Anthology*. Ed. Editor(s)' First Name(s) Last Name(s). [if given] Publication  
City: Publisher, Publication Year. Page number(s). Print.

**Example:**

Ortiz, Simon J. "The Serenity Stones." *The Columbia Anthology of American Poetry*. Ed. Jay  
Parini. New York: Columbia U P, 1995. 717. Print.

## ❖ Book for Controversial/Social Issues ❖

Note: For books featuring reprinted articles, add the publication information of the original published work. Gale's *Opposing Viewpoints* and *Novels for Students* are examples that often contain previously-published essays or articles (often having different titles) from magazines, journals, and newspapers that have been reprinted in a book /collection.

### **Book in a Series, with one author:**

Author's Last Name, First Name. *Title of Book*. Publication City: Publisher, Publication Year.  
Print. Series Name.

### **Example of Contemporary Issues Series:**

Mirman, Heather Moehn. *Issues in Drug Abuse*. Detroit: Lucent-Thomson, 2005. Print.  
Contemporary Issues.

### **Previously-published article (different title) from a magazine or newspaper that has been reprinted in a book /collection.**

Author's Last Name, First Name. "Title of Article in book/collection." *Title of Book/Collection*.  
Ed. Editor(s)' First Name Last Name(s). Publication City: Publisher, Publication Year.  
Page Number(s). Print. Series Name. Rpt. of "Title of Original Article."  
*Magazine/Newspaper Title*. Date of publication. Page numbers.

### **Magazine and Opposing Viewpoints Book Example:**

Martin, Sam. "Recycling Benefits the Environment." *Garbage and Recycling: Opposing Viewpoints*. Ed. Ellen Cothran. San Diego: Greenhaven, 2003. 62-69. Print. Opposing Viewpoints Ser. Rpt. of "Recycle." *Mother Earth News* Jan. 2001: n. pag.

### **Newspaper and Current Controversies Book Example:**

Kelling, George L. "Aggressive Policing Does Not Encourage Police Brutality." *Police Brutality*. Ed. Louise I. Gerdes. San Diego: Greenhaven, 2004. 74-77. Print. Current Controversies. Rpt. of "Policing Under Fire." *Wall Street Journal* 23 Mar. 1999: n. pag.

## ❖ Book for Literary Criticism ❖

Note: For books featuring reprinted articles, add the publication information of the original published work. Gale's *Opposing Viewpoints* and *Novels for Students* are examples that often contain previously-published essays or articles (often having different titles) from magazines, journals, and newspapers that have been reprinted in a book /collection.

### **Short Work in an Anthology** **Novels for Students (NfS)**

#### **Not attributed to a particular author (i.e., the Themes, Style, or Character sections)**

"Title of Specific Work/Section." *Title of Book/Anthology*. Ed. Editor(s)' First and Last Name(s).

Vol. Volume Number. Publication City: Publisher, Publication Year. Page Number(s).

Print.

#### **Example:**

"Night." *Novels for Students*. Ed. Marie Rose Napierkowski. Vol. 4. Detroit: Gale, 1998. 234-235. Print.

#### **Specially commissioned essay, usually under the "Criticism" subhead:**

Author's Last Name, First Name. "Title of Specific Section." *Title of Book/Anthology*. Ed.

Editor(s)' First Name Last Name(s). Vol. Volume Number. Publication City: Publisher,

Publication Year. Page Number(s). Print.

#### **Example:**

Dougherty, Jane Elizabeth. "Critical Essay on *Night*." *Novels for Students*. Ed. Marie Rose Napierkowski. Vol. 4. Detroit: Gale, 1998. 241-244. Print.

#### **Essay originally appeared in a journal, reprinted in NfS**

Author's Last Name, First Name. "Title of Essay." *Title of the Periodical* Issue Number

(Publication Year): Page Number(s). Rpt. in *Title of Book*. Ed. Editor(s)' First Name Last

Name(s). Vol. Volume Number. Publication City: Publisher, Publication Year. Page

Number(s). Print.

**Example:**

Malak, Amin. "Margaret Atwood's *The Handmaid's Tale* and the Dystopian Tradition." *Canadian Literature* 112 (1987): 9-16. Rpt. in *Novels for Students*. Ed. Marie Rose Napierkowski. Vol. 4. Detroit: Gale, 1998. 133-136. Print.

**Example reprinted in *Contemporary Literary Criticism (CLC)*:**

Goldstein, Laurence. "Kitty Hawk and the Question of American Destiny." *The Iowa Review* 9.1 (1978): 41-49. Rpt. in *Contemporary Literary Criticism*. Ed. Dedria Bryfonski. Vol. 13. Detroit: Gale, 1980. 230-231. Print.

**❖ Reference Book Article/Entry ❖**

Note: When citing widely used reference books, do not give full publication information – only the edition (if stated), publication year, and medium of publication. Volume and page numbers are not necessary when volumes are arranged alphabetically.

Author's Last Name, First Name. [This is the author of the article – found at the beginning or end of the article – if given] "Title of Article." *Title of Book*. Ed. Editor(s)' First Name Last Name(s). [if given] Vol. Volume Number. Publication City: Publisher, Publication Year. Page Number(s). Print.

**Examples:**

**Dictionary:**

"Thomas Jefferson." *Dictionary of American Biography*. Ed. Dumas Malone. Vol. 5. New York: Scribner, 1933. Part 2: 17-35. Print.

**Encyclopedia:**

Schneider, Stephen H. "Global Warming." *World Book Encyclopedia*. 2000 ed. Print.

**❖ Introduction, Preface, Foreword, Afterward, Jacket Cover,  
Embedded Text, or Quotation ❖**

Author's Last Name, First Name. [author of the section] "Title of Section." [if given] Type of Section. [types listed above] By Author of Book. [or editor if author isn't given] Publication City: Publisher, Publication Year. Page Number(s). Print.

**Example:**

Rogers, Will, Jr. Foreword. *The Best of Will Rogers*. By Bryan B. Sterling. New York: Michelman, 1979. xi-xii. Print.

**❖ Pamphlet, Brochure, or Press Release ❖**

**Treat as you would a book:**

Author's Last Name, First Name. [or sponsor's name] *Title of Pamphlet*. Publication City: Publisher, Publication Year. Print.

**Examples:**

*The Value of AP Courses and Exams*. New York: College Board, 2005. Print.

Committee on Patient Education. *Pregnancy: Genetic Disorders*. Washington, DC: Amer. Coll. of Obstetricians and Gynecologists, 2005. N. pag. Print.

**Chronicle Occupational Briefs:**

*Title of Brief: Brief Number*. Publication City: Publisher, Publication Year. Page Numbers(s). Print.

**Example:**

*Health Services Administrators: Brief 121*. Moravia: Chronicle Guidance, 2007. N. pag. Print.

### ❖ Magazine Article ❖

Author's Name, First Name. "Title of Article." *Title of Magazine* Publication Date: Page Number(s). Print.

**Example:**

Smith, Gary. "7 Days in the Life of a Catastrophe." *Sports Illustrated* 5 July 2010: 68-74. Print.

### ❖ Newspaper Article ❖

Author's Last Name, First Name. "Title of Article." *Title of Newspaper* Publication Date: Page Number(s). Print.

**Example:**

Lambrecht, Bill. "High-speed Rail Link to Chicago Gets Funds." *St. Louis Post-Dispatch* 28 Jan. 2010: A1+. Print.

### ❖ Movie Review from Print Source ❖

**Review of a film, book, performance, or other published work**

Reviewer's Last Name, First Name. "Title of Review." [if given] Rev. of *Title of Movie*, dir. Director's Name. *Title of Source* Publication Date: Page Number(s). Print.

**Example:**

Ebert, Roger. Rev. of *The Dark Knight*, dir. Christopher Nolan. *Chicago Sun-Times* 16 July 2008: 5. Print.

### ❖ Painting, Sculpture, or Photograph ❖

Artist/Photographer's Last Name, First Name. *Title or Description of Artwork*. Year artwork was created. Medium of artwork. Name of museum, collection or owner, Museum/collection location.

**Examples:**

**Actual artwork:**

Wood, Grant. *American Gothic*. 1930. Oil on beaverboard. Art Inst. of Chicago, Chicago.

**Photographic reproduction appearing in a book (omit the medium & add book information):**

Wood, Grant. *American Gothic*. 1930. Art Inst. of Chicago. *Grant Wood: A Study in American Art and Culture*. By James M. Dennis. New York: Studio-Viking, 1975. Plate 16. 171. Print.

**Image/Personal Photograph:**

Description of Image. Date photograph was taken. Personal photograph by author.

**Example:**

John Lodle reading a book. 11 July 2010. Personal photograph by author.

❖ **An Advertisement** ❖

**Advertisement in a Magazine:**

Name of the product, company, or institution that is the subject of the advertisement, Advertisement. *Name of Publication* Date of Publication: Page Number(s). Print. [Medium of publication consulted]

**Example:**

Amway Global. Advertisement. *Time* 12 July 2010: 54. Print.

❖ **Speech or Lecture** ❖

(Possibly by One of Your Esteemed Teachers)

Speaker's Last Name, First Name. "Title of the presentation." [if known] Meeting Name and/or Sponsoring Organization. Location where Presentation was Delivered, Date of Presentation. Form of Delivery [e.g. Address, Class Presentation, Keynote speech, Lecture Panel, Reading or Speech]

**Example:**

Barteau, Mary K. "The Physiological and Psychological Benefits of Yoga." Freshman Physical Education class. Belleville West High School, Belleville, IL. 9 Nov. 2009. Class presentation.

## ❖ Interview Conducted by You ❖

Last Name, First Name of Person you interviewed. Kind of Interview [e.g., Personal Interview, Telephone Interview, E-mail Interview]. Date Interview was Conducted.

### **Examples:**

Matysik, Patricia. Personal Interview. 6 Nov. 2009.

Birkner, Tom. E-mail Interview. 6 June 2008.

## ❖ Published Interview ❖

Last Name, First Name of Person interviewed. "Interview Title." Interview by Name of Person Who Conducted Interview. *Title of Source*. Source's Publication Date: Page Number(s). Medium of Publication [Print, Radio, DVD, Television].

### **Example:**

Godin, Seth. "Maverick Messenger." Interview by Hara Estroff Marano. *Psychology Today* Aug. 2010: 30-31. Print.

## ❖ Map, Chart, or Graph ❖

### **Cite as you would a book or article:**

*Title of Map or Chart*. Description. [use the word Map or Chart] Publication City: Publisher, Publication Date. Print.

### **Example:**

*Africa: A Storied Landscape*. Map. Washington, DC: Natl. Geographic Soc., 2005. Print.

# Electronic Source

**When citing a source from the World Wide Web, the following pieces of information should be included in the citation. If not all information is available, cite what is given.**

1. **Name of Author, Editor, Director, or Performer [Last name, First name]**
2. **“Title of Work”**
3. ***Title of overall Website***
4. **Version or edition used**
5. **Publisher or Sponsor of the Website; if not available, use N.p.**
6. **Date of Publication [Day, Month, Year]; if not available, use n.d.**
7. **Medium of Publication [Web]**
8. **Date of Access [Day, Month, Year]**
9. **URL [copy and paste Web address as it appears in the address bar]**
  - ◆ **Exceptions: BW Library’s subscription databases, such as Gale**

## ❖ Website ❖

Last Name, First Name. [of Author, Editor, Director, or Performer] “Title of Page or Article.”  
*Name of overall Website*. Publisher or Sponsoring Organization of Website, [if not available, use N.p.] Day Month Year of Copyright Date or Latest Update. [; if not available, use n.d.] Web. Date of Access. <URL>.

### **Examples:**

#### **Citing the entire Website - no author or editor:**

*Department of Energy*. United States Government, n.d. Web. 21 Feb. 2009.

<<http://www.energy.gov>>.

#### **Website with an Author:**

Lepage, Denis. *Avibase: The World Bird Database*. Bird Studies Canada, 2010. Web. 7 July 2010. <<http://avibase.bsc-eoc.org/avibase.jsp>>.

**Website with an Editor:**

Halsall, Paul, ed. *Internet History Sourcebooks Project*. Fordham U, 2006. Web. 2 July 2010.  
<<http://www.fordham.edu/halsall/>>.

**Page from a Website:**

"Neuromuscular Disorders." *MedlinePlus*. U.S. Natl. Lib. of Medicine, 6 July 2010. Web. 7 July  
2010. <<http://www.nlm.nih.gov/medlineplus/neuromusculardisorders.html>>.

**❖ Blog (Weblog) ❖**

**Cite a blog as you would an entire Website**

**Cite an entry or a comment in a Weblog as you would a short work from a Website**

Username or Author's Last Name, First Name. "Title of Blog Post." *Title of Blog*. Publisher or  
Sponsor of Website, [if not available, use N.p.] Day Month Year of Posting. [; if not  
available, use n.d.] Web. Date of Access. <URL>.

**Examples:**

**Blog with a Username:**

Mbateau. "LeFlore's Author Visit a Success." *No Shushing Here!* BW Library, 10 May 2010.  
Web. 1 July 2010. <<http://bwlibrary.wordpress.com/>>.

**Blog with an Author:**

Dunn, Jamey. "Some Education Programs Spared." *Illinois Issues Blog*. Illinois Issues Magazine,  
8 July 2010. Web. 9 July 2010. <<http://illinoisissuesblog.blogspot.com/>>.

**Blog with no Username or Author:**

"Future Planning Update." *Leadership and Administration*. Lewis & Clark Library System, 28  
June 2010. Web. 8 July 2010. <<http://www.lcls.org/2010/06/future-planning-update/>>.

## ❖ Wiki ❖

Last Name, First Name. [of Author, Compiler or Editor of the Page] "Title of Page or Article."  
*Name of Website or Web Project*. Publisher or Sponsor of Website, [if not available, use  
N.p.] Day Month Year of Copyright Date or Latest Update. [if not available, use n.d.]  
Web. Date of Access. <URL>.

### **Examples:**

"Digital Rep, Facebook & i-Google." *BW-Virtual-Library*. BW Library Wikispaces, n.d. Web. 9  
July 2010. <<http://bw-virtual-library.wikispaces.com/>>.

Wiki page. *West Side's Story*. BTHS201, n.d. Web. 9 July 2010. <[http://bwhs-  
history.wikispaces.com/](http://bwhs-history.wikispaces.com/)>.

"Negation in Languages." *UniLang Wiki*. UniLang, 12 Jan. 2009. Web. 9 July 2010.  
<[http://www.unilang.org/wiki/index.php/Negation\\_in\\_languages](http://www.unilang.org/wiki/index.php/Negation_in_languages)>.

## ❖ **Article from Online Magazine** ❖

Author's Last Name, First Name. "Page or Article Title." *Name of Magazine/Website*. Publisher  
or Sponsor of Website, Copyright Date or Latest Update. Web. Date of Access. <URL>.

### **Example:**

Tracy, Ryan. "The Environmental Legacy of the Oil Spill." *Newsweek*. Newsweek, 17 June  
2010. Web. 9 July 2010. <[http://www.newsweek.com/2010/06/17/  
the-environmental-  
legacy-of-the-oil-spill.html](http://www.newsweek.com/2010/06/17/the-environmental-legacy-of-the-oil-spill.html)>.

## ❖ Article from Online Newspaper ❖

Author's Last Name, First Name. "Page or Article Title." *Name of Newspaper/Website*. Publisher or Sponsor of Website, Copyright Date or Latest Update. Web. Date of Access. <URL>.

### **Example:**

Sheridan, Mary Beth, and Andrew Higgins. "U.S. and Russia Complete Spy Swap." *Washington Post*. Washington Post, 10 July 2010. Web. 10 July 2010.  
<<http://www.washingtonpost.com/wp-dyn/content/article/2010/07/09/AR2010070901956.html>>.

## ❖ Online Movie Review ❖

Reviewer's Last Name, First Name. "Title of Review." Rev. of *Title of Movie*, dir. Director's name. *Name of Website*. Publisher or Sponsor of site, Copyright Date or Latest Update. Web. Date of Access. <URL>.

### **Example:**

Schumann, Howard. "*Precious* Shows Abuse Society Misses." Rev. of *Precious*, dir. Lee Daniels. *OhmyNews On Screen*. OhmyNews, 7 Dec. 2009. Web. 9 July 2010.  
<[http://english.ohmynews.com/articleview/article\\_view.asp?article\\_class=12&no=385848&rel\\_no=1](http://english.ohmynews.com/articleview/article_view.asp?article_class=12&no=385848&rel_no=1)>.

## ❖ Image from an Electronic Source ❖ Art, Photograph

Photographer/Artist's Last Name, First Name. *Title or Description of Image*. Date photograph was created. *Name of Website*. Publisher or sponsor of Website, Date of Publication. Web. Date of Access. <URL>.

### **Examples:**

#### **Work of Art:**

Wood, Grant. *American Gothic*. 1930. Art Inst. of Chicago. *Art Inst. of Chicago Search Online Collections*. Web. 30 June 2010. <<http://www.artic.edu/aic/collections/search/citi>>.

**Photograph from a Website:**

*Old Glory*. 20 July 1969. *NASA: Solar System Exploration*. NASA, n.d. Web. 10 July 2010.

<[http://solarsystem.nasa.gov/multimedia/display.cfm?IM\\_ID=6685](http://solarsystem.nasa.gov/multimedia/display.cfm?IM_ID=6685)>.

**Photograph on Flickr:**

Brandão, Flávio Cruvinel. *Swallow-tailed Hummingbird IMG\_1355*. 12 June 2010. *Flickr*.

Yahoo!, 16 June 2010. Web. 27 June 2010.

<<http://www.flickr.com/photos/flaviocb/4707891018/>>.

**Image /Personal Photograph posted on Facebook:**

Description of Image. Date photograph was taken. Personal photograph by author. *Name of Website*. N.p., n.d. Web. Date of access <URL>.

**Example:**

Aunt Martha at wedding. 17 Apr. 2008. Personal photograph by author. *Facebook*. N.p., n.d.

Web. 14 July 2010. <<http://www.facebook.com>>.

**❖ Global Road Warrior ❖**  
**BW Library Database**

Note: When citing *Global Road Warrior*, shorten the URL to <http://www.globalroadwarrior.com>

Name of Corporate Author. "Title of Page or Article." *Name of Overall Website*. Publisher or Sponsoring Organization of Website, Day Month Year of Copyright Date or Latest Update. [if not available, use n.d.] Web. Date of Access. <URL>.

**Example:**

Global Road Warrior. "South Africa: Points of Interest." *Global Road Warrior*. World Trade Press, n.d. Web. 8 July 2010. <<http://www.globalroadwarrior.com>>.

❖ Chronicle Occupational Briefs Online ❖  
BW Library Database

Note: When citing *Chronicle Occupational Briefs*, shorten the URL to <http://www.chroniclecareerlibrary.com>

*Title of Brief: Brief Number.* Publication City: Publisher, Publication Year. Page Number(s).

*Name of Website.* Web. Date of access. <URL>.

**Example:**

*Health Services Administrators: Brief 121.* Moravia: Chronicle Guidance, 2007. N. pag.

*Chronicle Career Library of Occupational Briefs.* Web. 8 July 2010.

<<http://www.chroniclecareerlibrary.com>>.

**Citing Resources Accessed on the Web or in a Database  
after being Published in a Print or Non-Print Medium**

**Note:** Refer to the print template for the initial citation information. Then include the following four components to indicate the online medium:

1. *Title of Database or Website*
2. **Medium of Publication [Web]**
3. **Date of Access [ Day, Month, Year]**
4. **URL [copy and paste Web address as it appears in the address bar]**

**Note:** For books featuring reprinted articles, add the publication information of the original published work. *Opposing Viewpoints* and *Novels for Students* are examples that often contain previously-published essays or articles (often having different titles) from magazines, journals, and newspapers, that have been reprinted in a book /collection.

❖ **Gale Databases** ❖  
**BW Library Databases**

Note: When citing any Gale database, shorten the URL to <http://find.galegroup.com>

**Gale Virtual Reference Library**

Author's Last Name, First Name. "Title of Article in book/collection." *Title of Book/Collection*.  
Ed. Editor(s)' First Name Last Name(s). Vol. Volume Number. Publication City:  
Publisher, Publication Year. Page Number(s). *Name of Online Database*. Web. Date of  
Access. <URL>.

**Example:**

McPherson, Alan. "War Correspondents Today." *History behind the Headlines: The Origins of  
Conflicts Worldwide*. Ed. Sonia G. Benson, Nancy Matuszak, and Meghan Apple  
O'Meara. Vol. 6. Detroit: Gale, 2003. 260-72. *Gale Virtual Reference Library*. Web. 4  
Mar. 2010. <<http://find.galegroup.com>>.

**Example of Literary Criticism in *Novels for Students*:**

Perkins, Wendy. "Critical Essay on *March*." *Novels for Students*. Ed. Ira Mark Milne. Vol. 26.  
Detroit: Gale, 2008. 150-52. *Gale Virtual Reference Library*. Web. 19 Mar. 2010.  
<<http://find.galegroup.com>>.

**Critical Essay Reprinted in *NfS*:**

Author's Last Name, First Name. "Title of Essay." *Title of the Periodical* Issue Number  
(Publication Year): Page Number(s). Rpt. in *Title of Book*. Ed. Editor(s)' First Name Last  
Name(s). Vol. Volume Number. Publication City: Publisher, Publication Year. Page  
Number(s). *Name of Online Database*. Web. Date of Access. <URL>.

**Example:**

Malak, Amin. "Margaret Atwood's *The Handmaid's Tale* and the Dystopian Tradition."  
*Canadian Literature* 112 (Spring 1987): 9-16. Rpt. in *Novels for Students*. Ed. Marie  
Rose Napierkowski. Vol. 4. Detroit: Gale, 2008. 133-36. *Gale Virtual Reference Library*.  
Web. 22 Mar. 2010. <<http://find.galegroup.com>>.

### *InfoTrac Custom Journals*

#### **Scholarly Journal Article:**

Author's Last Name, First Name. "Title of Article." *Name of Periodical* Volume Number.Issue Number (Publication Year): Page Number(s). *Title of Database*. Web. Date of Access. <URL>.

#### **Example:**

Will, Kelli England, and Cynthia Shier Sabo. "Reinforcing Alcohol Prevention (RAP) Program: A Secondary School Curriculum to Combat Underage Drinking and Impaired Driving." *Journal of Alcohol & Drug Education* 54.1 (2010): 14+. *InfoTrac Custom Journals*. Web. 1 July 2010. <<http://find.galegroup.com>>.

### *InfoTrac Student Edition*

#### **Magazine Article:**

Author's Last Name, First Name. "Title of Article." *Name of Periodical* Publication Date: Page Number(s). *Title of Database*. Web. Date of Access. <URL>.

#### **Example:**

Jensen, Robert. "The Military's Media." *The Progressive* May 2003: 22-25. *InfoTrac Student Edition*. Web. 3 July 2010. <<http://find.galegroup.com>>.

### *Opposing Viewpoints Resource Center*

#### **Article/Entry in an Encyclopedia:**

Author's Last Name, First Name. "Title of Article/Entry in book." *Title of Book*. Ed. Editor(s)' First Name Last Name(s). Number of edition ed. Publication City: Publisher, Publication Year. *Name of Online Database*. Web. Date of Access. <URL>.

#### **Example:**

Sims, Judith L. "Prairie Dogs." *Environmental Encyclopedia*. Ed. Marci Bortman, Peter Brimblecombe, and Mary Ann Cunningham. 3rd ed. Detroit: Gale, 2003. *Opposing Viewpoints Resource Center*. Web. 13 July 2010. <<http://find.galegroup.com>>.

**Previously-published article (different title) from a newspaper that has been reprinted in a book /collection.**

Author's Last Name, First Name. "Title of Article in book/collection." *Title of Book/Collection*.  
Ed. Editor(s)' First Name Last Name(s). Publication City: Publisher, Publication Year.  
Page Number(s). Series Name. Rpt. of "Title of Original Article." *Magazine or  
Newspaper Title* Date of publication. Page numbers. *Name of Online Database*. Web.  
Date of access. <URL>.

**Current Controversies Example:**

Kelling, George L. "Aggressive Policing Does Not Encourage Police Brutality." *Police Brutality*.  
Ed. Louise I. Gerdes. San Diego: Greenhaven, 1999. 74-77. Current Controversies. Rpt.  
of "Policing Under Fire." *Wall Street Journal* 23 Mar. 1999: n. pag. *Opposing Viewpoints  
Resource Center*. Web. 30 June 2010. <<http://find.galegroup.com/>>.

❖ **United Streaming** ❖  
**BW Library Database**

Note: When citing United Streaming, shorten the URL to  
<http://streaming.discoveryeducation.com>

Primary Contributor/Group/Corporation's Last Name, First Name, title of role. [e.g. prod., perf.]  
*Title of Video*. Dir. [or other role] First Name Last Name. [of Director and/or other  
Contributors] Distributor, Film's year of release. *Name of Website or online database*.  
Web. Date of access. <URL>.

Note: Leave the contributor fields blank if you wish to emphasize the film/recording as a  
whole, not an individual's specific contribution:

*Title of Video*. Distributor, Film's original year of release. *Name of Website's Sponsoring  
Organization or Institution*. Date of Access <<http://streaming.discoveryeducation.com/>>.

**Video Clip Example:**

*Animal Life Cycles*. 100% Educational Videos, 2002. *Discovery Education streaming*. Web. 28 Feb. 2009. <<http://streaming.discoveryeducation.com/>>.

**❖ Video Clip on You Tube ❖**

Last Name, First Name. [of primary contributor: performer /composer/narrator, etc.] perf. [or other role] *Title of Clip*. *Name of Website*. Name of Website's Publisher or Sponsoring Organization. [or N.p.] Video clip's date of release/creation. [or n.d.] Web. Date of Access <URL>.

**Examples:**

Rezza Brothers, perf. *World Cup 2010 Theme Song: For the Love of the Game*. *YouTube*.

YouTube, LLC, 24 Jan. 2009. Web. 14 July 2010.

<<http://www.youtube.com/watch?v=kfZIIKVfJ1w&feature=related>>.

*Beyonce Deja VU Live at WMA*. *YouTube*. YouTube, LLC, n.d. Web. 9 July 2010.

<<http://www.youtube.com/watch?v=weFftGrtZ7w&feature=channel>>.

# Other Media Sources

## ❖ E-mail ❖

Writer's Last Name, First Name. "Title of e-mail, taken from subject line." Message to  
Recipient's First Name Last Name. Date of e-mail. E-mail. [medium of delivery]

### **Example:**

Bielong, Laurie. "Celebrating Harper Lee." Message to Jennifer Sage. 11 July 2010. E-mail.

## ❖ E-mail Interview ❖

### **E-mail Interview Conducted by You:**

Last Name, First Name of Person you interviewed. E-mail Interview. [Kind of Interview] Date  
Interview was conducted.

### **Example:**

Birkner, Tom. E-mail Interview. 6 June 2008.

## ❖ DVD or Video ❖

*Title of Recording*. Dir. Director's First Name Last Name. Names and roles of other pertinent  
contributors. Film's Year of Release. [if relevant] Distributor, Recording's Year of  
Release. Medium. [DVD, Videocassette, Blu-ray Disc]

### **Example:**

*Global Warming: The Signs and the Science*. Dir. Michael Taylor. Prod. David Kennard. Nar.  
Alanis Morissette. 2005. PBS Home Video, 2005. DVD.

Note: If you are emphasizing the contribution of a particular individual, such as the director or performer, begin with that person's Last Name, First Name, role.

### **Examples:**

Spielberg, Steven, dir. *War of the Worlds*. Perf. Tom Cruise, Dakota Fanning. Universal Studios  
Home Video, 2005. Videocassette.

Downey, Robert, Jr., perf. *Iron Man*. Dir. Jon Favreau. Paramount Home Entertainment, 2008.  
Blu-ray Disc

## ❖ Sound Recording, Podcast, CD, or MP3 ❖

Performer's Last Name, First Name. "Title of Individual Song." By Composer's First Name Last Name(s). [person who wrote the song] Names and roles of other pertinent people involved in the recording. *Title of Entire Recording/Album*. Rec. Date Originally Recorded. Manufacturer/Production Company, Year Recording was Issued. Medium. [CD, Audiocassette, LP, or MP3]

### **Examples:**

Elliot, Missy. "Work It." By Missy Elliot, Tim Mosley. Prod. Missy Elliot, Tim Mosley. *Under Construction*. Rec. 2002. Elektra, 2004. CD.

"Together." Perf. Alex & the Kaleidoscope Band. *Kaleidoscope Songs Number One*. Kaleidoscope Music, 2004. MP3 file.

### **Radio Program podcast downloaded as an MP3:**

"Outlaw Prairie Dogs Find Refuge with Rancher." By Jeff Brady. *All Things Considered*. Host Robert Siegel, Melissa Block. . Natl. Public Radio. 5 Dec. 2006. MP3 file.

## ❖ TV or Radio Program Online ❖

"Title of Episode or Segment." *Title of Program or Series*. Name of Network. Date of Broadcast. *Title of Website*. Web. Date of Access. <URL>.

### **Examples:**

#### **Radio:**

"BP Wants Help With Gulf Cleanup Costs." *Morning Edition*. Natl. Public Radio. 6 July 2010. *NPR*. Web. 12 July 2010. <<http://www.npr.org/templates/story/story.php?storyId=128328838>>.

**Television:**

"High-Volume Teen Texting." *Early Show*. CBS. 21 Apr. 2010. *CBS News*. Web. 12 July 2010.

<<http://www.cbsnews.com/video/watch/?id=6417440n&tag=mncol;lst;10>>.

**Radio Program Transcript Online and Emphasizing Contributions of Host and Reporter:**

Kelly, Mary Louise, host. "BP Wants Help With Gulf Cleanup Costs." Rep. Jim Zarroli.

*Morning Edition*. Natl. Public Radio. 6 July 2010. *NPR*. Web. Transcript. 12 July 2010.

<<http://www.npr.org/templates/story/story.php?storyId=128328838>>.

**Acknowledgements**

Style guide by Librarians Mary K. Barteau and Connie Culbertson

Style guide proofed by Patricia Matysik

Appendices A & B adapted from *O'Fallon High School Style Guide 2009*

Appendix D adapted from *Springfield High School Style Guide 2009*

## Appendix A

### Answers to Frequently Asked Questions about MLA Style

1. **What does MLA stand for?** Modern Language Association

2. **How many spaces follow periods and colons in an entry?**

- One space                      *Example:* The dog ate my homework. Really?

3. **How do I format the Works Cited page?**

- Do not number entries or use bullets
- All items are double spaced. No single spacing anywhere.
- Each entry ends with a period.
- Use a hanging indent for each entry that goes beyond one line. All lines after the first line are indented 1 tab.
- Titles that are not in quotation marks must be either underlined or italicized. Check with your teacher. Be consistent.
- Alphabetize by the author's last name or the first important word of a title.

4. **How do I alphabetize on the Works Cited page?**

- Titles that start with numbers are first—in numeric order.
- If there is no author, alphabetize by the first important word of the title. Do not alphabetize using “The,” “A,” or “An,” but **do not** remove these words from the title.
- If the same author wrote two or more of the sources you are using, type ---. Instead of writing the author's name the next you enter it on the page.

5. **How do I write author names on the Works Cited page?**

<b>One author:</b>	Jones, James.
<b>Two authors:</b>	Jones, James, and Harry Smith.
<b>Three authors:</b>	Jones, James, Harry Smith, and Cynthia Miller.
<b>Four or more authors:</b>	Jones, James, et al.
<b>Name with a middle initial:</b>	Jones, James W.
<b>Name with a title, such as Dr.:</b>	<b>Do not</b> include the title.

**Note:** If no author is given, the entry will begin with the editor's name and will use the same format for authors shown above. This applies to both print and electronic information.

6. **How do I write page numbers on the Works Cited page?**

**Note:** Page numbers should only be used for electronic documents (such as Website articles) if the pages you are viewing on the screen are numbered. **Do not use printer-generated page numbers found on the upper right corner of your printout.**

- A source on page 4:  
4
- A source on pages 4 through 12:  
4-12
- A source on page 4 and continuing later in the book or magazine:  
4+

## 7. How do I write dates on the Works Cited page?

### A. Month & Year

- Abbreviate the Month (except May, June and July)  
**Examples:** Jan. Feb. Mar. Apr. Aug. Sept. Oct. Nov. Dec.
- Do not use a comma between month and year  
**Example:** Sept. 2008

### B. Full Date

- Include Day Month Year in this order  
**Example:** 15 Aug. 2009

## 8. What's the difference between a Works Cited and Bibliography / Works Consulted?

### **Works Cited Page:**

is the term for the list of sources actually documented (paraphrased or quoted) in your project, generally through parenthetical citation. All of the parenthetical references in the paper or project should lead the reader to this list of sources.

### **Bibliography / Works Consulted:**

is a term used for the list of all the resources that you consulted or used in some way while putting your paper, project or speech together, even if they were not actually cited in the paper, project or speech.

### **Should I use one or both?**

A student might prepare only a Bibliography / Works Consulted page if he or she did not quote or paraphrase at all in the project.

A student might prepare only a Works Cited page if he or she paraphrased or quoted from and therefore cited all sources used.

## **Preparing the Works Cited and Bibliography / Works Consulted pages:**

- Head a new sheet of paper **Works Cited** or **Bibliography** or **Works Consulted**.  
(Do not use quotation marks around your title.)
- Alphabetize your sources by author, or first entry, which may be an association or a title, if no author is noted. This should be easy if you have collected source cards.
- The list of works cited appears at the end of the paper. Place the **Works Cited** page(s) immediately after the last page of the text, continuing the page numbers. For example, if the text of your research paper ends on page 5, the works cited list begins on page 6.
- If your paper includes both **Works Cited** and **Bibliography / Works Consulted**, the **Bibliography / Works Consulted** page should follow the **Works Cited** page.  
(See Appendix F for Sample Works Cited page.)

## Appendix B

### Answers to Frequently Asked Questions about Websites

#### 1. What is the difference between citing a website article and an article from a subscription database like *InfoTrac Student Edition*?

##### **Website Article from a Publicly Available Website:**

Usually lower-quality research and, therefore, generally not recommended because the information is not guaranteed to be accurate or unbiased and is unlikely to have been reviewed by experts. This is a website that anyone can view and that anyone could have created, such as Wikipedia.org.

##### **Website Article from a Site Requiring a Subscription or Registration:**

May be a little higher quality information, but is still unlikely to have been reviewed by an expert and could be biased or inaccurate. However, the site may have a strong reputation for quality, such as CNN.com.

##### **Subscription Database Article:**

Higher-quality research because the information is paid for and goes through a quality control process that often includes review by authority figures in a specific field of knowledge. Information is written by scientific researchers or experts in a particular field of knowledge.

#### 2. What should I do when a works cited entry flows over to the next page?

It is better for the reader to see a work cited entry in its entirety, so use the **Enter** key to move all lines of the entry to the next page, even if this leaves a gap at the bottom of the previous page.

#### 3. When typing in Web addresses, my computer automatically hyperlinks them or underlines them. Should I remove the underlining for the Works Cited page?

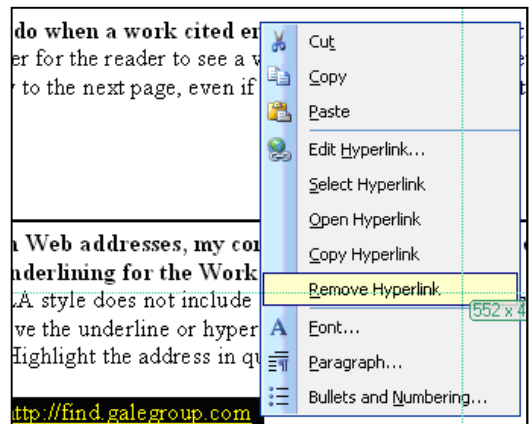
Yes, MLA style does not include underlining of Web addresses for the works cited page.

*To remove the underline or hyperlink:*

- Highlight the address in question
- Right click on mouse button
- Select **Remove Hyperlink**

#### 4. What are the passwords to the BW Library's electronic databases?

You can obtain passwords from the library's website, library staff, or your teacher.



## Appendix C

### General Formatting Specifications for MLA Style

#### 1. Paper

- Use 8 ½ x 11 in. white paper.
- Print on one side of the paper only.

#### 2. Margins

- 1" on all sides
- Set the margins of the paper under **Page Layout --Normal** or **File--Page Setup** before starting to type.
- **Do not** justify your margins on the right side of the page.

#### 3. Font

- Choose an easily readable typeface (e.g. Times New Roman) and 12 pt. font for all typing. That includes the body of the paper, title, heading, and works cited page.

#### 4. Spacing

- The entire document is double-spaced. That includes the body of the paper, title, heading, and works cited page.
- Before you start typing, set the document to double spacing.
  1. Select **Format -- Paragraph**.
  2. Under **Line Spacing** select **Double** from the drop-down menu.**NOTE:** If you've already started the document, highlight the text and follow steps 1 and 2.

#### 5. Heading

- A 4-line heading is on the first double-spaced line following the page number. The heading is typed in the upper-left corner of the first page of the paper.
- The 4-line heading consists of:
  - (Line 1) Student's First and Last Name
  - (Line 2) Teacher's Name
  - (Line 3) Class / Course Name
  - (Line 4) Date [Day Month Year]
- MLA does not require a title page.
- The heading is not bolded or underlined.
- The heading is double-spaced.

#### 6. Title

- Follows the 4-line heading.
- Is double-spaced like the rest of the document.
- Is **not bolded** or underlined or "in quotes" or *italicized*.
- Is centered on the page.

#### 7. Paragraphs

- The first line of each new paragraph is indented 1 tab.

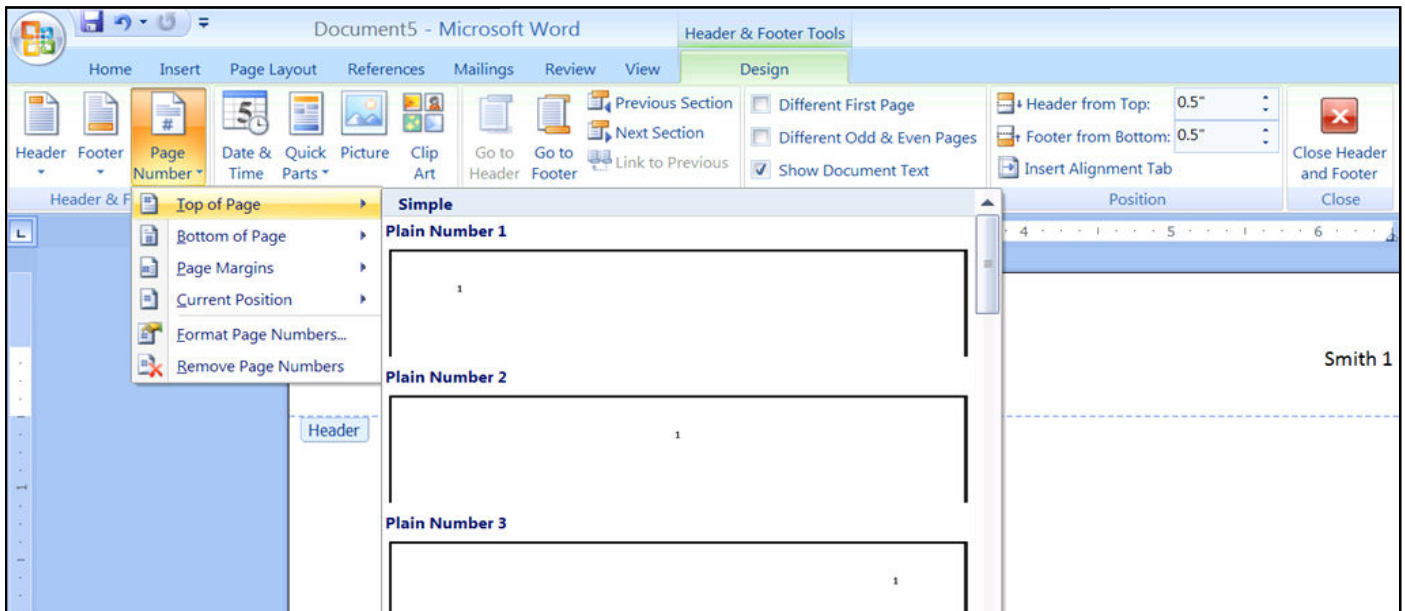
## 8. Page Numbers

- Numbered consecutively throughout the paper through the works cited page(s), which are the last pages of the paper.
- Placed in the upper right-hand corner of all pages.
- Contain the student's last name, one space, and then the page number.
- Are set up on the document's first page in the document's header.

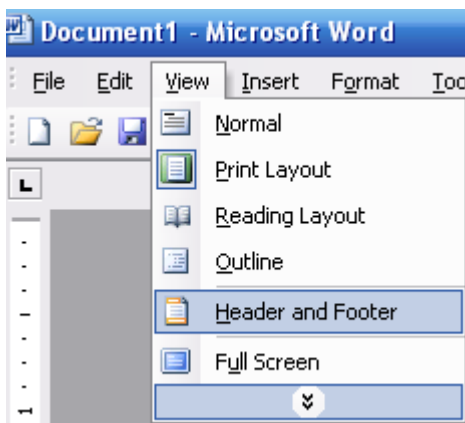
### Microsoft Office 2007

1. Go to **Insert -- Page Number**.
2. Select **Plain Number 3**.
3. Type your last name and press **spacebar** one time in front of number.
4. **Close Header and Footer**.

This will automatically place the last name and the numbers on your pages for you.

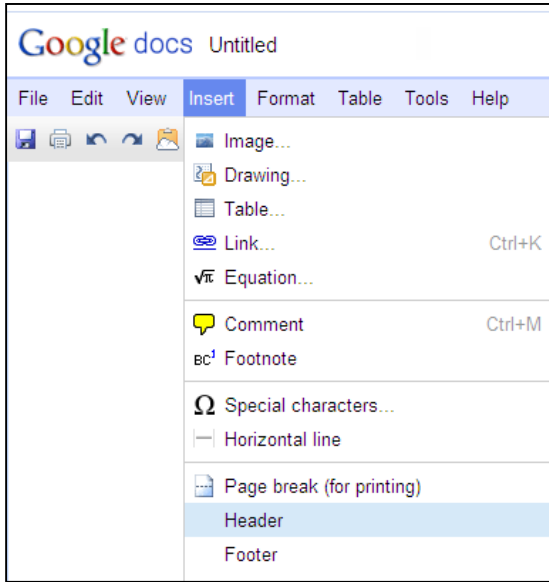


### Microsoft Office 2003



1. Go to **View -- Header and Footer**
2. When the Header box appears at the top of the page, tab over to right side of the box.
3. Type your last name. Then, press the **spacebar** one time.
4. In the Header and Footer box that appears on the screen, click on the first icon (a piece of paper with a # on it). This will automatically place the numbers on your pages for you.
5. **Close the Header and Footer** box.

# Google Docs

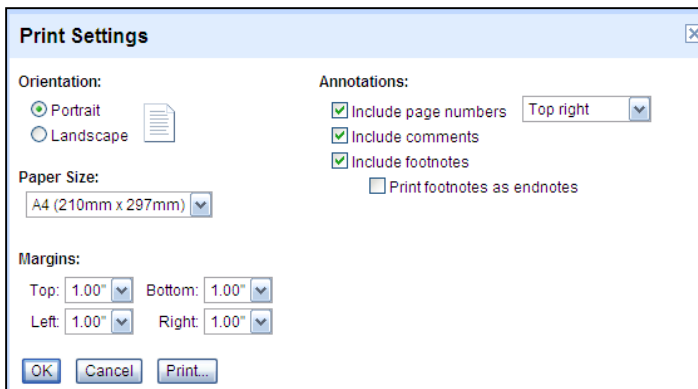
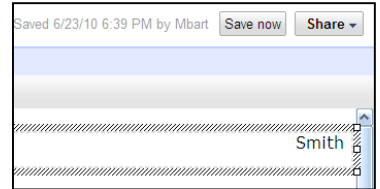


1. Go to **Insert --Header**

2. When the **Header box** appears at the top of the page, click on **Right Justify** icon.



3. Type your last name and press the **Space Bar**. This creates a space between the last name and the page number you will insert.



4. Go to **File -- Print settings**. In **Print Settings** box that appears on the screen, select **Include page numbers**. Select **Top Right** using drop-down menu. This will automatically place the numbers on your pages for you.

5. Click **OK**

## Appendix D

### In-Text Documentation

In-text or in-project documentation is the newly recognized format for acknowledging borrowed information within your original text. No longer are footnotes used, unless you need to clarify or add some information. This type of documentation is necessary in both traditional paper and multimedia presentations.

Use in-text or in-project documentation to cite a source whenever you:

- Use an original idea from one of your sources, whether you quote or paraphrase it.
- Summarize original ideas from one of your sources.
- Use factual information that is not common knowledge (Common knowledge is information that recurs in many sources. If you are not certain it is common knowledge, cite to be safe.)
- Quote directly from a source or use a date /fact that might be disputed.

**Usually only the author's last name and the page number OR, in the absence of an author, the title and the page number are given.** Do not use the word "page" or any abbreviations. Page numbers may be omitted if the article is a one-page article or one in an encyclopedia arranged alphabetically. Page numbers may be omitted when citing Web resources, which do not normally include paging.

The purpose of this format is to give immediate source information without interrupting the flow of the paper. Usually parenthetical citations are placed at the end of a sentence, but they may be placed in the middle (see example 6). The academic world takes in-text documentation seriously.

**Inaccurate documentation is as serious as having no documentation at all.**

Rules for Using In-Text Documentation

**1.** Use the author's last name and give the page number in parentheses. Do not use "page" or abbreviations for page; just write the number. In most cases you will be citing one or two pages, leading your reader to a specific piece of information. Allow one space before the parentheses but none after it if a period follows.

**Example:** Thomas Hardy's *Return of the Native* is the penultimate example of coincidence (Ellman 89).

**2.** If you are using more than one book by the same author, give the **last name**, comma, the **title**, and the **page**.

**Example:** Animal imagery conveys the primitive, uncontrolled rage that the peasants feel. One person "...had acquired a tigerish smear about the mouth" (Dickens, *Tale of Two Cities* 33-34).

3. If you identify the author and title in the text, just give the **page number**.

**Example:** In *Jude the Obscure*, Hardy depicts the heart-rending disappointment that Jude must face: "...the spires of the Medieval buildings haunted his existence and at the same time they beckoned him to call the pillars of learning his home" (9).

4. If there is no author, give the **title** and the **page number**.

**Example:** Some critics, including Christopher Ricks, feel that Thomas Hardy overuses trite coincidences to generate the action in his novels (Spectator 5).

5. If you are quoting a direct quotation from a secondary source, you must identify it as such.

**Example:** According to Derek Montana, "...the critic's worst enemy is himself" (qtd. in Paris 87).

6. If a quotation or information appears in the middle of your own idea, then insert the documentation immediately after the quotation.

**Example:** Derek Montana's idea, "...the critic's worst enemy is himself" (qtd. in Paris 87), parallels the idea that interpretation reveals one's own biases.

7. If the quoted material exceeds two lines in your text, you should either:

- a) indent both margins of the quotation (and single space if possible on your word processor)
- b) or indent both margins, single space, and use a smaller font.

8. Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, omit numbers from your in-text documentation and use only the main entry, author, or title in parenthesis.

**Example:** A recent CNN.com review noted that the book's purpose was "to teach cultures that are both different from and similar to world status quo" (Allen).

**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). In this case "pars" is used for numbered paragraphs.

For a Web document, the page numbers of a printout **should not** be cited, because the pagination may vary in different printouts.

### *Specific Examples*

#### **Corporate or Committee Authorship**

It is best to include the name of the agency within the text.

**Example:** The Thomas Hardy Literary Society has called Hardy the "Victorian-modern father of literature" (34).

### **Work in a Multiple Volume**

It is unnecessary to use the word "volume" or the abbreviation if you identify by both the volume and the page number. The order is to give the volume number first then a colon, a space and then the page.

**Example:** Dvorak is nicknamed "Old Borax," but it is never mentioned by some critics (Hall 5: 87-88).

---

### **Magazine Article**

Give the author if available; otherwise use the title of the magazine.

**Example:** Jude can be surveyed from a Biblical point of view as a "martyr" (*New Yorker* 16).

---

### **Plays**

Generally you use Arabic numbers for both acts and scenes, but you may still use Roman numerals for acts and lower case ones for scenes. List line numbers last and separate them with a colon.

**Example:** In *Julius Caesar* perhaps the most quoted line comes from Caesar: "Et, tu, Brute!" (3:1:23).

---

### **Poetry**

For short quotations, separate lines of poetry with / marks and list line numbers as if they were page numbers.

**Example:** "When I was half the man I was/And serve me right as the preachers warn," ("Lament" 37-38).

**Note:** For quotations longer than three lines, preserve the form and spacing of the original.

---

### **Web Page**

Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, omit numbers from your parenthetical references.

**Example:** "The Human Genome Initiative is a worldwide research effort that has the goal of analyzing the structure of human DNA and determining the location of the estimated 100,000 human genes ("National Human Genome Research Homepage").

**Do not** cite the page numbers of a printout. Pagination varies depending on fonts and printers.

---

### **Newspapers**

List the author if given; otherwise list the newspaper title without any definite or indefinite articles that begin it (*New York Times* not *The New York Times*) and the page number.

**Example:** According to the *New York Times*, Jesse Jackson appeared to have a very decent chance to win the Democratic nomination for President (Kehoe C4).

---

### **Encyclopedia**

Treat encyclopedias like books. If an author's name is given, use it and the page number. If no author's name is given, use the editor's name. If neither is given, use the title of the encyclopedia.

**Example:** Whale communication research started in the late 1950's by Stanford University graduate students who were studying mating calls (Davis 78).

---

**Visual Material (graphs, charts, tables, etc.)**

These materials must be documented. After each graph, chart, or table write:

- Source:
- Space
- Give complete bibliographic information, ending with a colon
- Space
- Page number.

	Violated	Not Violated
Tapping Telephone Lines	35%	65%
Mail Broken Into	05%	95%

Or label the visual, add a title and give the artist or author and page.

**If you are presenting through a PowerPoint or other multimedia program, include parenthetical notes in the text or as near as possible to the media item with full documentation in the closing slid**



**Header:** Last Name and Page Number

XX

XX.

Works Cited

- Bedard, Paul. "PETA Pushes Obama to Adopt a Mutt." *U.S. News and World Report* 28 July 2008: 64-65. Print.
- Dudley, William D., Dr. *Animal Rights*. New York: Greenhaven Press, 2008. Print.
- People for the Ethical Treatment of Animals. "Animal Rights Uncompromised." *PETA*. Animal Rights Uncompromised, n.d. Web. 17 Dec. 2008. <<http://www.peta.org>>.
- Sha'Carol, prod. *The Obama Family's new dog, Bo, a 6 - month - old Portuguese water dog*. . *YouTube*. N.p., 12 Apr. 2009. Web. 25 June 2010. <<http://www.youtube.com/watch?v=KyVpQsQ785g>>.