BCMS Style Sheet

The Bethlehem Central School District uses the Modern Language Association (MLA) style guidelines in all subject areas. In the newest edition (cited below) there are 3 primary principles:

1. Create citations which are helpful to readers.
2. Keep in mind that there might be more than one correct way to cite a source.
3. Cite basic characteristics present in most works.


Style Manual Online

The BCMS style manual is also available on the BCMS Library Media Center website at <http://bcasd.k12.ny.us/middle/lmc/lmc.htm>. The manual is accessible from the home page.

The school librarians are also an excellent source of information.
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Tips on Citing Books

- If the book does not include the author’s or editor’s name on the title page, and you cannot easily locate the author or editor on the reverse page, begin the citation with the title of the book.

- If the book does not indicate some part of the publication information – publisher, date of publication (copyright date), or page numbers (for certain types of citations) – skip that component of the citation.

- If you are handwriting source cards underline titles which appear in italics in examples.

Examples of Citations with Missing Information

No Publisher


No Date of Publication

Jones, Martha. *Overcoming Bankruptcy*. Knopf.

No Pagination


- If the book is published under an imprint, or special name, include the imprint, followed by the publisher.

  For example: Anchor-Doubleday, UXL-Gale, or Collier-Macmillan.
Helpful Explanations

Book or Encyclopedia?

Many students have difficulty determining the difference between books and reference works, such as encyclopedias. The following comparisons should help you to cite these sources correctly. If you still have questions, ask the librarians.

<table>
<thead>
<tr>
<th>Book</th>
<th>Reference Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usually has author</td>
<td>Generally has editor rather than author</td>
</tr>
<tr>
<td>Usually one volume; may be multivolume</td>
<td>Often more than one volume</td>
</tr>
<tr>
<td>Meant to be read cover-to-cover</td>
<td>Used to look up specific pieces of information.</td>
</tr>
<tr>
<td>May have chapters</td>
<td>Has articles, often arranged alphabetically, and sometimes written by individual authors.</td>
</tr>
<tr>
<td>Can have any title</td>
<td>Title often includes words such as encyclopedia, dictionary, almanac, atlas, or yearbook</td>
</tr>
<tr>
<td>Generally shelved in fiction or nonfiction area</td>
<td>Usually shelved in reference section</td>
</tr>
</tbody>
</table>

Free Web and Subscription Services

Free Web: That part of the Web that is freely accessible to anyone with an Internet connection.

Online Subscription Services (Databases): Libraries purchase collections (databases) of magazines, newspapers, references works, books, reports, and images, from companies that organize the material so that it is easily searchable. Unlike the free web, where anyone can post anything and the quality is uneven, these resources have been reviewed and are accurate and reliable. They do require users to log on with usernames and passwords. The LMC subscribes to a number of databases through the following online subscription services:

- ABC-CLIO
- Brainpop
- Career Cruising
- EBSCO
- eLibrary
- Gale
- Grolier
- Maps101
- Teen Health & Wellness

eBooks: The LMC purchases eBooks from Gale and other publishers. These are digital versions of printed books, which can be accessed from either our catalog or our webpage.
# BOOKS

## 1) Book with One Author

<table>
<thead>
<tr>
<th>author's last name</th>
<th>first name</th>
<th>title of book \textit{in italics}</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mattern</td>
<td>Joanne</td>
<td>Barack Obama</td>
</tr>
</tbody>
</table>


## 2) Book with Two Authors

<table>
<thead>
<tr>
<th>1\textsuperscript{st} author's last name</th>
<th>first name</th>
<th>2\textsuperscript{nd} author's first and last names</th>
<th>title of book \textit{in italics}</th>
<th>publisher</th>
<th>copyright date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones</td>
<td>Cynthia</td>
<td>Samuel Doherty</td>
<td>Chess for Beginners</td>
<td>McGraw-Hill</td>
<td>2010</td>
</tr>
</tbody>
</table>
3) **Book with Three Authors or More**

- 1st author’s last name
- first name, et al.
- title of book – *in italics*
- publisher
- copyright date

**NOTE**

- In citing a book with three or more authors, list the first author, followed by the term *et al,* which is Latin for *and others.*


4) **Book with an Organization as Author**

- name of organization
- title of book – *in italics*
- publisher
- copyright date


5) **Book with an Editor Instead of an Author**

editor’s last name                  first name                                 title of book — *italics*

publisher                               copyright date


6) **Book with an Author and an Editor**

Use only if an author and editor are both listed on the title page.

author’s last name                  first name                                 title of book — *italics*

Editor,  ___________________________  ___________________________  ___________________________  ___________________________.

editor’s first and last names                  publisher                               copyright date


7) **Book with an Anonymous Author**

title of book — *italics*                  publisher                               copyright date

An **anthology** is a collection of works of literature—short stories, plays, poems, articles or essays—written by different authors or by the same author, and brought together in one or more volumes by an editor.

### 8) Shorter Work Included in an Anthology or Collection

<table>
<thead>
<tr>
<th>author of short work – last name</th>
<th>first name</th>
<th>title of short work - “in quotes”</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>“________________________________”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>title of anthology – <em>italics</em></th>
<th>Editor – first and last names</th>
</tr>
</thead>
<tbody>
<tr>
<td>“________________________________”</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>publisher</th>
<th>copyright date</th>
<th>page(s) of short work</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

ENCYCLOPEDIAS AND OTHER REFERENCE BOOKS

9) Article in a General Encyclopedia/Dictionary/World Almanac

A general encyclopedia includes articles on a wide range of human knowledge. Examples are *World Book Encyclopedia* and *Encyclopaedia Britannica*.

```
author of article – last name first name title of article - “in quotes”
```

```
title of encyclopedia - *in italics* edition, copyright date
```

**NOTE**
- If the author of the article is not provided, begin the citation with the article title.
- The copyright date is not necessary for *World Book*, since the edition includes the date.


**Entry in a General Dictionary**


**Article in a World Almanac**

Almanacs do not arrange articles alphabetically. You must add the pages number(s) of the article at the end of the citation.

10) Article in a Specialized Encyclopedia or Reference Work

Specialized encyclopedias/reference works have articles on specialized subjects or topics, and include works such as *Gale Encyclopedia of Science, Career Discovery Encyclopedia, Dictionary of American History,* and *Something About the Author.*

```
author of article – last name first name "title of article in quotes"
```

```
title of encyclopedia in italics, Editor … editor of encyclopedia – first and last names
dition, Vol. … edition, publisher copyright date
```

**NOTES**

- If the author of the article is not provided, begin the citation with the article title.
- Include the edition only if provided.
- Do not include the volume number if you are using a one-volume reference book.
- If the articles are not arranged alphabetically, add the page number(s) after the copyright date (see examples two and three).


**Periodicals: Magazines and Newspapers**

### 11) Article in a Magazine

```
author of article – last name, first name, “title of article” in quotes

title of magazine, issue date – day mo yr, page(s) of article
```

**NOTE**
- If the author of the article is not provided, begin the citation with the article title.
- If the article is not on consecutive pages, put a plus sign (+) after the first page.

**Monthly Magazine**

**Weekly Magazine (author not given)**

### 12) Special Issue of a Magazine

*Use only* when you are citing an entire magazine on a specific issue.

To cite a magazine article, use item #11.

```
editor of issue – first name, last name, Editor, title of special issue – in italics

Spec. issue of, title of magazine, issue date – day mo yr, total # of pages in issue
```

### 13) Article in a Newspaper

- author of article – last name, first name
- title of article – “in quotes”

- title of newspaper – in italics
- issue date – day mo yr
- page(s) of article

**NOTES**
- If the author of the article is not provided, begin the citation with the article title.
- If the newspaper title does not include the city name, add it in square brackets.
- If the article is not on consecutive pages, put a plus sign (+) after the first page.


### 14) Editorial or Letter to the Editor

- author of editorial/letter – last name, first name
- title of editorial – “in quotes”

- Editorial.
- title of newspaper/magazine – in italics
- issue date – day mo yr
- page(s) of editorial/letter

**NOTE:**
- For a letter to the editor, just add the label Letter (see example two).

**Editorial**


**Letter to the Editor**

Web-Based Sources
Help with Websites and Web Pages

A **website** consists of a home page, and often a group of related web pages, available on the World Wide Web. Websites are published by different types of companies, organizations, and individuals, for many reasons. A website, with all of its pages, is seen as one unit, much as a book, with its chapters, is one unit. Examples of websites are the following:

- Biography.com http://www.biography.com
- National Geographic http://www.nationalgeographic.com

A **web page** is an individual document on a website. It normally links back to the site’s home page, and often links to other pages on the same site and to other sites. A web page usually has a unique web address (URL), but every web page on the same site shares, as part of its address, the URL of the website to which it belongs. The URL of Bethlehem Central School District is bolded below:

- BCSD main site http://bcsd.k12.ny.us

**Web Pages on the BCSD website:**
- BCSD Athletics page http://bcsd.k12.ny.us/Athletics/athletics.html
- BCSD Academics page http://bcsd.k12.ny.us/Academics/academics.html

**Finding the publisher/sponsor of a website**
- Look for the name in the copyright statement in the footer, which appears at the bottom of every page on the site. **If you still cannot locate the publisher,**
- Click on the *Home* link, any link that offers information about the site or its mission, or a link such as *Frequently Asked Questions*.
- Delete all of the information in the web address following the first forward slash (/). This will take you to the main domain name, and probably the publisher.

**Finding the date of publication of a website or web page**
- Look for a date near the author’s name, if given.
- Check the bottom of the page you are citing, directly below the text.
- If no other date is provided, you may use the most recent copyright date, usually located in the footer, which appears at the bottom of every page on the site.
The Free Web

15) Entire Website

See p. 9 for help with websites and web pages.

Use this format if you use the whole site or several pages on the site.

_________________________’ ______________________’ _______________________.
author of website - last name first name title of website — in italics

_________________________’ ______________________’ _______________________.
Publisher/sponsor of website publication/last update website address
day mo yr

Accessed ___________________’.
access date – day mo yr


No Author of Website Given

16) Web Page
See p. 9 for help with websites and web pages.


16) Web Page (Continued)

Use this format to cite articles in the databases listed below.

NOTE:
▪ For these databases, you may include the web address of the main site, or the address of
  the article you are citing, if it is not too long.

American History (ABC-CLIO)


Career Cruising


Teen Health & Wellness


Maps101 (To cite a map in a print atlas, use Item #39.)
▪ Cite as a web page, but add the label Map, in quotes, after the title of the map.


17) Article in an Online Magazine
To cite a magazine article in Gale, EBSCO, or eLibrary, use item #22.

author of article – last name first name “title of article - “in quotes”

title of magazine - in italics issue date - day mo yr page(s) of article

web address of article Accessed access date - day mo yr

NOTE:
• If the article is not on consecutive pages, or only the first page of the article is given, put a plus sign (+) after the first page.


18) Article in an Online Newspaper
To cite a newspaper article in Gale, EBSCO, or eLibrary, use item #23.

author of article – last name first name “title of article - “in quotes”

title of newspaper - in italics issue date - day mo yr page(s) of article

web address of article Accessed access date - day mo yr

NOTES:
• If the newspaper title does not include the city name, add it in square brackets.
• If the article is not on consecutive pages, or only the first page of the article is given, put a plus sign (+) after the first page.


**NOTE:**

- If the publisher is not provided, skip that piece of the citation.
Online Subscription Services

20) Article in a Reference Work in an Online Database

- Use to cite reference articles in Grolier Online, eLibrary, EBSCO, and all Gale databases, including Biography Resource Center, Gale Virtual Reference Library (eBooks), and Twayne’s Authors Series.
- To cite American History (ABC-CLIO), Career Cruising, and Teen Health & Wellness, use item #17.

```
author of article – last name  first name  “title of article - “in quotes”
title of reference work – in italics  copyright date or last update  title of database— in italics
web address  Accessed  access date – day mo yr
```

NOTE:
- For eLibrary and the Gale databases, use the web address of the main search page.

**Biography Resource Center (Gale)**


**Gale Virtual Reference Library**


**Twayne’s Authors Series (Gale)**


**Grolier Online**


**eLibrary**

**21) Magazine Article in an Online Database**

Use to cite articles in Gale, EBSCO, and *eLibrary.*
To cite a magazine on the free web, use item #18.

---

author of article – last name, first name “title of article - “in quotes”

---

title of magazine - *in italics* issue date – day mo yr page(s) of article

---

title of database – *in italics* web address

*Accessed* date of access – day mo yr

**NOTE:**
- If the article is not on consecutive pages, or only the first page of the article is given, put a plus sign (+) after the first page. (example two below).
- You may use the web address of the main search page for Gale, eLibrary, and EBSCO.


22) **Newspaper Article in an Online Database**

Use to cite articles in Gale, EBSCO, and *eLibrary*.

To cite a newspaper article on the free web, use item #19.

---------------------------------------------
author of article – last name first name title of article - “in quotes”

---------------------------------------------
title of newspaper - *italics* issue date – day mo yr page(s) of article

---------------------------------------------
title of database – *italics* web address

**Accessed** ____________
date of access – day mo yr

**NOTES:**

- If the newspaper title does not include the city, add it in square brackets. (example one)
- If the article is not on consecutive pages, or only the first page of the article is given, put a plus sign (+) after the first page (see example in item #22).
- You may use the web address of the main search page for Gale, *eLibrary*, and EBSCO.


Multimedia

23) Film

Use to cite a film viewed in a theater.

__________________________  ____________________________  ____________________________  ____________________________
| title of film – _italics_ | director – first and last names | distributor | year of release |

Film.


24) Film or Recording in Electronic Media (DVD/Videocassette)

__________________________  ____________________________  ____________________________  ____________________________
| title of film – _italics_ | director – first and last names | year film originally released |

__________________________  ____________________________  ____________________________
| distributor of electronic medium | year of release | electronic medium (example: DVD) |

**NOTE:**

- If no director is given, ignore this information.
- If film was not previously released, ignore original release date (See example two).

_It’s a Wonderful Life_.  Dir. Frank Capra.  1946.  Republic, 2001.  DVD.

25) Film Made for the Web
Use to cite Brainpop.

- title of film – *in italics*
- director or other contributor
- title of website – *in italics*
- publisher/sponsor of website
- date of film’s creation – day mo yr

- web address
- Accessed – day mo yr

NOTE:
- If no director/contributor is provided, skip this information.


26) Television or Radio Program

- title of episode “in quotes”
- title of program or series – *in italics*
- name of TV/radio network
- call letters of local station
- city of local station
- broadcast date – day mo yr
- medium of reception – Radio or Television

27) Sound Recording on CD, Audiocassette, MP3, or LP

artist’s first name ’ last name ’ title of recording – *italics* ’ manufacturer of recording

’ year of issue ’ electronic medium – example - CD

**NOTE:**
- Artist’s name is optional. Include whichever person you want to emphasize (performer, composer, or conductor).


28) Song on CD, Audiocassette, MP3, or LP

artist’s first name ’ last name ’ title of song “*quotes*” ’ title of recording – *italics*

’ manufacturer of recording ’ year of issue ’ electronic medium

**NOTE:**
- Artist’s name is optional. Include whichever person you want to emphasize (performer, composer, or conductor).


Guidelines for Citing Images

1) If the image is contained within a larger work,
   □ Cite the larger work (book, website) and refer to the image in the text of your paper.

2) Cite these images separately:
   □ Reproductions of works of visual art--paintings, sculptures, photographs and other media--in museums or collections
     ▪ A work of art in a book (#31) -- and you are only using the image
     ▪ A work of art in an online art gallery or an image database, such as Corbis or Flickr, (#32)

   □ A digital image (existing only on the web) in an image database or gallery (#32), in which the image is not part of a larger work

3) A photograph you took
   ▪ A print photograph (#33)
   ▪ A photograph in a digital file on your computer (JPEG, GIF) (#34)

4) Free clip art from Microsoft Office
   ▪ It is not necessary to cite these images.

---

29) Work of Visual Art in a Museum or Private Collection

Use this format if you are viewing the actual work in a museum.

---

artist’s last name                 first name                title of artwork — in italics                year work created

medium                             museum or collection    location of museum — city/state

NOTE:

▪ The medium is the material the artist used to create the work.

---

Cassatt, Mary.  *Mother and Child.*  1890.  Oil on canvas.  Wichita Art Museum, Wichita, KS.
30) Reproduction of a Work of Visual Art in a Book
To cite an actual work of art in a museum or collection, use item #30.

---
artist - last name              first name             title of artwork – *italics* year work created

---
museum housing artwork         museum location – city title of book – *italics*

By_ _ _ _ _ _ _ _
author (first and last names) publisher

---
copyright date    page(s) of artwork
---


31) Reproduction of a Work of Visual Art in an Online Art Gallery, or an Image Database
Use to cite images in *Corbis, Flickr, Getty Images, and other image collections.*

---
artist - last name              first name             title of artwork – *italics* year work created

---
museum housing artwork         museum location – title of online gallery or image database *italics*

---
Accessed _ _ _ _ _ _ _
date of access – day mo yr web address of image
---

32) **Digital Image in an Image Database, and the Image Exists only on the Web**

If the image is part of a web page, surrounded by text, cite the web page.

```
creator – last name             first name           title of image – *italics*           date work created – day mo yr

title of website – *italics*           publisher/sponsor of website           date of publication – day mo yr

web address of image           Accessed – date of access – day mo yr
```

**NOTE:**
- If the image has no official title, give a brief description of it, but do not italicize it.


33) **Personal Photograph (Printed photo or digital file)**

```
description of photograph           date of photo – day mo yr
```

**NOTE:**
- If photo is digital, add the file type (such as JPEG, GIF), as shown in example two.

Climbing Mount Marcy. 16 July 2009. Personal photograph by author.

Climbing Mount Marcy. 16 July 2009. Personal photograph by author. **JPEG**.
**Other Print and Nonprint Sources**

34) Pamphlet – See entries for books

35) Speech, Lecture, or Address (Live)

---

Speaker – last name first name title of presentation – *in quotes* meeting

location date – day mo yr

**NOTE:**
- If the presentation does not have an official title, describe it, but do not place it inside quotes.


36) Interview Conducted by Researcher

---

Person interviewed - last name first name date of interview – day mo. yr.

**NOTE:**
- If interview is conducted by phone, see example two below.


Jones, Mary. **Telephone interview.** 10 May 2010.
37) Article in a Reference Work on DVD

“———” Article. ————, ————. “———.”

author of article – last name     first name     title of article – “in quotes”

———, ————. edition, ————, ————.
title of encyclopedia – in italics     edition     publisher

———, ————. year of publication     medium (DVD)


38) Map in a World or US Atlas

“———.” Map. ————, ————. ————. edition, ————, ————. edition

title of map – “in quotes”     title of atlas – in italics     edition

———, ————. copyright date     page(s) of map

### 39) Comic Strip or Cartoon

```
comic strip creator - first name 'last name' "title of comic strip/cartoon - "in quotes"
```

**Comic strip.**

<table>
<thead>
<tr>
<th>title of newspaper/magazine – in italics</th>
<th>issue date – day mo yr</th>
<th>page(s) of comic</th>
</tr>
</thead>
</table>

**NOTE:**
- If your source is a cartoon, substitute the word *cartoon* for *comic strip*.
- If the city is not included in the newspaper title, add it in square brackets.


### 40) Advertisement

```
name of product or company advertised 'title of newspaper or magazine – in italics
```

<table>
<thead>
<tr>
<th>issue date – day mo yr</th>
<th>page(s) of ad</th>
</tr>
</thead>
</table>


### 41) E-mail

```
author of email, last name first name "subject line of email – "in quotes"
```

**Message to**

<table>
<thead>
<tr>
<th>name of recipient – first and last names</th>
<th>date of email - day mo yr</th>
</tr>
</thead>
</table>

Appendices
PLAGIARISM

Plagiarism is using another’s ideas or words without giving that person credit. It is intellectual theft. You can avoid plagiarism in your writing by documenting, or crediting, your sources in the following ways:

- Use source and note cards to keep track of your resources and information.
- Use parenthetical (in-text) documentation when quoting, paraphrasing, or summarizing.
- Enclose direct quotations in quotation marks.
- Include a *Works Cited* page.

Students often plagiarize because they do not understand the meaning of plagiarism or they do not take it seriously. For example, one student may not realize that when paraphrasing she must completely reword an author’s original words. Another student may not bother to use quotation marks for direct quotes because he doesn’t think it’s a big deal.

Whether through ignorance or indifference, student plagiarism is a serious issue and can lead to a failing grade or more serious disciplinary action, particularly at the high school and college level.

*When in doubt, cite your source!*
RESEARCH PAPER FORMAT

Paper: 8.5 by 11” white paper

Margins: 1” margins all around (top, bottom, and sides)

Spacing: The entire paper is double-spaced (including quotations and list of works cited).

Page Numbers: Beginning with page 1, number all pages consecutively. The page number is placed at the right margin, ½” from the top of the page.

Heading: Starting 1” from the top of the page at the left margin, type your name, your teacher’s name, the course title, and date, double-spaced on separate lines.

Title: Center the title (do not underline).

Imagine something only 15 to 20 inches long dropping out of the sky at 200 miles an hour. It would be nothing but a blur. That is what makes the peregrine falcon such an effective bird of prey. When it dives and attacks its prey, it can reach speeds of over 200 miles per hour. No wonder the United States Air Force Academy has made the falcon its official mascot. This lightning-quick bird of prey, however, may not fly and attack much longer. The peregrine falcon is an endangered species. The use of pesticides is the main reason the peregrine falcon is an endangered species. Pesticides are chemicals sprayed on plants to kill insects. The falcons are infected when they eat other birds already infected with these pesticides. The falcons are infected when they eat other birds already infected with these pesticides. Therefore, the falcons cannot reproduce, and their population declines. The use of pesticides is the main reason the peregrine falcon is an endangered species.

Source of above report:
SOURCE CARDS & NOTE CARDS

Source cards are used to keep track of your sources.

1. Each source card contains the bibliographic citation for a source used in your project. The citation for each source will be used in your list of works cited.
2. Use a different card for each source.
3. In the upper right-hand corner label each source alphabetically (A, B, C,...). Each letter identifies a specific source.
4. Alphabetize your source cards according to the first word on each card. Your sources can then easily be transferred to the works cited page.

Source Card Example:


The letter *A* identifies this book as the first source used.

Note cards are used for note taking, which may be done in the following ways:

1. **Brief summary** or **paraphrase** of another’s ideas (see p.33)
2. **Direct quotation** -- be sure to copy word for word and put quotation marks around the passage.

Note Card Example:

*Early Years (or use a symbol)*

**Born in Virginia on Feb. 12 (Feb 22 in New Style calendar), 1732**

The letter *A* identifies the source from which this information is taken.

The sub-topic or key idea

Information obtained from this source

Page on which the information is found

p. 17
PARENTHETICAL DOCUMENTATION

Each time you use information from your note cards in your paper, you must indicate where the ideas or words came from. To do this, you use parenthetical documentation, which means that you enclose in parentheses information—usually the author’s last name and the page number(s)—which will allow the reader to find the information in the source. You must document the following:

1. Facts and ideas from a source that you paraphrase or summarize
   - **Summarizing** is giving an overview of the main points of a passage or work
   - **Paraphrasing** is putting a specific passage into your own words.

Facts that are considered "common knowledge" do not require documentation. They are generally accepted facts found in basic reference books. Below are two examples:

- Abraham Lincoln was the sixteenth president of the United States.
- The chemical formula for water is H₂O.

2. Direct Quotations
3. Statistics, charts, graphs, and diagrams from other sources

Place the parenthetical citation where a pause would normally occur (preferably at the end of a sentence), as near as you can to the material you want to document, and before the punctuation mark that ends the sentence or phrase.

**Usually, you place in parentheses the author’s last name, along with the page(s) on which you found the information in the source.**

Although the baby chimp lived only a few hours, Washoe signed to it before it died *(Davis 42)*.

If you mention the author’s name in the text, do not include it in parentheses.

*Flora Davis* reports that a chimp at the Yerkes Primate Research Center “has combined words into new sentences that she was never taught” *(67)*.

If you are documenting a work that begins with a title on your source card, place the title and page number(s) in parentheses.

A punishment for serious offenses in the Roman army was decimation, in which every tenth soldier was executed *(Ancient Roman Warfare 118)*.
## FORMAT FOR PARENTHEtical DOCUMENTATION

Review the following types of citations for the correct format for parenthetical (in-text) documentation.

<table>
<thead>
<tr>
<th>Citation</th>
<th>Parenthetical Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book with one author</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Two authors</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Three authors</strong></td>
<td></td>
</tr>
<tr>
<td><strong>More than three authors</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Multiple books by the same author</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Two authors with the same last name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Organization as author</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Book with an anonymous author</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Long titles may be shortened.*
**Work in an Anthology**


((Myers 211)

**Encyclopedia Article (Article with author given and article with no author given)**


(Mech 276)

("Zooplankton" 4076)

**Article in a Magazine or Newspaper (Article with author given and article with no author given)**


(Farrell B1)

("Videogames and Violence" 18)

**Internet source (Author given and author not given)**


(Weisstein)

("Mexican Sweets")

*Websites do not normally include page numbers. Occasionally, they number paragraphs or screens, which you may use in place of page numbers. Do not use pages assigned by the printer.*

**Online Subscription Services (Databases)**


(Lopata)

*Include page numbers only if the document includes the actual page numbers of the printed article. An article in PDF format often includes the original page numbers. Do not use pages assigned by the printer.*
USING QUOTATIONS

Quotations can be effective in your paper, but they should be used sparingly, to make an important point, increase understanding, or add color to your paper.

- **Quotations that are fewer than five lines** should be enclosed in quotation marks and integrated into the text. If the quotation is introduced formally, it should be preceded by a colon, but if it is part of the sentence structure, use a comma or no punctuation at all.

  Revolutionary Thomas Paine wrote these immortal words: “These are the times that try men’s souls” (54).

  Revolutionary Thomas Paine so eloquently said, “These are the times that try men’s souls” (54).

- **If you end a sentence with a quotation** (see examples above), the parenthetical citation follows the ending quotation marks and goes before the period ending the sentence.

- **Quotations that run five lines or more** should be set off from the text. Indent one inch (ten spaces) from the left margin and type the quotation double-spaced. Do NOT use quotation marks around quotations that are set off from the text. The punctuation mark at the end of the quotation goes before the parenthetical citation. If you quote only one paragraph or part of a paragraph, do not indent the first line of the quotation beyond the other lines.

  In *The Trouble with Lemons*, Lymie considers himself a “lemon,” just like the unreliable car that his mother once owned:

  I was just like that car. By the time I was ten, I’d been in and out of more doctors’ offices than I could count. Mom and Chris thought it was dopey, me comparing myself to some dumb car, but I couldn’t help it. If you looked at things objectively, I’d been ten times as much trouble as that car. And it was probably twenty times more expensive to keep me going. (24)
A list of works cited includes only those sources cited in the text. Set it up as follows:

- Begin the list on a new page and number the page with the next consecutive page number.
- Make sure you have one-inch margins all around.
- Center the title, *Works Cited*, one inch from the top of the page.
- Begin the first line of each entry at the left hand margin of the page, but indent each following line within the entry one-half inch or five spaces.
- Arrange the entries in alphabetical order according to the first word in each entry.
- If you have two or more works by the same author(s), provide the author’s name only in the first work cited. For the following work(s), type three hyphens, followed by a period. Then type the title.
- Long web addresses should be copied and pasted to avoid errors. If you must split a web address, do it after a forward slash (/).
Works Cited

Cassatt, Mary. *Mother and Child.* 1890. Oil on canvas, Wichita Art Museum, Wichita, KS.


"Yes...but is it Art?" *Sixty Minutes.* CBS, WCBS, New York, 19 Sept. 1993, Television.