Read, Write, & Cite!

A Style Guide for Documenting Sources Using The Modern Language Association Format

Created for Jericho Students and Faculty Members by Pat Minikel and Joan Kearon March 2006
Read, Write, & Cite!

Teaching the research process to Middle School students is an important element in the Jericho Middle School curriculum. This process involves locating, evaluating and extracting relevant information from multiple sources, and then synthesizing that information with the writer's own original ideas. Our students learn that their final product (a paper, an electronic presentation, or another format) must include documentation that acknowledges all the sources that were used.

We have designed this guide to help our students and teachers properly cite their sources using the guidelines set by the Modern Language Association of America. The examples provided in this booklet are based on the *MLA Handbook for Writers of Research Papers*, Sixth Edition, by Joseph Gibaldi.

This guide includes examples of citations for the most commonly used types of sources. Since it was impossible to included every possible type of citation, on rare occasions, students may have to refer directly to the *MLA Handbook* that is available in the library.

Directions for creating a **Works Cited** page (which lists all citations in alphabetical order) appears on page 1 of this booklet. It is followed by an explanation of **parenthetical documentation** on page 3, and an example of how this is to be done. Explanations and examples of how to cite specific types of sources are located on pages 6-20.

We want all of our students to be successful with their research projects and would be happy to help anyone who is having difficulty with this process.

Mrs. Minikel and Mrs. Kearon
Jericho Middle School Librarians

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Whenever you use someone else’s words or ideas in your report, you need to give credit to the person or resource you used for the information.

At the end of your report, on a new page, you should include a list of works cited.

**List of all the sources you used** in your report.

Use **correct MLA format**.

Arrange citations in **alphabetical order**.

Title the page Works Cited if your report contains parenthetical documentation. Center the title 1” from the top. Do not bold, underline, or make the font larger then the text of the report.

Title the page Works Consulted if you are not using parenthetical documentation.

Number the pages continuing from the text of your report in the upper right hand corner.

Double-space.

Do not number the citations.

First line of entry begins at left margin. If the entry continues for more than one line, tab in 1/2 inch for the remaining lines.

In your Works Cited, if you have two by the same author, write the name only for the first entry. For the second entry type in three dashes --- instead of repeating the author’s name. (See Bush, Laura as an example in the following Works Cited example).

MLA allows for some words to be abbreviated. Refer to the MLA Handbook for a list of these words and their accepted abbreviations.
In addition to your Works Cited page at the end of your report, it is necessary to let your reader know exactly where you found specific information within the text of your report. You do this by inserting parentheses within the text of your report right after you quote from or use someone else’s ideas or information. Inside the parenthesis you need to include information directing your reader to the matching resource in your Works Cited, and provide more specific information on exactly where you located the information within the resource, such as page numbers.

The basic rule is to try and keep parenthetical references as short and specific as possible.

Examples:
For the usual Works Cited entry that begins with the author's last name, give the author’s last name, and pages, if there are any (Tedesco 55).
If two authors have the same last name, include first initial (Bocklet, M. 101) or (Bocklet, B. 133).
If the work has two authors, include both, and the pages (Minikel, Kearon 10-11).
If three authors, give all the last names (Minikel, Kearon, Ryder 26).
Four or more authors (Dell’Erba et.al.).
If the list contains more than one work by the same author, include the title after the name. You can use part of the title if it is too long (Bush, Everything 15).

Remember, you need to include as much information as necessary to distinguish the exact entry you are referring to in your Works Cited.
If there is no author, begin with the next available piece of information in the entry, the title of the article or book. You can abbreviate the title if it is long, but you must begin by the first word so the reader can easily locate the entry in your alphabetized Works Cited list.
Examples:
Article title abbreviated (“Internet”). Book title abbreviated (How to Find Books 23).
**Multi-volume works** (including Encyclopedias)

Page and volume numbers are not necessary in the Works Cited or parenthetical citations if the set is arranged in alphabetical order (“Library”).

For a multi-volume work, not arranged in alphabetical order, if you used more than one volume of the set in your report, in the parenthetical reference, you would add the volume and pages, separated by a colon (Scalera 2:1-2). The Works Cited entry should include the total number of volumes in the set.

If you only used one specific article from a reference set, you would cite the specific article in your Works Cited, including the author of the article (if there is one) and volume number. If this is the case, you do not need to repeat the volume number in your parenthetical reference (Gallagher 22). You do not need to include the volume number if the articles are arranged alphabetically.

**Literary Works** (Classic prose, plays)

In addition to page numbers, you may want to include the chapter, the book, the stanza, the act, the scene and line. Familiar literary works can also be abbreviated.

Shakespeare: Example *(Ham. 1.5. 35-37)*

**Note:** Chapter 6 in the *MLA Handbook* provides lists of acceptable abbreviations.

**Readability.**

You want to keep the parenthetical references brief but specific.

Include only what you need in order to identify where you found your information.

Do not include information that you have included in the text of your report. Therefore, if you include the author’s name in a sentence within your report, and you have included the resource on your Works Cited page, you don’t need to include the name again in the parenthetical reference; include only specific page numbers that are not mentioned in your Works Cited page.

Ex: Tedesco describes how booktalks promote reading (24-26).

OR Booktalks promote reading (Tedesco 24-26).
Library media specialists assist people in finding and using information (B. Bocklet 101). Librarians help students and teachers use print and non-print materials (Lowe). School librarians promote reading (“Library”). Librarians often do booktalks (Tedesco 55). School librarians evaluate and select materials for the library (M. Bocklet 133). School librarians teach children how to find books in the library (How to Find Books 23). Librarians show students how to write term papers (Bush, Everything 15). Teachers tell students to keep their readers in mind when they write a report (Gallagher 22). Librarians help children use the Internet (“Internet”). English teachers and librarians teach students how to properly cite Internet sources (Scalera 2: 1-3).

You need four years of college, plus a Master’s degree in library science, to become a school librarian (United States). The national average salary of school librarians is $37,900.00. Librarians in schools make the same salary as teachers (“Library”).
BOOKS

Citing Books Using MLA Format

One author

Two authors

Three authors

More than three authors

No author

Corporate author

Editor

FAMILIAR REFERENCE WORKS

Familiar reference works are well-known. Your librarians will tell you if your source is well-known.

(World Book Encyc., Encyc. of World Biog, Something About the Author, Dict. of Amer. History, Dict. of Amer. Biog.)

Familiar dictionary

Signed article in a familiar encyclopedia

Unsigned article in a familiar encyclopedia
Familiar reference book

OTHER REFERENCE BOOKS

Authors last name, first. “Title of Article.” Title of Book. Ed. editors first name last name. Place of Publication: Publisher, date.

*Leave out what ever you do not know from above example, keeping the order and format given.

Signed article in a reference book with a general editor

Signed article in a reference book without a general editor

Unsigned article in a reference book with a general editor

Unsigned article in a reference book without a general editor
MULTI-VOLUME REFERENCE BOOKS
AND/OR ENCYCLOPEDIAS
(not familiar)

*Note: If the work is arranged alphabetically, you do not need to include volume numbers.

Signed article in a reference book or encyclopedia with a general editor and volume numbers when you use a specific article from one volume of the set (arranged alphabetically).


Signed article in a reference book or encyclopedia with a general editor and volume numbers when you use a specific article from one volume of the set (not arranged alphabetically).

*Note: If the set is not arranged alphabetically and you use only one article from one volume of the set, you may cite that individual article, including the article's author, title of the article, and volume number in your Works Cited.


Reference book or encyclopedia with an author, an edition, a general editor and volume numbers (not arranged alphabetically).

*Note- If the set is not arranged alphabetically, and the set has an author and general editor, and if you use more than one volume of the set, include the total number of volumes in your Work Cited. In this case, you would need to include specific volume and page numbers in the parenthetical reference in the text of your report.


Pamphlet

Note: Treat a pamphlet as you would a book.
Author's Last Name, First. Title of Pamphlet. Place of Publication: Publisher, date.

PERIODICALS
Citing Magazines, Newspapers, and Journals

MAGAZINES

Magazine, signed article

Magazine, unsigned article

NEWSPAPERS

Note: When citing newspapers you need to include the city of publication in brackets, if it is not part the newspaper's title.

Newspaper, signed article

Newspaper, unsigned article

JOURNALS

Note: Journals are different than magazines. They include scholarly articles, and are published less often than magazines. When citing journals, you need to include the volume number, the year in parentheses, then a colon followed by the pages.

Journal article

GOVERNMENT DOCUMENTS

(Use the following abbreviations; include whatever information you can find)

GPO = Government Printing Office
Cong. = Congress
Dept. = Department
Rept. = Reports
S = Senate
HR = House of Representatives
Res. = Resolutions
Doc. = Documents

United States. Committee on Censorship. Censoring the Internet in Public Schools. 120th Cong.

**Book version of the *Occupational Outlook Handbook***:

**Online version of *Occupational Outlook Handbook***:
INTERNET SOURCES

1. Determine what is it that you found on the Internet. Is the information from a book, a magazine article, an article from a reference book, a scholarly project, a personal home page, or something else?

2. If the Web site you are using is a magazine, a book, or an article from a reference book, you need to cite the original source first, then add any Web site information to it.

3. The basic Web site information you will want to add is:

4. Many of the sites you use will not have all of this information.
   Simply include the information you DO have, and leave out the rest.

A Web site sponsored by or associated with an organization or institution

A specific page or article title from a Web site.

A personal site found on the Internet:

An article from a periodical found on the Internet:

A book found on the Internet:
E-mail
Author's Last Name, First. "Title of Message." E-mail to (recipient's name). Day Month Year of Access.

Costello, Diane. "Great Concert." E-mail to Evangeline Ktistakis. 26 July 2005.

Online Posting
Author's Last Name, First. "Title of Message." Day Month Year of Posting. Online posting. Location of posting. Name of Network. Day Month Year of Access.


AOL Sources (America Online)
(Use this for sources that you need to subscribe to AOL to access.)

Encyclopedia Article from AOL
If the article you are using is from a magazine, newspaper, journal, or a book, **you need to cite the original source first**, then add the online information to it.

**Signed magazine article from online service example:**


Note: When citing from services provided by Jericho Middle School Library, you do not need to include the location of the library, because our library is located in Jericho, and Jericho is mentioned in the name.

**General Reference Center (Thomson Gale)**

**Magazine article** (if there is no author, leave it out and begin with the title of the article)


**Expanded Academic ASAP (Thomson Gale)**

This professional database includes journals, which are cited differently from magazines.

**Signed journal article**

Author’s Last Name, First. “Title of the Article.” *Title of the Journal* Volume number (Year): pages. Name of Database. Name of Service. Subscribing Library, Location of Library if not in library's name (City, State). Day Month Year of Access <URL of database>.

**Signed journal article**


**Student Resource Center Gold (Thomson Gale)**
Reference

Magazine article (if there is no author, leave it out and begin with the title of the article)

Primary Source Documents

Biography Resource Center (Thomson Gale)

Narrative Biographies

Magazine article (if there is no author, leave it out and begin with the title of the article)

Opposing Viewpoints Resource Center (Thomson Gale)

Signed Article in Viewpoints
Reference Materials

Magazine article (if there is no author, leave it out and begin with the title of the article)

Primary Sources

Literature Resource Center (Thomson Gale)
Unsigned article in Contemporary Authors Online

MAS-Ultra - School Edition (EBSCO)
Magazine article
NewsBank NewsFile Collection (NewsBank)

Signed newspaper article

Unsigned newspaper article

*Note: If the location of the newspaper is not mentioned as part of the newspaper's name, you need to add it in brackets after the title of the paper.

SIRS Researcher (ProQuest Infomation and Learning)

Magazine article (if there is no author, leave it out and begin with the title of the article)

ERIC

ERIC document
Online Encyclopedia

World Book Online


Encyclopedia on CD-ROM

Author's last name, first. "Title of Article." Title of the Source. Version or Edition. Medium. Place of Publication: Publisher, date.

NON-PRINT SOURCES

Videos/DVDs

Title. (Director. Performer - optional). Film Medium. Distributor, Year.


Audio Books (Books on Tape/CD.)
If you are not using a compact disk (CD), indicate the medium before the manufacturer's name.
Author's last name, First. Title. Original Publication date. Read by (reader's name).
Manufacturer, Year.


Music (Sound) Recording

Artist's last name, First. CD Title. Manufacturer, Year.


Song on a CD:

Artist’s last name, First. "Title of Song." Title of CD. Manufacturer, Year.


Audiocassette

If you are not using a compact disk, indicate the medium before the manufacturer's name.

Song on an audiocassette:
**Personal Interview**

Interviewee's Last name, First. Description. Day Month Year of Interview.


**Lecture or Speech**

Speaker's last name, first. "Title of Presentation (if known)." Meeting and/or Sponsoring Organization. Location. Day Month Year of Presentation.


**Maps and Charts**

Title. Description. Place of Publication: Publisher, Date.  
(Description is either "chart" or "map.")


**Cartoon**

Cartoonist's Last name, First. "Title of Cartoon." Cartoon. Publication information for the newspaper or magazine.

**Work of Art**

Artist's Last Name, First. *Title of Painting or Sculpture.* Name of Institution that Houses the Work, City.


**Television or Radio Broadcast**

"Title of the Episode." *Title of the Program.* Director. Performer. Name of the Network. Call Letters of the Network, City. Day Month Year of broadcast.


**Advertisement**

Name of Product. Advertisement. Publication information for the television station, newspaper, or magazine.


Reading and writing difficulties. New student. Search & evaluate. Book an appointment with our writing and language instructor and get individualised assistance with your text. By appointment. sprakverkstaden@ki.se. Learn to read/import, write/export text CSV Files in R. Learn to set the column classes, limit the number of rows read, handle comma and append data. One of the easiest and most reliable ways of getting data into R is to use CSV files. The CSV file (Comma Separated Values file) is a widely supported file format used to store tabular data. It uses commas to separate the different values in a line, where each line is a row of data. R’s built-in csv parser makes it easy to read, write, and process data from CSV files. Write-N-Cite is a Microsoft Word plugin that allows you to quickly insert and edit citations from your Legacy or New RefWorks account, adding them to your bibliography as you go. Write-N-Cite for Word is available for both Mac and Windows (32-bit and 64-bit). Write-N-Cite for Windows: Write-N-Cite for Word, 32-bit version. Instead, please use RefWorks Citation Manager. It’s available to install directly into Microsoft Word via the Microsoft Word Store. Write-N-Cite for Word, 32-bit version. In the Active Application, there should be 3 listed (Cite While You Write, EndNote Cwyw.dotm, and EndNote Cwyw Citation Recognizer). If the 3 are unlisted, check the "Inactive Application Add ins". If the 3 are listed there, then you will need reactivate them so they appear in the "Active Application Add ins".