

St. Francis High School Library

Citation Guide (based on MLA 5th edition)

Any book, article, web site, or any other source of information you use in producing your research paper or project must be noted or cited. This alphabetically arranged list of sources is called a Bibliography or Works Cited list.

Contents

Books – basic format

- One author
- Two authors
- Three authors
- More than three authors – use of *et al.*
- No author given
- An editor, no author given
- Two or three editors
- Work in a collection of works
- Reprinted work in a collection of works
- An Introduction, a Preface, a Forward, or an Afterword

Reference Books

- General encyclopedia (multi-volume set)
- Other multi-volume sets – using only one volume
- Other multi-volume sets – using more than one volume
- Some specific examples of well-known reference books

Electronic Sources (Web Pages, CD-ROM's, Online databases)

- Web site
- Online Databases (magazines, newspapers, books)
- Encyclopedia online

Format for Works Cited

Sample of Works Cited page

BOOKS:

Basic Format:

Author's last name, First name. Title of the book. Place of publication: Publisher, Date of publication.

One author:

Wilson, Frank R. The Hand: How Its Use Shapes the Brain, Language, and Human Culture. New York: Pantheon, 1998.

Two authors:

Eggs, Suzanne, and Diane Slade. Analysing Casual Conversation. London: Cassell, 1997.

Three authors:

James, Peter, George B. Luce, and Nick Thorpe. Ancient Mysteries. New York: Ballantine Books, 1999.

More than three authors:

(et al means "and others" in Latin)

Holloway, Susan D., et al. Through My Own Eyes: Single Mothers and the Culture of Poverty. Cambridge: Harvard UP, 1997.

No author given:

Handbook of Pre-Colombian Art. New York: Norton, 1988.

An editor, no author given:

Feldman, Paula R., ed. British Women Poets of the Romantic Era. Baltimore: Johns Hopkins UP, 1997.

Two or three editors:

Gall, Timothy L., Richard Smith, and Daniel M. Lucas, eds. Statistics on Weapons & Violence. New York: Gale, 1996.

Work in a Collection of Works

Stephens, George D. "Our Town as a Failed Tragedy," Readings on Our Town. Ed. Thomas Siebold. San Diego: Greenhaven Press, 2000.

Reprinted Work in a Collection of Works

Roberts, Sheila. "A Confined World: A Rereading of Pauline Smith." Word Literature Written in English 24 (1984): 232-38. Rpt. in Twentieth-Century Literary Criticism. Ed. Dennis Poupard. Vol. 25. Detroit: Gale, 1988. 399-402.

An Introduction, a Preface, a Foreword, or an Afterword

Drabble, Margaret. Introduction. Middlemarch. By George Eliot. New York: Bantam, 1985. vii-xvii.

REFERENCE BOOKS:

General Encyclopedia

- If signed article, give author first; if unsigned article, give the title first.
- If it is well-known encyclopedia, only the edition(if stated) and the publication year is necessary.
- If articles are arranged alphabetically, you may omit volume numbers.

Diamond, Jay. "Fair-trade Laws." The World Book Encyclopedia. 1998.

Other Multi-volume sets – using only one volume

- State the number of the volume and publication info for that volume only.

"Francisco di Coronado's Quest for Gold." Great Misadventures: Bad Ideas that Led to Big Disasters. Peggy Saari. Vol. 2. Detroit: UXL, 1999.

"Stanford V. Kentucky." Great American Court Cases. Eds. Mark Mikula and L. Mpho Mabunda. Vol.2. Detroit: Gale, 1999.

Other Multi-volume sets – using two or more volumes

- Cite the total number of volumes in the work after the title.
- Cite the specific volume and page number in the text (3: 68-72)

Mikula, Mark and L. Mpho Mabunda, eds. Great American Court Cases. 4 vols. Detroit: Gale. 1999.

Specific examples of well-known reference books:

"William Faulkner." Encyclopedia of World Biography. Eds. Paula K. Byers and Suzanne M. Bourgoin. Detroit: Gale, 1998. (you may omit volume numbers when articles arranged alphabetically)

Moss, Joyce, and George Wilson. "Native Son." Literature and Its Times. Vol. 3. Detroit: Gale, 1997.

Weintraub, Stanley. "Bernard Shaw." Concise Dictionary of Literary Biography. Ed. Karen L. Rood. Vol. 6. Detroit: Gale, 1991.

Gray, James. "John Steinbeck." American Writers. Ed. Leonard Unger. Vol. 4. New York: Scribner's, 1974.

Reed, Peter J. "Kurt Vonnegut." American Writers. Ed. A. Walton Litz. Suppl. 2, Part 2. New York: Scribner's, 1981.

Roberts, J. M. The Illustrated History of the World. Vol. 5. New York: Oxford UP, 1999.

Small, Melvin, "Foreign Policy." Encyclopedia of the United States in the Twentieth Century. Eds. Stanley I. Kutler, et al. Vol.2. New York: Scribner's, 1996.

Novels for Students No particular author from Themes, Style, Biography sections:

"Night." Novels for Students. Ed. Marie Rose Napierkowski. Vol. 4. Detroit: Gale. 1998.

Novels for Students Essay from Criticism section by various authors:

Miller, Tyrus. Essay on "Winesburg, Ohio." Novels for Students. Ed. Marie Rose Napeirkowski. Vol 4. Detroit: Gale. 1998.

ELECTRONIC SOURCES:

Online Databases

Basic Format:

Author. "Title of article." Title of book, magazine or newspaper. Date of original publication. Name of the subscription database. Name of the service. Name of library that subscribes to it. Date you viewed it. <Internet address of database>.

Example: InfoTrac Databases (from St. Francis High School Library)

Kensell, Malcolm. "George Gordon, Lord Byron." British Writers. 1981. Scribner Writers. Infotrac. St. Francis High School Library. 27 Oct 2004. <<http://www.saintfrancischools.com/high/library.php>>.

Wyatt, David M., "The Hand of the Master," in The Virginia Quarterly Review, Vol. 56, No. 2, Spring, 1980, pp. 312-19. Discovering Authors. Online Edition. Gale, 2003. Student Resource Center. Infotrac. St. Francis High School Library. 29 November 2006. <<http://www.saintfrancischools.com/high/library.php>>.

Example: InfoTrac Databases (from Atlanta Fulton Public Library)

Daniels, Les. "Bram Stoker." Supernatural Fiction Writers. New York: Scribner's Sons, 1985. Literature Resource Center. InfoTrac. Atlanta Fulton Public Library. 21 Aug 2002 <<http://infotrac.galegroup.com/itweb/afpls>>.

Example: Galileo databases

Terrance, Samuel. "The Senate's Lonely Voice." U.S. News & World Report. 21 Oct 2002. EbscoHost Academic Search Premier. GALILEO. Atlanta Fulton Public Library. 24 Oct 2002. <www.galileo.peachnet.edu>.

Encyclopedia on-line:

"Cold War." Encyclopedia Britannica. 2002. St. Francis High School Library. 16 Mar 2002 <<http://school.eb.com>>.

Basic format for Web Site:

Author (required). "Title of article or page." Title of project or database. Date of publication, or last updated. Any sponsoring organization. Date you viewed document <complete URL>.

Notes for Internet citations:

- ❖ Not all of the information may be found. Include as much as possible. Author or sponsoring organization, title, date viewed, and complete URL must be included.
- ❖ The URL, or Internet address, should be accurate.
You can cut and paste the URL from the Location field to a citation in a word - processed document.

Examples:

Dove, Rita. "Lady Freedom Among Us." The Electronic Text Center. 1998. University of Virginia. 19 June 2001 <<http://etext.lib.virginia.edu/subjects/afam.html>>.

"Afghanistan." The World Factbook 2002. 1 Jan 2002. Central Intelligence Agency. 20 Mar 2002. <<http://www.cia.gov/cia/publications/factbook>>.

"This Day in History: August 20." The History Channel Online. 1998. History Channel. 19 June 1998 <<http://historychannel.com/thisday/today/980820.html>>.

FORMAT FOR WORKS CITED:

Format for Works Cited or Bibliography

- **On the Works Cited page, center the title WORKS CITED or BIBLIOGRAPHY one inch from top of page.**
- **Double-space after the title WORKS CITED or BIBLIOGRAPHY.**
- **Double-space and alphabetize the entries by the first word in the entry, skipping any beginning articles (a, an, or the).**
- **Begin the first line of each entry flush to the left. Indent following lines ½ inch from the left margin.**

SAMPLE OF WORKS CITED page:

Works Cited

Dove, Rita. "Lady Freedom Among Us." The Electronic Text Center. 1998. University of Virginia. 19 June 2001 <<http://etext.lib.virginia.edu/subjects/afam.html>>.

James, Peter and Nick Thorpe. Ancient Mysteries. New York: Ballantine Books, 1999.

Mazo, Earl. "Richard M. Nixon." World Book Encyclopedia. 1995 ed.

McCain, John. "The Scandal in Our Midst." Newsweek. 17 Aug. 1998. InfoTrac. Atlanta Fulton Public Library. 14 Nov. 2001. <<http://infotrac.galegroup.com/itweb/afpls/>>.

McLellan, David S. "Cold War." Grolier Multimedia Encyclopedia. 2001. Grolier Online. 16 Mar 2001 <<http://go.grolier.com>>.

On This Day in History: August 20." The History Channel Online. 1998. History Channel. 19 June 1998 <<http://historychannel.com/thisday/today/980820.html>>.

Smith, Roger. "Greenhouse Effects." Time 12 Aug. 2000: 76-77.

Sullivan, Walter. "Exclusive Evidence of How the Sun Shines." New York Times 13 June 1992: 1+.

Wilson, Frank R. The Hand: How Its Use Shapes the Brain, Language, and Human Culture. New York: Pantheon, 1998.