

Guidelines for Citation

The following guidelines for citation are modeled on those given in the *MLA Handbook for Writers of Research Papers, Sixth Edition*.

General Rules

Include as much information as possible for the particular work you are citing. Specific information is given below for each type of source. Follow punctuation of examples *exactly*.

Format for Citation Page:

A list of works cited should appear at the end of your paper or project (e.g., the last card of a PowerPoint presentation) in the following form:

1. Center the title, *Works Cited*, one inch down from the top of the page
2. Double-space the entire page. Do not use extra spaces between the title and the first entry or between entries.
3. Begin each entry at the margin (one inch); additional lines for each entry are indented one and one-half inches (hanging indents).
4. Arrange sources in alphabetical order by the author's last name or by the first word of the title if no author is listed (ignore A, An, The).
5. Titles of books and major works should be word processed in italics or underlined if hand written.
6. Titles of articles, maps, pictures or other minor works are enclosed in quotation marks.
7. Each element in the list (author, title, publication information is followed by a period).
8. If more than one work by the same author is listed, the second and subsequent references should begin with a half-inch line and a period in place of the author's name.

Examples of Print Sources

Citing Books:

1. Author. (last name first; if more than one author, list in same order as on title page)
2. *Title of book.* (in italics or underlined if handwritten)
3. Publication information. (City: Publisher, Date of Publication)

Examples:

Book by One Author:

Kuralt, Charles. *Charles Kuralt's America*. New York: Putnam, 1995.

Book with Two or More Authors:

Hirsch, E. D., Joseph F. Kett, and James Trefil. *The Dictionary of Cultural Literacy*. Boston:
Houghton Mifflin, 1988.

Encyclopedias and other reference books:

1. Author of article. (if available: last name, first name)
2. "Title of article." (in quotation marks)
3. *Title of book.* (in italics or underlined if handwritten)
4. Date of edition. (Volume and page number not necessary if the pages are arranged alphabetically.)

Unsigned Encyclopedia Article:

“The Boeing Company.” *The New Encyclopedia Britannica*. 1988 ed.

Signed Encyclopedia Article:

Currie, Cecil. “Historicism.” *Collier’s Encyclopedia*. 1990 ed.

Periodical or Newspaper Article:

1. Author of article. (if available: last name, first name)
2. “Title of article.” (in quotation marks)
3. *Periodical title*. (in italics or underlined if handwritten)
4. Publication information:
 - a. Complete date: day month year (as relevant)
 - b. Inclusive page numbers or number+ if the pages are not consecutive.

Periodical Article:

McGrath, Peter. “The Web: Infotopia or Marketplace?” *Newsweek* 27 January 1997: 82 – 84.

Newspaper Article:

Verhovek, Sam Howe. “Texas Immigrants Worry As Cuts in Welfare Loom.” *New York Times* 4 September 1996, natl. ed. A1+.

Citing Basic Web Pages and Websites:

Information on websites varies greatly; include as much of the information listed below as possible.

1. Author. (if known)
2. (Email address). (if available, in parenthesis)
3. “Title of the article or document or section.” (in quotation marks)
4. Edition. (if given)
5. *Name of the web site or the source.* (in italics or underlined if handwritten)
6. Date of publication or when the site was last revised. (if known)
7. Type of medium, in this case: [Online]. [in square brackets]
8. Type the word Available: and then include the website address. (<http://...>)
9. Date you accessed or looked at the site. [in square brackets]

Examples:

Morrison, David. (dmorrison@mail.arc.nasa.gov). “Fact Sheet on Asteroid and Comet Impacts.”

Today@NASA. [Online]. Available: http://ccf.arc.nasa.gov/sst/fact_sheet.html. [March 11, 1997].

Sea World/Busch Gardens. “Zoological Park Careers.” *SeaWorld/Busch Gardens*. [Online].

Available: http://www.bev.net/education/SeaWorld/Zoo_Careers/zoocareers.html. [April 21, 1997].

“OOPS Middle School Integration Sites: Websites, Addresses, and Very Brief Descriptions.”

Jan. 19, 2002. [Online]. Available: <http://www.oops.bizland.com/msintegrationsites.htm>. [Feb. 11, 2005].

Material Accessed through the Internet or a Computer Service:

1. Author. (if available)
2. “Title of article.” (in quotation marks)
3. Date of posting. (example: 3 February 1997)
4. Title of publication. (newspaper, periodical or database) (in italics, or underlined if handwritten)
5. And/or Internet Address. (<http://...>)
6. Publication medium. (i.e., Online, CD-ROM, Magnetic tape, etc.) (if known)
7. Date of access.

Computer Service:

Inbar, Efrain. “Israel’s Small War: The Military Response to the Intifada.” 1 September 1991.

Armed Forces and Society. Electric Library. 31 January 1997.

Online Newspaper Article:

Schulman, Henry. “Corporate Takeover Won’t Necessarily Doom Dodgers.” *San Francisco*

Examiner. 12 January 1997. Online.

<http://www.sfgate.com/examiner/hotnews/schulman0112.shtml>. 14 January 1997.

Online Periodical Article:

Van Biema, David. “Genesis Reconsidered.” *Time*. 28 October 1996. Online.

http://pathfinder.com/@i8eGnQQA029F1Gi*/time/magazine/domestic/1996/961028/cover.html. 13 December 1996.

Map:

1. “Title of the map.” (in quotation marks)
2. Scale of the map. (if known)
3. Date the map was created. (if known) [in square brackets]
4. *Where you found the map.* (e.g., the name of the Atlas or Website) (in italics)
5. Type of medium (for example: a CD-ROM or Online) [in square brackets].
6. Where the map is available.
7. Date you accessed or looked at the map. [in square brackets]

Examples:

“Pakistan.” Map, Scale: 1:100. [1996]. *World Atlas (Version 5.0)*. [CD-ROM]. Mindscape. [June 4, 1997].

“Big Bend National Park.” Map. [1996]. *City Net Travel*. [Online]. Available:
http://city.net/countries/united_states/texas/maps/bigbend.html. [May 2, 1997].

Picture or a Work of Art:

1. Author/photographer/artist.
2. “Title of the art work.” (or some kind of identification of the picture, such as “Baby Rhino”) (in quotation marks)
3. Date the photo was taken or the art work created. (if given) (in parenthesis)

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4. Museum or gallery where the art work comes from, or the name of the website where you found it, or who sponsored the site.
5. Type of medium, such as CD-ROM or Online. [in square brackets]
6. Where you found the picture or artwork, such as the website address, name of the company that published the CD-ROM, or database name.
7. Date you accessed, or looked at, picture or artwork. [in square brackets]

“Sealyham Terrier.” *1997 Grolier Multimedia Encyclopedia*. [CD-ROM]. Available: Grolier Interactive. [February 12, 1997].

Monet, Claude. “Water Lilies (the Clouds).” (1903). *The Brooklyn Museum*. [Online]. Available: <http://sunsite.unc.edu/wm/paint/auth/monet/waterlilies/>. [April 18, 1997].

Examples of Other Sources:

Sound Recording:

Enya. “Caribbean Blue.” *Shepherd Moon*. Time Warner, 1991.

Film or Video Recording:

Lord of the Flies. Dir. Peter Brook. Perf. Roger Allan, Tom Chapin, Hugh Edwards, and Roger Elwin. Pacific Media Corp., 1963.

Personal Interview:

Hoffman, Sister Ellen. Personal interview. 24 October 1996.

Sources:

Sauer, Carol and Tracy Sena. *Schools of the Sacred Heart*. 1997.

“A Student Guide to Citing Electronic Sources.” Houston, Texas: Children’s Software Press, 1999.