

PREPARING BIBLIOGRAPHICAL ENTRIES

General Guidelines for Bibliographic Entries

- *Note that the first line of each bibliography entry is flush with the left margin and any subsequent lines are indented one tab (five spaces).
- *Capitalize important words in the title of a book or article. In the middle of a title, do not capitalize prepositions (under, before, etc.), infinitives (to), coordinating conjunctions (and, but, for, etc.), and articles (a, an, the). (E.g. The Story of Microsoft; How to Play Ping-Pong.)
- *Space once after any punctuation.
- *For a publication with no author listed, begin the entry with the title. (I.e. the title of a magazine, newspaper, Internet article.)
- *If there is more than one author for material other than a book (e.g. SIRS, Information Plus, etc.) refer to the author format in the Books/Pamphlets section.
- *The following abbreviations may be used **if** an element is missing. Capitalize the N if it comes after a period.
 - n.p. = no place of publication
 - n.pub. = no publisher given
 - n.d. = no date given
 - n.pag. = no pages given (Electronic sources are an exception to this rule.)
- *For items not covered by the examples in the style sheet, please see your teacher or the librarian for assistance.

BOOKS/PAMPHLETS

When citing books, provide the following general categories of information:

Author's last name, first name. Book Title. City of publication: Publisher, publication date.

One author

Yount, Lisa. The History of Medicine. San Diego: Lucent, 2002.

Two authors

Butterworth, Rod R., and Mickey Flodin. Signing Made Easy. New York: Pedigree, 1989.

Three authors

Schwartz, David, Steve Ryan, and Fred Wostbrock. The Encyclopedia of TV Game Shows. New York: Facts on File, 1999.

Four or more authors

Dunn, Ross E., et al. Links across Time and Place: A World History. Evanston: McDougal, 1990.

Editor as author

Sutcliffe, Andrea, ed. Numbers: How Many, How Far, How Long, How Much. New York: Harper, 1996.

Institution, association, corporation, etc. as author

The American Council for Headache Education. Migraine: The Complete Guide. New York: Dell, 1994.

Edition other than the first

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: MLA, 2003.

Item from an anthology

Twain, Mark. "The Notorious Jumping Frog of Calaveras County." The Complete Short Stories of Mark Twain. Ed. Charles Neider. Garden City: Doubleday, 1957. 1-6.

NOTE: This example may be used for any citation in which the item is authored by one person but edited by another.

"Women's Rights: The Seneca Falls Declaration of Sentiments and Resolutions, July 19, 1848." Documents of American History. Ed. Henry Steele Commager. New York: Meredith, 1968. 315-17.

Introduction, preface, foreword, afterword

Brucoli, Matthew. Preface. The Great Gatsby. By F. Scott Fitzgerald. New York: Scribner, 1925. vii-xvi.

**Opposing Viewpoints/Taking Sides/Current Controversies/At Issue/
Point Counterpoint**

Hood, John. "Anti-Smoking War Could Deny Consumers Choice." Drugs and Society.

Ed. Raymond Goldberg. Taking Sides. Guilford: Dushkin, 1996.128-32.

Information Plus

Ferro, Jeffrey. Gun Control. Detroit: Gale, 2001.

SIRS Enduring Issues (binders of printed material)

Brownlee, Shannon. "Inside the Teen Brain." U.S. News & World Report 9 Aug.1999: 44+.

Family 2000. Ed. Lynne Hahn. Boca Raton: SIRS, 2000. Art. 37.

CQ Researcher

Jost, Kenneth. "Rethinking the Death Penalty." CQ Researcher 16 Nov. 2001: 945-68.

Literary Criticism Series

Bender, Bert. "Kate Chopin's Lyrical Short Stories." 1974. Twentieth-Century Literary

Criticism. Ed. Sharon K. Hall. Vol. 5. Detroit: Gale, 1981. 157-58.

Novels for Students

Telgen, Diane. Essay on The Bluest Eye. 1997. Novels for Students. Ed. Diane Telgen.

Vol.1. Detroit: Gale, 1997. 66-78.

Home Health Handbook

"Headaches, Migraine." Home Health Handbook. Group 2. 1994. Card 31.

Occupational Briefs

Chronicle Guidance Publications. Insurance Claim Adjusters. New York: Chronicle

Guidance, 1997.

ARTICLES IN PERIODICALS (JOURNALS, MAGAZINES, NEWSPAPERS)

When citing articles in periodicals, provide the following general categories of information:

Author's last name, first name. "Article Title." Periodical Title (Volume number and issue, if journal)Date: (date in parentheses, if journal) inclusive pages.

Journal

Bushman, John H. "Young Adult Literature in the Classroom -- or Is It?" English Journal 80.3 (1997): 35-40.

Magazine

Cole, Patrick E. "The Burden of Proof." Time 26 Apr. 1997: 32-35.

Review in a magazine

Crutchfield, Will. "Pure Italian." Rev. of Verdi: a Biography, by Mary Jane Phillips-Matz. New Yorker 31 Jan. 1994: 76-82.

Newspaper

Carpenter, Dave. "Homeless Children Pose Real Problem." Repository [Canton] 21 Apr. 1997: B6.

NOTE: If the newspaper is published nationally (i.e. USA Today, Christian Science Monitor, Wall Street Journal), do not add the place of publication. Also, omit any articles (a, an, the) at the beginning of the title. Write Repository, NOT The Repository.

ARTICLES IN SPECIALIZED DICTIONARIES

"Dickinson, Emily (Elizabeth)." Webster's Dictionary of American Authors. 1995.

"Deposit Act of 1836." Dictionary of American History. 3rd ed. Vol. 3. 2003.

ARTICLES IN GENERAL ENCYCLOPEDIAS

Signed

Taeuber, Karl. "China: Population." World Book. 1997 ed. Vol. 3.

Unsigned

"Afghanistan: Population." World Book. 1997 ed. Vol. 1.

ARTICLES IN SPECIALIZED ENCYCLOPEDIAS

Nadelhaft, Jerome J. "Domestic Violence." Encyclopedia of American Social History.

Ed. Mary Kupiec Cayton, Elliot J. Gorn, and Peter W. Williams. Vol. 3. New York: Scribner's, 1993.

Seward, William H. "The Promise of Alaska." Annals of America. Vol. 10. Chicago:

Encyclopedia Britannica, 1976.

RADIO/TV PROGRAMS

The First Americans. Narr. Hugh Downs. NBC. KNBC, Los Angeles. 21 Mar. 1968.

VIDEOS/FILMS

Kings on the Hill: Baseball's Forgotten Men. Narr. Ossie Davis. Prod. Rob Ruck and Molly Youngling. DVD. San Pedro Productions, 1993.

PERSONAL INTERVIEW

Brown, Frank. Personal Interview. 15 May 1997.

LECTURE, SPEECH, ADDRESS

Jones, David. Lecture. American government class. Hoover High School, North Canton. 20 Mar. 2001.

NOTE: If lecture, speech, address, etc., is titled, put quotation marks around it, place it after the speaker's name, and omit the word "lecture."

UNPUBLISHED MATERIAL

Research paper

Kershner, Kelly McConaghy. "Family Physicians' Diagnosis of Bulimia Too Few and Far Between." Research. Ohio State U, 1996.

ELECTRONIC SOURCES

ONLINE DATA BASES

Biography Resource Center

"Barbara Kingsolver." Contemporary Popular Writers. St. James, 1997.

Reproduced in Biography Resource Center. Farmington Hills: Gale, 2004

<<http://galenet.galegroup.com/servlet/BioRC/>>.

EBSCO

Gorman, Christine, and Janice M. Horowitz. "Disappearing Act." Time 2 Nov. 1998: 110.

MASUltra. EBSCO. Hoover High School Lib. 5 Sept. 2004

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

NOTE: MASUltra can be replaced by MasterFILE Premier, Academic Search Premier, Newspaper Source, or Vocational and Career Collection.

This citation format can also be used for the Marshall Cavendish Multicultural Reference Center and the Marshall Cavendish Science Reference Center. Replace MASUltra with one of these appropriate sites.

LitFinder

Roth Publishing Editorial Board. "Poem Explanation: 'Mending Wall' by Robert Frost."

Lit Finder. 2004. Roth. 14 Feb. 2004 <<http://www.litfinder.com/>>.

Online Encyclopedia

"Fresco Painting." Encyclopedia Britannica Online. 2002 Encyclopedia Britannica. 8 May

2002 <<http://search.eb.com/>>.

SIRS Knowledge Source

Korte, Tim. "Rigorous Drug Tests Set at Olympics." Daily Herald 4 Feb. 2002. SIRS

Knowledge Source. 23 Apr. 2002 <<http://sks7.sirs.com/>>.

INTERNET AND WEB SOURCES

When citing information from the Internet, provide the following general categories of information:

Author's last name, first name. "Article" or Book Title. Publication information of any printed version and date if available. Title of Web site. Date of electronic publication or latest posting. Institution or organization that sponsors the site (if not already named). Date of access to the source <URL>.

NOTE: The information varies according to the type of site. If you have a question, ask your teacher, librarian, or consult www.mla.org.

General Web Sites

Long, Phillip W. "Anorexia Nervosa." 2005. Internet Mental Health. 30 May 2005
<<http://www.mentalhealth.com/dis1/p21-et01.html>>.

"Gun Control." 30 March 2002. Just Facts. 2 June 2005
<http://www.justfacts.com/gun_control.htm>.

Professional Site

"Living with Lung Disease." 2004. American Lung Association. 3 Apr. 2005
<<http://www.lungusa.org>>.

Personal (Home Page) Site

Guttenheimer, Ethelmay. Home page. University of Indiana. 23 Apr. 2004
<<http://www.English.ui.edu/facpages/Guttenheimer.htm>>.

Electronic Journal Article

Readings, Bill. "Translation and Comparative Literature: The Terror of European Humanism." Surfaces 1.11 (Dec. 1991). 21-23. 2 Feb. 2003
<<http://www.surf.human=lit./html>>.