

# *BCMS Style Sheet*

The Bethlehem Central School District uses the Modern Language Association (MLA) style guidelines in all subject areas.

The citation formats on the following pages are the most commonly used. For citation formats not found in this manual, or if you have any questions about how to cite an item, see the following source, which is available in the LMC:

*Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 7<sup>th</sup> ed. New York: Modern Language Association of America, 2009.*



## *Style Manual Online*

The BCMS style manual is also available on the **BCMS Library Media Center website** at <http://bcsd.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.



# Table of Contents

- |                                |                   |
|--------------------------------|-------------------|
| <b>1) Tips on Citing Books</b> | <b>Page v</b>     |
| <b>2) Helpful Explanations</b> | <b>Page vi</b>    |
| <b>3) List of Sources</b>      | <b>Pages 1-27</b> |

<b>Source Type</b>	<b>Item</b>	<b>Page</b>
<b>Books</b>		
One Author	<b>1</b>	<b>1</b>
Two Authors	<b>2</b>	<b>1</b>
Three Authors	<b>3</b>	<b>2</b>
More than Three Authors	<b>4</b>	<b>2</b>
Organization as Author	<b>5</b>	<b>3</b>
Editor Instead of Author	<b>6</b>	<b>3</b>
Author and Editor	<b>7</b>	<b>3</b>
Anonymous Author	<b>8</b>	<b>4</b>
Work in an Anthology	<b>9</b>	<b>4</b>
<b>Encyclopedias and Other Reference Books</b>		
Article in a General Encyclopedia, Dictionary, or World Almanac	<b>10</b>	<b>5</b>
Article in a Specialized Encyclopedia or Reference Work	<b>11</b>	<b>6</b>
<b>Periodicals: Magazines and Newspapers</b>		
Article in a Magazine	<b>12</b>	<b>7</b>
Special Issue of a Magazine	<b>13</b>	<b>7</b>
Article in a Newspaper	<b>14</b>	<b>8</b>
Editorial/Letter to Editor	<b>15</b>	<b>8</b>
<b>Web-Based Sources– The Free Web</b>		
Help with Websites and Web Pages		<b>9</b>
Entire Website	<b>16</b>	<b>10</b>
Web Page	<b>17</b>	<b>11-12</b>
Article in Online Magazine	<b>18</b>	<b>13</b>
Article in Online Newspaper	<b>19</b>	<b>13</b>
Print Book Available Online	<b>20</b>	<b>14</b>

<b>Source Type</b>	<b>Item</b>	<b>Page</b>
<b>Web-Based Sources– Online Subscription Services</b>		
Article in Reference Work in Online Database	<b>21</b>	<b>15</b>
Magazine Article in Online Database	<b>22</b>	<b>16</b>
Newspaper Article in Online Database	<b>23</b>	<b>17</b>
<b>Multimedia</b>		
Film	<b>24</b>	<b>18</b>
Film or Recording in Electronic Media (DVD, Videocassette)	<b>25</b>	<b>18</b>
Film Made for the Web	<b>26</b>	<b>19</b>
Television or Radio Program	<b>27</b>	<b>19</b>
Sound Recording on CD, Audiocassette, MP3, or LP	<b>28</b>	<b>20</b>
Song on CD, Audiocassette, MP3, or LP	<b>29</b>	<b>20</b>
Work of Visual Art in a Museum or Private Collection	<b>30</b>	<b>21</b>
<b>Guidelines for Citing Images</b>		<b>22</b>
Reproduction of a Work of Visual Art in a Book	<b>31</b>	<b>23</b>
Reproduction of a Work of Visual Art in an Online Gallery or an Image Database	<b>32</b>	<b>23</b>
Digital Image in an Online Image Database	<b>33</b>	<b>24</b>
Personal Photograph	<b>34</b>	<b>24</b>
<b>Other Print and Nonprint Materials</b>		
Pamphlet	<b>35</b>	<b>25</b>
Speech, Lecture, or Address	<b>36</b>	<b>25</b>
Interview Conducted by Researcher	<b>37</b>	<b>25</b>
Article in Reference Work on DVD-ROM or CD-ROM	<b>38</b>	<b>26</b>
Map in a World or US Atlas	<b>39</b>	<b>26</b>
Comic Strip or Cartoon	<b>40</b>	<b>27</b>
Advertisement	<b>41</b>	<b>27</b>
E-mail Communication	<b>42</b>	<b>27</b>

<b>3) Appendices -</b>	<b>Page 29 - 39</b>	<b><u>Pages</u></b>
Plagiarism		31
Research Paper Format		32
Source Cards and Note Cards		33
Parenthetical Documentation		34
Format - Parenthetical Documentation		35-36
Using Quotations		37
Guideline for Works Cited Page		38
Works Cited Page – Sample		39

# 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, place of publication, date of publication (copyright date), or page numbers (for certain types of citations) -- include the following abbreviations in place of the missing information:

n.p.	No place of publication given
n.p.	No publisher given
n.d.	No date of publication given
n. pag.	No pagination (page numbers) given

## Examples of Citations with Missing Information

<b>No Place of Publication</b>	Jones, Martha. <u>Become a Millionaire</u> . <b>N.p.</b> : Acme Press, 2001. Print.
<b>No Publisher</b>	Jones, Martha. <u>Stocks and Bonds</u> . San Francisco: <b>n.p.</b> , 2000. Print.
<b>No Date of Publication</b>	Jones, Martha. <u>Overcoming Bankruptcy</u> . New York: Knopf, <b>n.d.</b> Print.
<b>No Pagination</b>	Jones, Martha. "World Travel." <u>Your Dream Retirement</u> . Ed. Michael Smith. Chicago: McGraw-Hill, 2004. <b>N. pag.</b> Print.

- If the book has more than one place of publication, use the first location.
- 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?

<b>Book</b>	<b>Reference Work</b>
Usually has author	Generally has editor rather than author
Usually one volume; may be multivolume	Often more than one volume
Meant to be read cover-to-cover	Used to look up specific pieces of information.

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.

May have chapters	Has articles, often arranged alphabetically, and sometimes written by individual authors.
Can have any title	Title often includes words such as encyclopedia, dictionary, almanac, atlas, or yearbook
Generally shelved in fiction or nonfiction area	Usually shelved in reference section

### **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. These are digital versions of printed books, which can be accessed through *Gale Virtual Reference Library*.

# BOOKS

## 1) Book with One Author

----- / -----  
author's last name first name title of book *-in italics*

----- : -----  
place of publication publisher copyright date **Print.**

Marrin, Albert. *George Washington and the Founding of a Nation*. New York: Dutton  
Children's Press, 2001. Print.

## 2) Book with Two Authors

----- / ----- , and -----  
1<sup>st</sup> author's last name first name 2<sup>nd</sup> author's first and last names

----- : -----  
title of book *- in italics* place of publication publisher

----- . **Print.**  
copyright date

Jones, Cynthia, and Samuel Doherty. *Chess for Beginners*. New York: McGraw-Hill, 2004.  
Print.

### 3) Book with Three Authors

-----, and  
 1<sup>st</sup> author's last name                      first name                      2<sup>nd</sup> author's first and last names  
 -----  
 3<sup>rd</sup> author's first and last names                      title of book – *in italics*  
 -----  
 -----: -----, -----  
 place of publication                      publisher                      copyright date                      **Print.**

McCrum, Robert, William Cran, and Bob MacNeil. *The Story of English*. New York: Viking, 1996. Print.

### 4) Book with More than Three Authors

-----, et al.  
 1st author's last name                      first name                      title of book – *in italics*  
 -----  
 -----: -----, -----  
 place of publication                      publisher                      copyright date                      **Print.**

#### **NOTE**

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

Flynn, John, et al. *Invertebrate Fossils*. New York: McGraw-Hill, 1992. Print.

## 5) Book with an Organization As Author

----- name of organization ----- title of book – *in italics* ----- place of publication -----

----- publisher ----- copyright date ----- **Print.**

National Storytelling Association. *Tales As Tools: The Power of Story in the Classroom.*

Jonesborough, TN: National Storytelling Press, 1994. Print.

## 6) Book with an Editor Instead of an Author

----- editor's last name ----- first name ----- , ed. ----- title of book – *in italics* -----

----- place of publication ----- publisher ----- copyright date ----- **Print.**

Levin, Jonathan, ed. *Walt Whitman.* New York: Sterling Publishing, 1997. Print.

## 7) 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 – *in italics* -----

**Ed.** ----- editor's first and last names ----- place of publication ----- publisher -----

----- copyright date ----- **Print.**

Walker, Janice. *A Season of Change.* Ed. John Muller. New York: Beacon Press, 2002.

Print.

## 8) Book with an Anonymous Author

-----  
 title of book – *in italics*                      place of publication                      publisher  
 -----  
 -----  
 copyright date                      **Print.**

*New York Public Library Student Desk Reference.* New York: Prentice, 1993. Print.

**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.

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

-----  
 author of short work – last name                      first name                      "title of short work - "in quotes"  
 -----  
 -----  
 title of anthology – *in italics*                      **Ed.**                      editor of anthology - first and last names  
 -----  
 -----  
 place of publication                      publisher                      copyright date                      page(s) of short work

**Print.**

Myers, Walter Dean. "Strangers." *No Easy Answers: Short Stories about Teenagers Making Tough Choices.* Ed. Donald R. Gallo. New York: Delacorte Press, 1997. 209-22.  
 Print.

# ENCYCLOPEDIAS AND OTHER REFERENCE BOOKS

## 10) 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"  
 -----'-----ed.-----  
 title of encyclopedia - *in italics*      edition      copyright date      Print.

### **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.

Mech, David L. "Wolf." *World Book Encyclopedia*. 2009 ed. Print.

"Gladiator." *The New Encyclopaedia Britannica: Micropaedia*. 15<sup>th</sup> ed. 2002. Print.

### **Entry in a General Dictionary**

"Humanism." *Random House Webster's Unabridged Dictionary*. 2<sup>nd</sup> ed. 2001. Print.

### **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.

"Peru." *World Almanac and Book of Facts 2009*. 2009. 935. Print.

page of article

## 11) 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* ----- . **Ed.** ----- editor of encyclopedia – first and last names -----

----- **ed. Vol.** ----- . ----- place of publication ----- : ----- publisher ----- ,

----- . **Print.** ----- 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).

Freedman, Bill. "Dinosaur." *Gale Encyclopedia of Science*. Ed. Kimberley A. McGrath and Stacey Blachford. 4th ed. Vol. 2. Detroit: Thomson-Gale, 2001. Print.

Luna, Christopher. "Tony Hawk." *Current Biography Yearbook 2000*. Ed. Clifford Thompson. New York: H.W. Wilson, 2000. 273-74. Print.

"Rain Forests." *UXL Encyclopedia of Biomes*. Ed. Marlene Weigel and Julie Carnagie. Vol. 2. Detroit: UXL-Gale, 2000. 205-41. Print.

pages of article



## 14) Article in a Newspaper

----- '----- "-----"

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

----- :----- . **Print.**

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.

Farrell, Allison. "Search Dog Honored for 9-11 Work." *Sunday Gazette* [Schenectady, NY]  
22 Sept. 2002: B1+. Print.

## 15) 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

Print.

### **NOTE:**

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

### **Editorial**

Quindlen, Anna. "Your Mother's Maiden Name." Editorial. *Newsweek* 12 June 2006: 84. Print

### **Letter to the Editor**

Spitzer, Eliot. Letter. *New York Times* 7 Apr. 2001: A14. Print.

# 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	<a href="http://www.biography.com">http://www.biography.com</a>
National Geographic	<a href="http://www.nationalgeographic.com">http://www.nationalgeographic.com</a>

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	<b><a href="http://bcsd.k12.ny.us">http://bcsd.k12.ny.us</a></b>
----------------	--

Web Pages on the BCSD website:

BCSD Athletics page	<b><a href="http://bcsd.k12.ny.us/Athletics/athletics.html">http://bcsd.k12.ny.us/Athletics/athletics.html</a></b>
BCSD Academics page	<b><a href="http://bcsd.k12.ny.us/Academics/academics.html">http://bcsd.k12.ny.us/Academics/academics.html</a></b>

### 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.





## **17) 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)**

"Iroquois Confederacy." *American History*. ABC-CLIO, 2010. Web. 13 Aug. 2010.

<<http://www.americanhistory.abc-clio.com>>.

### **Career Cruising**

"Video Game Developer." *Career Cruising*. Anaca Technologies, 2010. Web. 8 Mar. 2010.

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

### **Teen Health & Wellness**

Wilson, Michael. "The Teen Brain." *Teen Health & Wellness*. Rosen, 2010. Web. 13 Aug.

2010. <<http://teenhealthandwellness.com/article/476/the-teen-brain>>.

### **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.

"The Cold War in Europe, 1950s." Map. *Maps101*. Maps.com, 2010. Web. 4 Aug. 2010.

<<http://www.maps101.com>>.

## 18) 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.  
 date of access - day mo yr < web address of article <in angled brackets> >.

### **NOTE:**

- If the page number(s) of the article is not provided, write n. pag.
- 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.

Paulson, Linda Dailey. "New Briefs." *Computer* July 2010: 16-19. Web. 10 Aug. 2010. <<http://www.computer.org/portal/web/csdl/abs/html/mags/co/2010/07/mco2010070016.htm>>.

## 19) 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.  
 date of access – day mo yr < web address of article <in angled brackets> >.

### **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.
- If the page number(s) of the article is not provided, write n. pag.

Medina, Jennifer. "Schools Are Given a Grade on How Graduates Do." *New York Times*  
 10 Aug. 2010: A1. Web. 10 Aug. 2010. <<http://www.nytimes.com/2010/08/10/education/10remedial.html?ref=todayspaper>>.

## 20) Print Book Available on the Free Web

author's last name / first name title of book – *in italics*

place of publication : publisher copyright date of print book

title of website – *in italics* . **Web.** date of access – day mo yr

< web address of book <in angled brackets> >.

### **NOTES:**

- If the city of publication is not provided, write N.p.
- If the publisher of the print version is not provided, write n.p.
- If the copyright date is not provided, write n.d.

Baum, L. Frank. *The Wonderful Wizard of Oz*. Chicago: n.p., 1900. *Literature.org*. Web.  
 23 July 2010. <[http://www.literature.org/authors/baum-l-frank/  
 the-wonderful-wizard-of-oz/index.html](http://www.literature.org/authors/baum-l-frank/the-wonderful-wizard-of-oz/index.html)>.

# Online Subscription Services

## 21) 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                      title of database – *in italics*  
or last update

**Web.** ----- ' <-----> .

date of access – day mo yr                      web address <in angled brackets>

### **NOTE:**

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

### **Biography Resource Center (Gale)**

"Bill Gates." *Business Leader Profiles for Students*. 27 May 2010. *Biography Resource Center*.  
Web. 4 June 2010. <[http://infotrac.galegroup.com/itweb/nysl\\_ca\\_bethmsch](http://infotrac.galegroup.com/itweb/nysl_ca_bethmsch)>.

### **Gale Virtual Reference Library**

"Iroquois." *Worldmark Encyclopedia of Cultures and Daily Life*. 2009. *Gale Virtual Reference Library*. Web. 3 Aug. 2010. <[http://infotrac.galegroup.com/itweb/nysl\\_ca\\_bethmsch](http://infotrac.galegroup.com/itweb/nysl_ca_bethmsch)>.

### **Twayne's Authors Series (Gale)**

Kelly, Richard. "Chapter 1: Life and Time." *Lewis Carroll*. 1997. *Twayne's English Authors*. Web.  
10 May 2010. <[http://infotrac.galegroup.com/itweb/nysl\\_ca\\_bethmsch](http://infotrac.galegroup.com/itweb/nysl_ca_bethmsch)>.

### **Grolier Online**

Mathews, Thomas. "Haiti." *Grolier Multimedia Encyclopedia*. 2010. *Grolier Online*. Web. 21  
July 2010. <<http://gme.grolier.com/article?assetid=0130100-0>>.

### **eLibrary**

"Beethoven, Ludwig van (1770-1827)." *Hutchinson Unabridged Encyclopedia*. 8 Sep. 2005.  
*eLibrary*. Web. 9 Aug. 2010. <<http://elibrary.bigchalk.com>>.

## 22) 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

----- . **Web.** -----

title of database – *in italics*                      date of access – day mo yr

< ----- >

web address <in angled brackets>

### **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).
- If the page number(s) of the article is not provided, write n. pag.
- You may use the web address of the main search page for Gale, eLibrary, and EBSCO.

Rosenthal, Elizabeth, and Jamie Gilardi. "A Passion for Parrots." *National Geographic Explorer* 1 Jan. 2010: 2. *eLibrary*. Web. 2 Aug. 2010. <<http://elibrary.bigchalk.com>>.

Lopata, Peg. "Protecting China's Great Wall." *Faces: People, Places, and Cultures* May 2007: 26+. *GeneralOneFile*. Web. 23 July 2010. <[http://infotrac.galegroup.com/itweb/nysl\\_ca\\_bethmsch](http://infotrac.galegroup.com/itweb/nysl_ca_bethmsch)>.

Szalavitz, Maia. "Kindness 101." *Time* 24 May 2010: 45. *Popular Magazines*. Web. 18 Aug. 2010. <[http://infotrac.galegroup.com/itweb/nysl\\_ca\\_bethmsch](http://infotrac.galegroup.com/itweb/nysl_ca_bethmsch)>.

Kowalski, Kathiann. "What's New with Neanderthals?" *Odyssey* Oct. 2009: 38-41. *Primary Search*. Web. 10 Mar. 2010 <<http://search.ebscohost.com>>.

## 23) 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 - *in italics*                      issue date – day mo yr                      page(s) of article  
  
 ----- . **Web.** -----  
 title of database – *in italics*                      date of access – day mo yr  
  
 <----->  
 web address <in angled brackets>

### **NOTES:**

- If the page number(s) of the article is not provided, write n. pag. (example two).
- 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.

Jarvik, Larry. "Distracted Driving: A Deadly Combo." *Post Standard* [Syracuse, NY] 5 Jan.

2010: C4. *Custom Newspapers*. Web. 23 July 2010.

<[http://infotrac.galegroup.com/itweb/nysl\\_ca\\_bethmsch](http://infotrac.galegroup.com/itweb/nysl_ca_bethmsch)>.

"J. K. Rowling Slapped with Lawsuit." *Seattle Post-Intelligencer* 18 Feb. 2010: n. pag.

*InfoTrac Newsstand*. Web. 2 May 2010. <<http://infotrac.galegroup.com/itweb/>

[nysl\\_ca\\_bethmsch](http://infotrac.galegroup.com/itweb/nysl_ca_bethmsch)>.

Howat, Bob. "Parents Need to Take Action to Help Eliminate Problem of Cyberbullying."

*Florida Times Union* 22 May. 2010: P-11+. *eLibrary*. Web. 27 Aug. 2010.

<<http://elibrary.bigchalk.com>>.

# Multimedia

## 24) Film

Use to cite a film viewed in a theater.

-----  
 title of film – *in italics*      director – first and last names      distributor      year of release

**Film.**

*The Lord of the Rings: The Fellowship of the Ring.* Dir. Peter Jackson. New Line Cinema,  
 2001. Film.

## 25) Film or Recording in Electronic Media (DVD/Videocassette)

-----  
 title of film – *in italics*      Dir.      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.

*The Constitution.* Teacher's Video, 2002. Videocassette.

## 26) 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.**

-----  
 date of access – day mo yr                      <----->  
 web address of film - <**in angled brackets**>

### **NOTE:**

- If no director/contributor is provided, skip this information.
- If no date of creation is provided, write n.d.

*Gulf Turtle Eggs Relocated.* Prod. Fritz Faerber. *National Geographic Kids.* National Geographic Society, 2010. Web. 1 Aug. 2010.

<<http://video.kids.nationalgeographic.com/video/player/kids>>.

*Seven Wonders of the Ancient World.* *BrainPOP.* FWD Media, 2010. Web. 11 June 2010.

<<http://www.brainpop.com/socialstudies/worldhistory/sevenwonders/>>.

## 27) 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

### **NOTE:**

“Yes,...but Is It Art?” *Sixty Minutes.* CBS. WCBS, New York, 19 Sept. 1993. Television.

## 28) Sound Recording on CD, Audiocassette, MP3, or LP

-----'-----'-----'-----'  
 artist's first name      last name      title of recording – *in 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).
- If year of issue is not provided, write n.d.

Holiday, Billie. *The Essence of Billie Holiday*. Columbia, 1991. CD.

Hendrix, Jimi. *Experience Hendrix - The Best of Jimi Hendrix*. SONY, 1998. MP3 file.

## 29) Song on CD, Audiocassette, MP3, or LP

-----'-----'-----'-----'  
 artist's first name      last name      title of song "in quotes"      title of recording – *in 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).
- If year of issue is not provided, write n.d.

Holiday, Billie. "God Bless the Child." *The Essence of Billie Holiday*. Columbia, 1991. CD.

Hendrix, Jimi. "All Along the Watchtower." *Experience Hendrix - The Best of Jimi Hendrix*.  
 SONY, 1998. MP3 file.

### 30) 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.

## 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 (#33), in which the image is not part of a larger work
  
- 3) A photograph you took
  - A print photograph (#34)
  - A photograph in a digital file on you computer (JPEG, GIF) (#34)
  
- 4) Free clip art from Microsoft Office
  - It is not necessary to cite these images.





## Other Print and Nonprint Sources

### 35) Pamphlet – See entries for books

### 36) 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.

Obama, Barack. Inaugural Address. Presidential inauguration. Washington, DC. 20 Jan.  
 2009.

### 37) Interview Conducted by Researcher

----- ' ----- **Personal interview.** -----  
 person interviewed - last name first name date of interview – day mo. yr.

**NOTE:**

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

Smith, John. **Personal interview.** 12 June 2008.

Jones, Mary. **Telephone interview.** 10 May 2010.

### 38) Article in a Reference Work on DVD-ROM or CD-ROM

----- ' ----- " ----- " ----- "  
 author of article – last name first name title of article - "in quotes"  
  
 ----- . ----- ed. ----- :  
 title of encyclopedia - *in italics* edition place of publication  
  
 ----- ' ----- . -----  
 publisher year of publication medium (CD-ROM or DVD-ROM)

"The Chemistry of Air Pollution." *Magill's Survey of Science*. 1998 ed. Pasadena: Salem, 1998. CD-ROM.

### 39) Map in a World or US Atlas

" ----- " ----- Map. ----- . ----- ed.  
 title of map – "in quotes" title of atlas – *in italics* edition  
  
 ----- . ----- . **Print.**  
 copyright date page(s) of map

"Spain, Portugal." Map. *Hammond World Atlas*. 5th ed. 2008. 52-53. Print.

## 40) Comic Strip or Cartoon

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

**Comic strip.** -----:  
 title of newspaper/magazine – **in italics** issue date – day mo yr page(s) of comic

### **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.

Davis, Jim. "Garfield." **Comic strip.** *Times Union* [Albany, NY] 16 June 2006: D7.

## 41) Advertisement

-----'-----'-----  
 name of product or company advertised **Advertisement.** title of newspaper or magazine – *in italics*

-----:  
 issue date – day mo yr page(s) of ad **Print.**

Bridgestone Tires. **Advertisement.** Smithsonian June 2010: 27. **Print.**

## 42) E-mail

-----'-----'-----  
 author of email, last name first name subject line of email "in quotes"

**Message to** -----'-----'-----  
 name of recipient – first and last names date of email - day mo yr. **Email.**

Jones, Mary. "RE: Hatchet." Message to Gary Paulsen. 30 Jan. 2007. **E-mail.**



# 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, 1/2" 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).

The diagram illustrates the layout of a research paper within a rectangular border. At the top, a vertical double-headed arrow indicates a 1-inch margin from the top edge to the first line of text. The text is left-aligned and consists of four lines: "John Leonard", "Mr. Stewart", "English 6", and "10 May 2001". Below this is a centered title: "The American Peregrine: A Vanishing Bird". The main body of the paper contains two paragraphs of text. A horizontal double-headed arrow on the left side indicates a 1-inch margin from the left edge to the start of the text. Another horizontal double-headed arrow on the right side indicates a 1-inch margin from the end of the text to the right edge. The text in the first paragraph reads: "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 second paragraph reads: "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".

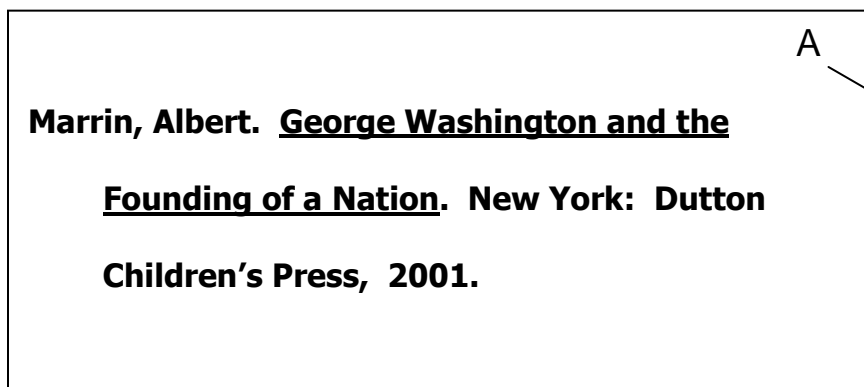
Source of above report:

Sebranek, Patrick, Verne Meyer, and Dave Kemper. *Write Source 2000*. N.p.: D.C. Heath, 1995. Sec. 284-85.

# SOURCE CARDS & NOTE CARDS

## Source cards are used to keep track of your sources.

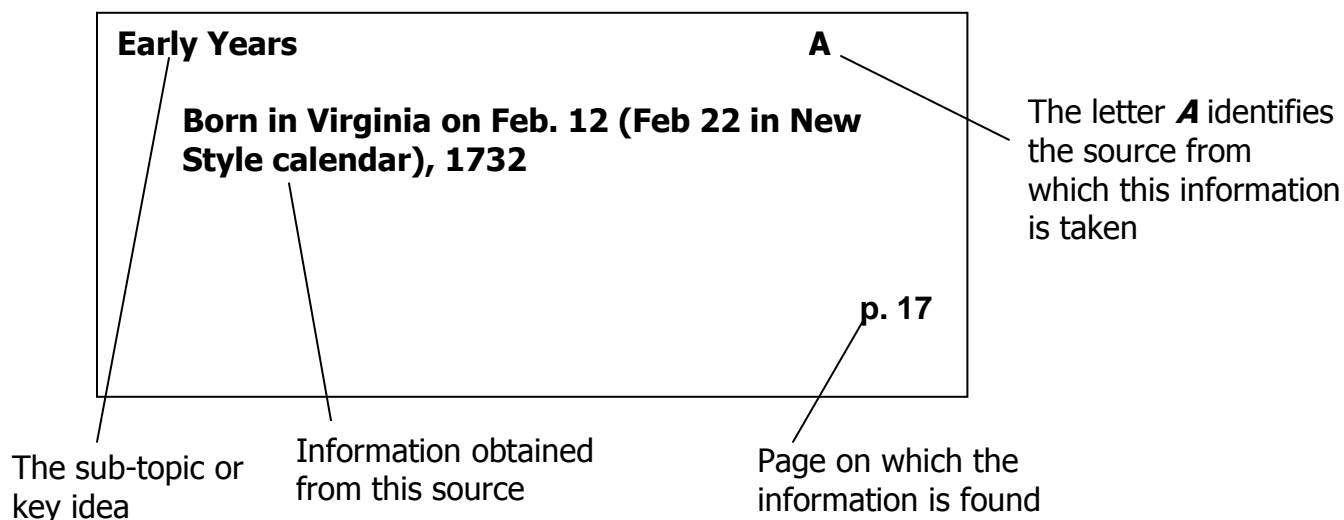
1. Each source card contains the bibliographic citation for a source used in your project. The citation for each source will be used in your list of works cited.
2. Use a different card for each source.
3. In the upper right-hand corner label each source alphabetically (A, B, C,...). Each letter identifies 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.



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.



# 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 H<sub>2</sub>O.*

## 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.

Citation	Parenthetical Documentation
<p><b>Book with one author</b></p> <p>Marrin, Albert. <i>George Washington and the Founding of a Nation</i>. New York: Dutton Children's Press, 2001. Print.</p>	(Marrin 162)
<p><b>Two authors</b></p> <p>Jones, Cynthia, and Samuel Doherty. <i>Beginning Chess</i>. New York: McGraw-Hill, 1997. Print.</p>	(Jones and Doherty 27)
<p><b>Three authors</b></p> <p>McCrum, Robert, William Cran, and Bob MacNeil. <i>The Story of English</i>. New York: Viking, 1996. Print.</p>	(McCrum, Cran, and MacNeil 121)
<p><b>More than three authors</b></p> <p>Flynn, John, et al. <i>Invertebrate Fossils</i>. New York: McGraw-Hill, 1992. Print.</p>	(Flynn et al 30)
<p><b>Multiple books by the same author</b></p> <p>Murphy, Jim. <i>The Great Fire</i>. New York: Scholastic, 1995. Print.</p> <p>---. <i>Inside the Alamo</i>. New York: Delacorte Press, 2003. Print.</p>	(Murphy, <i>Great Fire</i> 116)  (Murphy, <i>Inside the Alamo</i> 74)
<p><b>Two authors with the same last name</b></p> <p>Wynne-Jones, Diana. <i>Castle in the Air</i>. New York: Harper Trophy, 1990. Print.</p> <p>Wynne-Jones, Tim. <i>The Boy in the Burning House</i>. New York: Farrar Straus Giroux, 2000. Print.</p>	(D. Wynne-Jones 67)  (T. Wynne-Jones 125)
<p><b>Organization as author</b></p> <p>National Storytelling Association. <i>Tales As Tools: The Power of Story in the Classroom</i>. Jonesborough, TN: National Storytelling Press, 1994. Print.</p>	(National Storytelling Association 92)
<p><b>Book with an anonymous author</b></p> <p><i>New York Public Library Student Desk Reference</i>. New York: Prentice, 1993. Print.</p>	(New York Public Library 67)  <i>Long titles may be shortened.</i>

<p><b>Work in an Anthology</b></p> <p>Myers, Walter Dean. "Strangers." <i>No Easy Answers: Short Stories about Teenagers Making Tough Choices</i>. Ed. Donald R. Gallo. New York: Delacorte Press, 1997. 209 - 222. Print.</p>	(Myers 211)
<p><b>Encyclopedia Article (Article with author given and article with no author given)</b></p> <p>Mech, David. "Wolf." <i>World Book Encyclopedia</i>. 2000 ed. Print.</p> <p>"Zooplankton." <i>Gale Encyclopedia of Science</i>. Eds. Kimberley A. McGrath and Stacey Blachford. Vol. 6. Detroit: Gale Group, 2001. Print.</p>	(Mech 276) ("Zooplankton" 4076)
<p><b>Article in a Magazine or Newspaper (Article with author given and article with no author given)</b></p> <p>Farrell, Allison. "Search Dog Honored for 9-11 Work." <i>Sunday Gazette</i> [Schenectady, NY] 22 Sept. 2002: B1+. Print.</p> <p>"Videogames and Violence." <i>Junior Scholastic</i> 10 Jan. 2003: 17-18. Print.</p>	(Farrell B1) ("Videogames and Violence" 18)
<p><b>Internet source (Author given and author not given)</b></p> <p>Eric, Weisstein. <i>MathWorld</i>. Wolfram Research, 30 Apr. 2010. Web. 22 July 2010. &lt;<a href="http://mathworld.wolfram.com">http://mathworld.wolfram.com</a>&gt;.</p> <p>"Mexican Sweets." <i>Mercados: Traditional Mexican Markets</i>. N.p., n.d. Web. 6 June 2010. &lt;<a href="http://www.mexicanmercados.com/food/sweets.htm">http://www.mexicanmercados.com/food/sweets.htm</a>&gt;.</p>	(Weisstein) ("Mexican Sweets") <i>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.</i>
<p><b>Online Subscription Services (Databases)</b></p> <p>Lopata, Peg. "Protecting China's Great Wall." <i>Faces: People, Places, and Cultures</i> May 2007: 26+. <i>General OneFile</i>. Web. 23 July 2010. &lt;<a href="http://infotrac.galegroup.com/itweb/nysl_ca_bethmsch">http://infotrac.galegroup.com/itweb/nysl_ca_bethmsch</a>&gt;.</p>	(Lopata) <i>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.</i>

# 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

1" → 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)

# GUIDELINES

## WORKS CITED PAGE

See sample on opposite page

**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.
- Dahl, Roald. *Going Solo*. New York: Puffin Books, 1999. Print.
- Flynn, John, et al. *Invertebrate Fossils*. New York: McGraw, 1992. Print.
- . *Marine Invertebrates*. New York: McGraw, 1997. Print.
- Gavin, Mary L. "What's Color Blindness?" *KidsHealth*. Nemours Foundation, 2010. Web. 16 May 2010. <[http://kidshealth.org/kid/talk/qa/color\\_blind.html](http://kidshealth.org/kid/talk/qa/color_blind.html)>.
- Greatest Engineering Achievements of the 20th Century*. National Academy of Engineering, 2010. Web. 22 July 2010. <<http://www.greatachievements.org>>.
- "Iroquois." *Worldmark Encyclopedia of Cultures and Daily Life*. 2009. *Gale Virtual Reference Library*. Web. 13 Aug. 2010. <[http://infotrac.galegroup.com/itweb/nysl\\_ca\\_bethmsch](http://infotrac.galegroup.com/itweb/nysl_ca_bethmsch)>.
- Loberto, Jennifer. "House OKs Wall Street Reform Bill." *Political Ticker*. Cable New Network, 30 June 2010. Web. 6 Aug. 2010. <<http://politicalticker.blogs.cnn.com/2010/06/>>.
- Lord of the Rings: The Fellowship of the Ring*. Dir. Peter Jackson. New Line Cinema, 2001. Film.
- National Storytelling Association. *Tales As Tools: The Power of Story in the Classroom*. Jonesborough, TN: National Storytelling Press, 1994. Print.
- Smith, John. Personal interview. 12 June 2008.
- "Yes...but Is It Art?" *Sixty Minutes*. CBS. WCBS, New York, 19 Sept. 1993. Television.