

# Works Cited page

## Ross School Bibliography Format, Grades 6-8

### Basic Rules from MLA (Modern Language Association, 7<sup>th</sup> Edition, 2009)

- Use 12 pt, Times New Roman font for typed papers. Use blue or black ink for handwritten papers.
- Leave only one space after periods or other punctuation marks.
- Set the margins of your document to 1 inch at the top, bottom, and sides of your paper.
- Begin your Works Cited page on a separate page at the end of your paper.
- Center the words Works Cited at the top of the page (do not italicize or underline the words Works Cited, put them in quotation marks, or use all capital letters). The words Works Cited may be **bold** and/or have a larger size.
- Double space all citations, but do not skip spaces between entries.
- Begin each entry flush with the left margin. Indent the second and subsequent lines of citations five spaces (MLA recommends that you use the Tab key) so that you create a hanging indent.
- Use italics (underline only if handwritten) for the *title and sub-title of larger works* (books, magazines) and quotation marks for titles of shorter works (poems, articles from anthology).
- For every entry, determine the Medium of Publication. (Print, Web, Film, Personal Interview, DVD, CD, CD-ROM, E-mail, Keynote address, Television, Audiocassette)
- *Writers are no longer required to provide URLs for Web entries.* However, if your teacher wants you to write the URL, it should be included in angle brackets < > , and followed by a period. For longer URLs, break lines only at slashes.
- Alphabetize your list by the first word of each source.
- Always credit your sources to avoid plagiarism.

## Books

### One author

Last name, First name. Complete *Title: Sub-Title* of Book (*italics*) (underlined if handwritten).  
 City of publication (city and state unless very big city): Publisher, Year. Page(s)  
 consulted (if needed). Medium of Publication.

Example:

Kent, Deborah. *The Titanic*. New York: Random, 1990. 348-76. Print.

## Two authors

Write the first author's **last name**, **first name**, and the second author's **first and last name**.

Example:

Peterson, Ivars, and Nancy Henderson. *Math Trek: Adventures in the MathZone*. New York: John Wiley & Sons, 2000. 23-28. Print.

## Three or more authors

You may write the third and fourth authors' names normally (first and last name) just like you did with two authors, **or** you may choose to write only the **first author's last name and first name**, and write "**et al.**" (It means "and others" in Latin).

Example:

Simonds, Nina, Leslie Swartz, and The Children's Museum of Boston. *Moonbeams, Dumplings & Dragon Boats: A Treasury of Chinese Holiday Tales, Activities & Recipes*. New York: Harcourt, 2002. 124-133. Print.

**or**

Simonds, Nina, et al. *Moonbeams, Dumplings & Dragon Boats: A Treasury of Chinese Holiday Tales, Activities & Recipes*. New York: Harcourt, 2002. 124-133. Print.

## Book with Editor

Cite the book as you normally would, but add **ed.** after the name of the editor (or eds. for multiple editors), before the title.

Example:

Lewis, David Levering, ed. *The Portable Harlem Renaissance Reader*. New York: Viking. 1994. 336-338. Print.

## No author given

Start your citation with the title of the book. This citation should appear alphabetically in your bibliography, just as the citations that include an author name.

*Title: Sub-Title*. City of publication: Publisher, Year. Page(s). Medium of Publication.

Example

*People of Long Ago*. Milwaukee: Rourke Publishers, 1986. 34-89. Print.

## Subsequent Edition

Cite the book normally, but add the number of the edition after the title.

Example:

Crowley, Sharon, and Debra Hawhee. *Ancient Rhetorics for Contemporary Students*. 3<sup>rd</sup> ed. New York: Pearson/Longman, 2004. 27-29. Print.

## Work in anthology (selected poem, short story)

Poem's Author Last name, First name. "Poem's Title." (there is a period **inside** the quotation marks) *Title of Collection or Book*. Ed. followed by Editor's First name Last Name. Place of publication: Publisher, Year. Page range. Medium of Publication.

Example:

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*. Ed. Philip Smith. New York: Dover, 1995. 26-27. Print.

# General Encyclopedias and Dictionaries in Print

(When the article is signed, you may include the author's last, and first name, followed by a period, at the beginning of your citation.)

"Article or item." *Title of Encyclopedia or Dictionary*. Edition. Date. Medium of Publication.

Example:

"Ideology." *The American Heritage Dictionary*. 3<sup>rd</sup> ed. 1997. Print.

# Periodical Articles in Print (Magazine and Newspaper)

## Article in Magazine

Author's Last name, First name. "Article Title." *Title of Periodical* Day Month Year published: pages. Medium of Publication.

Example:

King, Peter. "The Clutch." *Sports Illustrated* 31 Jan. 2000: 42-45. Print.

## Article in Newspaper

Author's Last Name, First Name. "Article Title." *Title of Newspaper* [City, State, if local publication] Day Month Year published: Section and page(s). Medium of Publication.

Example:

Behre, Robert. "Presidential Hopefuls Get Final Crack at Core of S.C. Democrats." *Post and Courier* [Charleston, SC] 29 Apr. 2007: A21. Print.

## Web Publications (Internet)

MLA lists electronic sources as *Web Publications*. Your Medium of Publication will be listed as *Web*.

As of 2009, MLA no longer requires the use of URLs in citations for Electronic Sources or Web Entries.

**However, if your teacher wants you to write the URL**, it should be included in angle brackets < > and followed by a period. For longer URLs, break lines only at slashes.

Not every Web page will provide all of the following information, but **try to collect as much of the following information as possible**:

### Website

Author and/or Editor last name, first name (if applicable). "Title of article." *Name of Website*. Version number. (if given) Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation D M Y (write n.d. if not dated). Medium of publication (Web). Date you visited the website. <Full URL>. (if required by your teacher)

Example:

Sonquist, Ted J. "Amy Tan." *Voices from the Gaps: Women Writers of Color*. Eds. Toni McNaron, Carol Miller, and Laurie Dickinson. Dept. of English, U. of Minnesota, Oct. 1999. Web. 2 Nov. 1999. <<http://voices.cla.umn.edu/authors/AmyTan.html>>.

Or

Maroff, Melissa. "How to Make Your Own Pet Friendly Cleaning Supplies." *eHow.com*. eHow, n.d. Web. 30 Apr. 2010. <[http://www.ehow.com/how\\_4864043\\_make-pet-friendly-cleaning-supplies.html](http://www.ehow.com/how_4864043_make-pet-friendly-cleaning-supplies.html)>.

## Articles in Web Magazine or Newspaper

Author's last and first name, "Article title." (the period is inside the quotation marks) *Title of the Web Magazine or Newspaper*. Publisher name if available, Publication date if available. Medium of publication. Date of access Day Month Year. <URL>. (if required by your teacher)

\*Remember to use n.p. if no publisher is given and n.d. if the publication is not dated.

Example:

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009.  
<<http://www.alistapart.com/articles/writeliving>>.

Or

Kluger, Jeffrey. "The Gentle Cosmic Rain." *Time*. n.p. 9 June 1997. Web. 11 June 1997. <<http://www.time.com/time/magazine/article/0,9171,986501,00.html>>.

## Articles from an Electronic Subscription Service (Online Database such as EBSCO)

\*As of 2009, MLA **no longer requires information about the name of the subscribing institution or the location of access** (we used to have to write Ross School Library, Ross, CA).

Author's Last name, First name. "Article Title." *Title of Periodical* Day Month Year of publication Issue number: Pages. *Name of the Database*. Medium of Publication. Date of access D M Y.

Example:

Fleming, Thomas. "Part II: The Treaty That Rescued The Revolution." *Boys' Life* Aug. 2006 Vol. 96 Issue 8: 40-50. *EBSCOhost*. Web. 5 May 2010.

Or

Junge, Wolfgang, and Nathan Nelson. "Nature's Rotary Electromotors." *Science* 29 Apr. 2005: 642-44. *Science Online*. Web. 5 Mar. 2009.

## Encyclopedias on the Internet (Grolier Online or World Book Online)

Author's Last name, First name (if available). "Article Title." *Title of Online Encyclopedia*. Year of Publication. Publisher (if available). Medium of Publication (Web). Date of access. <URL>. (if required by your teacher)

Example:

Simmonds, N. W. "Banana." *Grolier Multimedia Encyclopedia*. 2010. Grolier Online. Web. 6 May 2010. <<http://gme.grolier.com/article?assetid=0024460-0>>.

## Others

### Personal Interviews

Name of the person interviewed (last, first name). Personal interview. Date of the interview.

Example:

Barbour, Suzannah. Personal interview. 6 May 2010.

### Lectures or Oral Presentations

Speaker's last and first name. "Title of the Speech." *Name of the meeting*. Organization. (write n.p. if not known) Location of the occasion. Date of the Presentation (D M Y). (write n.d. if the date is not known) Type of Presentation. (e.g. Lecture, Keynote speech, Guest Lecture)

Example:

Stein, Bob. *Computers and Writing Conference*. Purdue University. Union Club Hotel, West Lafayette, IN. 23 May 2003. Keynote address.

### Digital Sound Recordings and Images

Author's last, first name. *Title or Name of the Work*. Publisher, Date of creation. Digital format. (eg. PDF, JPEG, *Microsoft Word* file, or MP3)

Example:

Beethoven, Ludwig van. *Moonlight Sonata*. Crownstar, 2006. MP3.

## CD

Generally start with the **artist name** (may also be the composer, or the performer name). Individual song titles are in quotation marks. *Album names* are italicized. Name of recording manufacturer followed by the publication date (*n.d.* if not dated). Medium of publication.

Example:

Nirvana. "Smells Like Teen Spirit." *Nevermind*. Geffen, 1991. Audiocassette.

Or

Beethoven, Ludwig van. *The 9 Symphonies*. Perf. NBC Symphony Orchestra. Cond. Arturo Toscanini. RCA, 2003, CD.

## E-mail

Author of the message. "Subject line." Name of the person to whom the message was sent. Date when the message was sent. Medium of publication.

Example:

Neyhart, David. "Re: Online Tutoring." Message to Joe Barbato. 1 Dec. 2000. E-mail.

## Television or Radio Program

"Title of the episode." *Name of the series or program*. Network name. Call letters of the station, City. Date of broadcast. Medium of publication.

Example:

"The Blessing Way." *The X-Files*. Fox. WXIA, Atlanta. 19 Jul. 1998. Television.

## DVD, Blu-ray, or Videocassette

*Title of the work*. Name of the director. If relevant, list performer names. Distributor, Year of release. Medium of publication.

Example:

*Ed Wood*. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. Touchstone, 1994. DVD.

## For more information

Electronic Bibliography creation site:

The Hekman Library, at Calvin College, Grand Rapids, MI. created a tool called KnightCite. It will produce a Works Cited page following the MLA Format.

<http://www.calvin.edu/library/knightcite/>

The Citation Machine at <http://citationmachine.net/> will produce a Works Cited page for you, but be forewarned that formats are slightly different from those on this page.

The Write Source <http://www.thewritesource.com/mla/>

The English Handbook found on the Sir Francis Drake High School Library website is also a great source of information. <http://drake.marin.k12.ca.us/library/>

Redwood High School Library Citing Sources:

[http://rhsweb.org/library/citing\\_sources.htm#PROFESSIONAL](http://rhsweb.org/library/citing_sources.htm#PROFESSIONAL)

# Incorporating Quotations

## Short Quotations

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within **double quotation marks**. Provide the **author's last name** and the specific **page** of the citation **in parenthesis**, as well as a complete reference on the Works Cited page.

Example:

According to some, dreams express “profound aspects of personality” (Foulkes 184), though others disagree.

If the author is not known, include the *italicized title*, and the **page number** of the source in parenthesis.



Example:

We see so many global warming hotspots in North America likely because this region has “more readily accessible climatic data and more comprehensive programs to monitor and study environmental change...” (*Impact of Global Warming* 6).

## Long Quotations

For long quotation that extends to more than four lines of verse or prose: place quotations in a **free-standing block of text** and **omit quotation marks**. Start the quotation on a new line, with the entire quote indented **one inch**. Include the name of the author and the page of the citation in parenthesis at the end of the paragraph.

Example:

Huck is uncomfortable with his contradictory feeling and struggles internally.

So we poked along back home, and I warn't feeling so brash as I was before, but kind of ornery, and humble, and to blame, somehow - though I hadn't done nothing. But that's always the way; it don't make no difference whether you do right or wrong, a person's conscience ain't got no sense, and just goes for him anyway. (Twain 294)