

QUICK GUIDE

Parenthetical Citations

Document with one author: (Last name page). Note: Digital or web sources are designated in the same manner, except print copies will include a page number while non-print sources will not.

Ex. (Barrett 5). Ex. (Sullivan).

Document with two authors: (Last and Last page).

Ex. (Sullivan and Bennett 5). Ex. (Sullivan and Bennett).

Document without an author: ("Title") or (*Book Name*)

Ex. ("The Program"). (*Fountainhead*).

Articles with the same author or title:

Freeman, John. "The Adorable Life of John."

Ex. (Freeman, "The Adorable")

Freeman, John. "Johnny Appleseed."

Ex. (Freeman, "Johnny")

Shakespeare: (Play. Act. Scene. Line(s)).

Ex. (*Rom.* 1.5.12).

Drama: (Act. Scene. line(s)).

Ex. (3.2.15-16).

Poetry: (Author line(s)). Note: For a first reference, use the word "lines": (lines 5-8). Thereafter use just the numbers: (12-13).

Ex. (Shelley line 2).

Ex. (Shelley 2-3).

Bible: (*Title of Bible*, Book. Chapter. verse)

Ex. (*New Jerusalem Bible*, Ezek. 1.5-10)

Ebook: For citations, page numbers are not always available in e-books and may vary from reader to reader, so use the number of chapter, section, or some other identification of location when citing in text.

Works Cited entries

- Alphabetize entries by the first word in the citation
- Double space the entire page
- Begin each citation at the left margin. If an entry runs more than one line, indent five spaces for every line after the first. This is called a hanging indentation.
- If no author or editor is given, alphabetize the entry by the title, disregarding the word *a*, *an*, or *the* at the beginning of the title.
- Write dates in the MLA format: 12 October 2013.

Citing two articles with the same author or title: Note: Digital or web sources are designated in the same manner, except with appropriate digital or web identifier.

The first source will appear as normal on the Works Cited page. The second source will have three dashes (---) in place of the author's name.

Grononowitz, Ignatz. *Gatsby Had It All Wrong*. Dallas: Bois d'Arc Press, 2013. Print.

---. *It Tolls For Thee*. Glassboro: Rowan University Press, 2003. Print.

Sample Works Cited

Works Cited

Auletta, Ken. "What Won't They Do?" *New Yorker* 17 May 1993: 45-53. Print.

Forman, James D. *Becca's Story*. New York: Scribner, 1992. Print.

---. *Freedom's Blood*. New York: Franklin Watts, 1979. Print.

Go Ask Alice. New York: Avon-Flare, 1971. Print.

"Having a Good Day." *Happiness* 07 March 2010. *eLibrary* 2010. Web. 5 May 2012.

Stuckey, Kenneth A. "Keller, Helen Adams." *World Book Online*. World Book 2007. Web. 18 Aug. 2008.

"Student Smoking Declines Amid a State Campaign." *The New York Times* 2 Apr. 1999. *Proquest*. n.d. Web. 5 Aug. 2007.

Reference Database remote/Home Access

ACCESS DATABASES BY LOGGING INTO myCCS (No passwords needed)

Students and staff may also access several CHS Media Center reference databases through the Carmel High School/Media Center Webpage. For reference database remote access codes and passwords, click the “Login Here for Remote Access” button located at the bottom of the webpage. Login information will appear under each reference database offering remote access.

Username: library
Password: media

SAMPLE ENTRIES FOR A WORKS CITED PAGE

PRINT SOURCES

Book—ONE Author

Forman, James D. *Becca's Story*. New York: Scribner, 1992. Print.

Book—TWO Authors

Bartlett, Donald L., and James B. Steele. *Forevermore: Nuclear Waste in America*. New York: Norton, 1985. Print.

Book—THREE Authors

Aiken, Michael, Lewis A. Ferman, and Harold L. Sheppard. *Economic Failure, Alienation, and Extremism*. Ann Arbor: U of Michigan P, 1968. Print.

Book—MORE than three Authors

Alexander, Martin C., et al. *American Wildlife & Plants: A Guide to Wildlife Food Habits*. New York: Dover, 1951. Print.

Book—No author

Go Ask Alice. New York: Avon-Flare, 1971. Print.

Translated Book

Stugots, Ima. *Crazy Like a Fox: A History of Insanity in Contemporary Politics*. Trans. Vito Rossi. Los Angeles: Breaking Left Press, 1992. Print.

Book—The Bible

The New Jerusalem Bible. Ed. Henry Wansbrough. New York: Doubleday, 1985. Print.

Work in an Anthology (Collection) of Works (use when only a single chapter, major, or minor work is cited from anthology)

Hansberry, Lorraine. "A Raisin in the Sun." *Elements of Literature Fifth Course, 5th ed.* Ed. Robert Anderson, et al. Austin: Holt, 1993. 813. Print.

Book—Current Controversies/Opposing Viewpoints (when citing a specific authored chapter or reprinted article)

Lynn, Leon. "The Teaching of Evolution is Censored." *Censorship*. Ed. Laura Egendorf. *Current Controversies*. San Diego: Greenhaven Press, Inc., 2001. 66-73. Rpt. of "The Evolution of Creationism." *Rethinking Schools* Winter 1997-1998. Print.

Book—Editor instead of Author (use when information is drawn from entire book, or editor's foreword and notes, not authored chapters)

Fadiman, Clifton, ed. *The World of the Short Story: A Twentieth Century Collection*. Boston: Houghton, 1986. Print.

Series Book—Named Author

Labor, Earle. *Jack London. Twayne's United States Authors Ser. 230*. New York: Twayne, 1974. Print.

Encyclopedia—Multivolume Reference

"Mazer, Norma Fox." *Contemporary Authors. New Revision Series*. Ed. Ainslee T. Embry. Vol. 32. Detroit: Gale Research, 1991. 289-291. Print.

Myers, Andrew B. "Washington Irving." *Dictionary of Literary Biography: Antebellum Writers in New York and the South*. Ed. Todd Bree. Vol. 12. Detroit: Gale Research, 1979. 166-187. Print.

Almanac—Yearbook

"Farm Real Estate Debt." *World Almanac and Book of Facts: 2003*. New York: Scripps Howard-Pharos, 2002. 118. Print.

Government Publication

United States. Dept. of Commerce. Bureau of the Census. *Statistical Abstract of the United States: 1991*. 111th ed. Washington: GPO, 1991. Print.

Corporate Publication

American Phobophobia Associates. *What Are You Afraid Of?* New York: Kendricks Pharmacological, Inc., 1999. Print.

Pamphlets, Bulletins, and Handouts

Safety Data Sheet: Kitchen Machines. Pamphlet 690. Chicago: Natl. Restaurant Assn., 1970. Print.

"MLA Citation Guidelines." Michele Satchwell, English department, Carmel High School, Carmel, IN. 22 April 2013. Print.

PRO/CON Debate Series

Wilson, Alexander. "Should Fraternities and Sororities Be Banned?" *Education*. Ed. Tim Cooke. *Pro/Con*. Danbury: Grolier, 2004. 176-189.
Rpt. of "What is 'Tens of Millions' Good For?" *The Dartmouth Review* 17 Feb. 1999. Print.

Newspaper

"Carmel Named Most Bike-Friendly City." *Indianapolis Star* 12 May 2010: D4. Print.

Magazine

Auletta, Ken. "What Won't They Do?" *New Yorker* 17 May 2003: 45-53. Print.

Editorial

Zuckerman, Mortimer B. "Welcome to Communicopia." Editorial. *U. S. News and World Report* 1 Nov. 2003: 116. Print.

Letters to the Editor

Safer, Morley. Letter. *New York Times* 31 Oct. 2003, late ed., sec 2: 4. Print.

Review

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

Kauffmann, Stanley. "A New Spielberg." Rev. of *Schindler's List*, dir. Steven Spielberg. *New Republic* 13 Dec. 1993: 30. Print.

NONPRINT SOURCES

DVD/Videocassette

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946. Republic, 2001. DVD.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946. RKO, 1999.
Videocassette.

Interview/Class Lecture (Note: explain context and place of interview in text).

Carter, James E. Sales Representative, General Motors Corporation, Detroit [MI]. Telephone Interview. 19 May 2001.

Gallman, Jason. English Teacher, Carmel High School, Carmel [IN]. Class Lecture. 12 Oct. 2008.

Simon, Herbert, Jr. Personal Interview. 12 Nov. 2003.

Radio or Television Program

The Stranger in the Empty Chair. PBS. WFYI, Indianapolis. 26 Apr. 2004. Television.

“Yes. . . but Is It Art?” Narr. Morley Safer. *Sixty Minutes*. CBS. WCBS, New York. 19 May 2004. Television.

“Shakespearean Putdowns.” Narr. Robert Siegel and Linda Wertheimer. *All Things Considered*. Natl. Public Radio. WNYC, New York. 6 Apr. 2003. Radio.

Recording—Compact Disc/Audio Cassette

Simon, Paul. *The Rhythm of the Saints*. Warner Bros., 1990. CD.

Image (Including a Painting, Sculpture, or Photograph)

Artist's name, the work of art, italicized, the date of creation, the institution and city where the work may be found. Follow initial entry with the name of the Website where the work was found, in italics, then the medium of publication, and the date of access.

Adams, Ansel. *Moonrise over Yosemite*. 1927. M.H. de Young Museum, San Francisco. *deyoungmuseum.org*. Web. 22 May 2013.

ELECTRONIC SOURCES

E-mail

Boyle, Anthony T. “Re: Utopia.” Message to Daniel T. Cahill. 21 June 1997. E-mail.

E-book

Note: Electronic books (e-books) are cited just like print books. The only difference is the designation of file type at the end of the citation, e.g. Kindle, PDF e-book, i-Book, etc. Books online (i.e. full text on a website) are also cited just like a printed book but will include the URL at the end of the citation.

Lemon, Rebecca, Emma Mason, Johnathan Roberts, and Christopher Rowland, ed. *The Blackwell Companion to the Bible in English Literature*. West Sussex: Wiley-Blackwell, 2009. PDF e-book.

Online Reference Databases (Subscription)

Structure

Author (if known). "Full Title of the Work in Quotation Marks." *Full Title of the Complete Work (if applicable) Italicized* Date of publication (n.d.) if not available). *Full Title of the Specific Online Reference Database italicized*. Date of publication (n.d. if not available) medium of publication (Web). Date of access.

Examples

"Abraham Lincoln." *Historic World Leaders* n.d. *Biography Resource Center*. n.d. Web. 18 May 2006.

Adams, Bob. "Do Gun Bans Violate Americans' Second Amendment Rights?" *Gun Control Debate* n.d. *CQ Researcher Online*. 21 May 2007 Web. 4 Jan. 2008.

"The Changing Opportunities for Women." *COIN Career Library*. 5 Nov. 2006 Web.. 5 Jan. 2007.

Christian, Shirley. "Finding Splendor in the Tallgrass at One of Our Newest National Parks." *National Wildlife* Dec.-Jan. 2001. *Student Resource Center-Gold* n.d. Web. 18 Aug. 2002.

Lott, John R. "Carrying Concealed Weapons Prevents Crime." *Crimes and Criminals* n.d. *Opposing Viewpoints Resource Center* n.d. Web. 18 May 2004.

Marcopoulos, George J. "The Greek Islands." *Greece* n.d. *Lands and Peoples_Online* n.d. Web. 5 Jan 2005.

Porter, Kristen Leigh. "Pacers are Optimistic Heading into the New Year." *The Indianapolis Star/News* 3 Jan. 2005. *NewsBank InfoWeb*. n.d. Web. 5 Jan. 2005.

Reich, Wendy. "Prospective Studies of Children of Alcoholic Parents." *Alcohol Health & Research World* 22 Jan. 1997. *Elibrary*. n.d. Web. 18 Aug. 2004.

Strauss, Mark. "Reusable Spacecraft." *The Future of the Space Program* n.d. *New Book of Popular Science Online*. n.d. Web. 18 May 2008.

"Student Smoking Declines Amid a State Campaign." *The New York Times* 2 Apr. 1999. *Proquest*. n.d. Web. 5 Aug. 2007.

"Study of Search Dogs Continues." *Dog World* Dec. 2004. *INSPIRE/Master_FILE Premier*. n.d. Web. 5 Jan. 2005.

Other Digital File Recordings (Note: End entry with digital file type.)

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

Smith, George. "Pax Americana: Strife in a Time of Peace." 2005. *Microsoft Word* file.

Parsons, Gram, and Thomas Brown. "Return of the Grievous Angel." 2011. iTunes.

Posting to a Discussion List, News Group, Chat Room, Blog, Bulletin Board, etc.

Structure

Author. *Title of the work italicized*. Title of website if distinct from work, Publisher (N.p. if not available), Date of publication (n.d. if not available).
Medium of publication. Date of access.

(Note: publisher can frequently be found at bottom of homepage, date of publication is often same as copyright date.)

Example

Chin, Jenny. *Why Citing Sources Is Important*. Dalkey Archive Press, n.d. Blog. 21 Aug. 2007.

Tweet

Amanpour, Christiane (camanpour). "Our Complex World Makes its Entrance on #Oscar's Red Carpet." 22 Feb. 2013, 9:01 a.m. Tweet.

WWW Sites (World Wide Web)

Structure (Note: URLs are unnecessary unless there is no author listed and title is so general as to need a URL to find the source.)

Author (if known). "Full Title of the Work in Quotation Marks." *Full Title of_the Complete Work (if applicable) Italicized*. Publisher or Sponsor; if not

available, use N.p. Date of Publication, if not available use n.d. Web. Date of your visit.

Example

“Complete Internet Searching.” *Search the Internet via Classroom Connect*. N.p. n.d. Web. 15 Aug. 2004.