

WORKS CITED (BIBLIOGRAPHY) FORMS

A works cited or bibliography is an alphabetically arranged list of sources you used to support your ideas in your research paper. The writer who fails to give appropriate acknowledgement when repeating someone else's thoughts, arguments, line of thinking, or creative/visual work as his/her own, is guilty of plagiarism.

An entry generally has three divisions: author, title, and publication information. If there is no author, the entry should start with the title. Double space after author and title. Single space the publication information. When using a word processor, turn off the right justification command.

Organize your sources by the first word of the entry, ignoring a, an, the. Begin each entry flush with the left margin. If the entry runs more than one line, indent additional lines five spaces. Double space each entry; also double space between entries. A works cited should begin on a new page, following the last page of the paper. The title *Works Cited* should be centered one inch from the top of the page. The following examples follow MLA style.

BOOKS OR PAMPHLETS

1. One author

Swisher, Clarice. Genetic Engineering. San Diego: Lucent, 1996.
author title city publisher date

(If city is not well known, include the state. Use the two letter state abbreviations. If an edition is given on the title page, include it after the title.)

2. Two or three authors

Morey, Janet Nomura, and Wendy Dunn. Famous Hispanic Americans. New York: Dutton, 1996.

3. More than three authors

Lichter, S. Robert, et al. Watching America. New York: Prentice Hall, 1991.

4. No author

Peterson's Competitive Colleges, 1998-1999. Princeton, NJ: Peterson's Guides, 1998.

5. Editor

Martin, Richard, ed. Contemporary Fashion. New York: St. James, 1995.

6. Reference book (ex: dictionary and encyclopedia)

Opik, Ernst J. "Comet." Collier's Encyclopedia. 2001.

Hunt, Lester H. "Envy." Encyclopedia of Ethics. New York: Garland, 1992.

(It is not necessary to give location and publisher for well known general encyclopedias and dictionaries. All other reference materials should include location and publisher. If there is no author, start with the article title.)

7. One volume of a multivolume work

Magill, Frank N., ed. The American Presidents: The Office and the Men. Vol. 2.

Pasadena, CA: Salem Press, 1986. 3 vols.

(The total number of volumes is optional as many series are ongoing and the total is constantly changing. If you are citing only one volume of a multivolume work and the volume has an individual title, you may cite the book without reference to the other volumes in the work. You can also cite both volume title and series as in the sample below.)

Games and Sports. Danbury, CT: Grolier, 1993. Vol. 5 of Roots of Western Civilization. 11 vols.

8. Anthology selection

Callahan, Daniel. "Limiting Health Care for the Old." Nation (Aug. 15, 1997). Rpt. in Taking sides: Clashing Views on Controversial Bioethical Issues. Ed. Carol Levine. Guilford, CN: Duskin, 1995. 114-119.

Kemp, John C. Robert Frost and New England: the Poet as Regionalist. Princeton, NJ: Princeton UP, 1979. Rpt. in Contemporary Literary Criticism. Vol.15. Ed. Sharon R. Gunton and Laurie Lanzen Harris. Detroit: Gale, 1980. 245-251.

Poe, Edgar Allan. "Dream-Land." Oxford Book of American Verse. Ed. F.O. Matthiessen. New York: Oxford, 1950. 215-216.

9. Quotation book

Powers, Tom, ed. Michigan in Quotes. Davison, MI: Friede, 1994.

(Give credit to the author of the quotation in the text of the paper or speech.)

10. Government publication

United States. Bureau of the Census. Statistical Abstract of the United States 1998.

118th ed. Washington: GPO, 1998.

PERIODICALS: MAGAZINES AND NEWSPAPERS

(See Internet #4 & #5 if you retrieved the magazine or newspaper article from the Internet.)

1. Magazine - signed article

Stover, Dawn. "The Coming Food Crisis." Popular Science Aug. 1996: 49-54.
author title of article magazine date-monthly pages

(If the month is more than four letters, abbreviate it. Use + after page numbers if the pages are not printed consecutively.)

2. Magazine - unsigned article

"Crimes of the 'Net.'" Newsweek 14 Nov. 1994: 46-48.
title of article magazine date-weekly pages

3. Newspaper - signed article

Gunter, Marc. "TV Study on Violence Badly Flawed." Detroit Free Press
16 Feb. 1996: A1+.

4. Newspaper - unsigned article

"MADD Wants Beer Ads Off Air." Holland Sentinel 14 Sept. 1996: A6.

5. Newspaper editorial

"Parents, not Politicians, Will Have to Run Drug War." Editorial.

USA Today 11 Sept. 1996: A14.

NONPRINT SOURCES

1. Compact Disc, Audiocassette, Record

McCarthy, Cormac. The Crossing. Read by Brad Pitt. New York: Random Audio, 1994.

Simon, Paul and Milton Nascimento. "Spirit Voices." The Rhythm of the Saints.

Audiocassette. Warner Bros., 1990.

(If a recording is not a compact disc, use an identifying term like LP [long-playing record], audiotape, or audiocassette after the title.)

2. Computer Program

"Mexico." Discovering Nations, States, and Cultures. CD-ROM. Detroit: Gale, 1997.

"Psychology." Encarta Encyclopedia 2002. CD-ROM. Redmond, WA: Microsoft, 2002..
title of entry computer program format place publisher date

"Washington, George." Picture. Encarta Encyclopedia 2002. CD-ROM. Redmond,
WA: Microsoft, 2002.

(Current Biography, and Granger's Index to Poetry are CD-ROM programs. If you don't know the format, use the term "Electronic." Include place of publication when available.)

3. Interview

Power, Eugene. Personal interview. 7 May 1999.

Reeves, Christopher. Interview with Barbara Walters. The Barbara Walters'

Special. ABC. WOTV, Grand Rapids, MI. 18 Dec. 1995.

4. Microfiche

Great Events as Reported in the New York Times

"John Lennon of the Beatles is Killed; Suspect Held in Shooting." New York Times

9 Dec. 1990: A1. Great Events VI as Reported in the New York Times (1994):

fiche 22, grid A2.

5. Television/ Radio program

Through Their Eyes: Caring for the Elderly. PBS. WGVU-WGVK, Grand

Rapids, MI. 6 Jan. 1992.

"Grizzly Country." Nature. PBS. WPBT, Miami. 21 June 1992.

*program name series network local place date
station*

6. Videocassette, DVD, Laser Disc, Slides

The History of Clothing: Fads, Fashions, & Classics. Videocassette. Pineapple

Appeal, 1994.

INTERNET

Not all information on the Internet is accurate or reliable. Information may be outdated or opinions may be stated as facts. Evaluate your web site by looking at authorship, when it was last updated, if documentation is available, etc. See a librarian for help.

Using available information, follow this basic format if your site does not fit one of the samples provided. **author's name (if known). "title of the work." database name. date of original publication or last update (when available). publishing information (location and publisher when available). date of access < Internet address > (URL).**

Give the complete URL whenever possible. If the URL is impractically long and complicated, give the URL of the site's search page or home page. If the URL does not change from the home page address to reflect your document within the site, put the word *Path* after the address and give the word or words you used to get to your document. To avoid making mistakes when typing URL's, block the entire address and copy and paste it into your Works Cited page. If a URL must be divided between two lines, break it only after a slash.

Basic format:

"20th Century Timeline: 1960's." The History Channel Online. 1999. History Channel.

21 Oct. 1999 <<http://historychannel.com/perl/timeline.pl?year=1960>>.

“West Ottawa High School Annual Report.” West Ottawa Public Schools. 01 Dec. 2003.

Holland, MI. 21 Jan. 2004 <<http://www.westottawa.k12.mi.us/ar/hs.pdf>>.

Potter, Ned. “Weighty Concerns: AHA Says Teenage Obesity on the Rise.” ABC

NEWS.com. 2004. ABC News Internet Ventures. 22 Jan. 2004

<http://abcnews.go.com/section/wnt/DailyNews/teenage_obesity030102.html>.

“Corporate Information.” Microsoft Corporation. 25 June 2003. Redmond, WA.

21 Jan. 2004 <<http://www.microsoft.com/mscorp/info/>>.

“City Profile: San Francisco.” CNN.com. 2002 Cable News Network. 14 Nov. 2002

<<http://www.cnn.com/TRAVEL/atevo/city/SanFrancisco/intro.html>>.

1. **Internet - Book** (treat eBooks as an Internet information database)

Austen, Jane. Pride and Prejudice. Ed. Henry Churchyard. 1996. Jane Austen Information

Page. 10 Sept. 2002 <<http://www.pemberley.com/janeinfo/pridprej.html>>.

Hawthorne, Nathaniel. “Dr. Heidegger’s Experiment.” Twice-Told Tales. Ed.

George Parsons Lathrop. Boston: Houghton, 1883. 1 Mar. 2002

<<http://eldred.ne.mediaone.net/nh/dhe/html>>.

(Include available publishing information given for the original print version.)

2. **Internet - E-mail**

Robert, Eric. "Nile Research Project Results." E-Mail to Daniel Jones. 3 Feb. 1998.

author of message subject line of message description/recipient date of message

(**Internet - Encyclopedia - See section 4 – Information database**)

3. **Internet - Government publication**

United States. Federal Bureau of Investigation. A Report to the American People on the

Work of the FBI 1993-1998. 20 Oct. 2003 <http://www.fbi.gov/library/5-year/5YR_report.PDF>.

(If the work was originally published as a printed document, give pub. info. after the title).

4. **Internet - Information database/Library subscription service** (the search page is sufficient for the URL. You do not have to add the word Path and keywords. Give the name of the library where you accessed the subscription database.)

Encyclopedia

“Antifederalists.” Encyclopedia Americana. 2003. Grolier, Inc. West Ottawa High School Lib., Holland, MI. 20 Oct. 2003 <<http://go.grolier.com/>>.

<i>title of article</i>	<i>name of database</i>	<i>update/</i>	<i>publisher</i>	<i>access site</i>
		<i>copyright</i>		

Date of access *Address/URL*

InfoTrac

Lord, Mary. “Violent-Kid Profile.” U.S. News and World Report 11 Oct. 1999: n.p.

General Reference Center Gold. InfoTrac. Hope College Lib., Holland, MI. 18 Oct 2002 <<http://web7.infotrac.galegroup.com>>.

SIRS Researcher

Meckler, Laura. “Gov’t Says Teen Drug Use is Falling.” Milwaukee Journal-Sentinel 18 Aug. 1999: n.p. SIRS Researcher. SIRS Knowledge Source. West Ottawa High School Lib., Holland, MI. 21 Oct. 2003 <<http://sks20.sirs.com>>.

Nadelmann, Ethan A. “Commonsense Drug Policy.” Foreign Affairs Jan./Feb.1998: 111.126. SIRS Researcher. SIRS Knowledge Source. West Ottawa High School Lib., Holland, MI. 1 Nov. 2003 <<http://sks20.sirs.com>>.

WilsonSelect

Taranto, James. “An Adolescent View of Smoking.” American Enterprise Sept./Oct.

1998: 13-14. WilsonSelect. Herrick Public Lib., Holland, MI. 1 Nov. 2003

<<http://newfirstsearch.oclc.org/>>.

5. Internet - Magazine or Newspaper article (accessed from homepage of the periodical)

If you have used an information database or subscription service to retrieve a periodical, such as Wilson Select, InfoTrac or Electric Library, see section number 4.

Beatty, Jack. "The Billionaire's Curse." Atlantic Online 22 Sept. 1999. 20 Oct.

2003 <<http://www.theatlantic.com/unbound/polipro/pp9909.htm>>.

"School Voucher Plan Could Spread if Passed." Holland Sentinel 8 Sept. 1999. 18 Oct.

2003 <<http://www.thehollandsentinel.net/stories/>>.

6. Internet - Picture, Chart, Graph, Cartoon etc.

Follow an example for the particular kind of Internet site you used. List the kind of graphic it is after the title of the work (map, chart, etc.). Use the word *Image* if you cannot specifically categorize the graphic.

"Telephone." *Picture*. Grolier Multimedia Encyclopedia Online. 1999. Grolier, Inc.

1 Nov. 2003 <http://gme.grolier.com/cgi-bingme_bp?artbaseid=sc006>.

7. Internet - Personal Home Page

Lancashire, Ian. Home page. 28 Mar. 2002. 1 May 2003 <<http://www.chass.utoronto.ca:8080/~ian/>>.
last update date accessed

8. Internet - Personal Subscription Service (AOL, etc.)

If you retrieved the material by entering a keyword, complete the citation by writing *Keyword*, with a colon, and your search word.

"Table Tennis." Compton's Encyclopedia Online. Vers. 2.0. 2001. America Online.

4 July 2000. Keyword: Compton's.

9. **Internet - Professional site** (usually an educational site with .edu in the address)

EPC Author Home Page Library. Ed. John Perry. May 2002. Electronic Poetry Center, U of
New York at Buffalo. 5 Dec. 2003 <<http://wings.buffalo.edu/epc/authors/>>.

WORKS CITED

Coyle, William. Research Papers. 11th ed. Boston: Allyn, 1999.

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th edition. New York:
Modern Language Association, 2003.