

# LANCASTER CHRISTIAN SCHOOL

## BIBLIOGRAPHIC STYLE MANUAL

2005

Compiled by Ruth Ann Shertzer

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## Abbreviations

abr.	abridged
comp.	compiled, compiler
Cong.	Congress, Congressional
dir.	director
doc.	document
Ed.	Edited by
ed.	editor, edition
eds.	editors
et al.	and others
GPO	Government Printing Office
narr.	narrator, narrated by
n.d.	no date of publication
N.p.	no place
n.p.	no publisher
n.pag.	no pagination given
p.	page
pp.	pages
perf.	performer(s), performed by
prod.	producer
ref.	reference
rev. ed.	revised edition
rpt.	reprint
sec.	section
Ser.	series
sess.	session
trans.	translated, translator
UP	University Press (use in publisher's name only)
vers.	version
vol.	volume
vols.	volumes
Writ.	Written by

Jan.	January	May	May	Sept.	September
Feb.	February	June	June	Oct.	October
Mar.	March	July	July	Nov.	November
Apr.	April	Aug.	August	Dec.	December

Adapted from:

Gibaldi, Joseph. The MLA Handbook for Writers Research. 6<sup>th</sup> ed. New York: Modern Language, 1999.

## Abbreviation for States as Postal Codes

<b>State</b>	<b>POSTAL ABBV.</b>
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY (the city of New York is spelled out)
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

# 1. BOOKS

## GENERAL GUIDELINES

The list below identifies the possible components of a book entry and the order in which they are normally arranged. Always take the information from the title page and verso of the title page.

1. Author's name or corporate author or editor's name.
2. Title of part of the book for anthologies, collections of essays, or some reference books (in quotation marks).
3. Title of book (underlined).
4. Name of editor, translator, or compiler.
5. Edition used.
6. Number(s) of the volume(s) used in Arabic numerals.
7. Name of the series.
8. Place of publication: name of the publisher, and most recent date of publication.
9. Page numbers (only for anthologies or collections of essays).

### **Rules for Author's Name**

In general, omit titles, affiliations, and degrees that precede or follow names; e.g., PhD, and Reverend. Suffixes that are an essential part of a name (Jr. or IV) appear after the given name; i.e., Rockefeller, John D., IV.

### **Rules for Place of Publication**

Use the first city listed. Include the state postal abbreviation (i.e., PA) for relatively unknown or small cities.

### **Rules for Publisher**

Omit articles (a, an, the), business abbreviations (Co., Corp., Inc., Ltd.), and descriptive words (Books, House, Press Publishers). Use standard abbreviations whenever possible (Acad., Assn., Soc., UP). If the publisher's name includes the name of a person, use only the last name (John Wiley=Wiley). If more than one publishing company is listed, use the first one. (See page 272 of MLA Handbook for additional help).

### **Rules for a Title**

Capitalize the first word, the last word, and all important words of all titles and subtitles. Important words are nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions (e.g., although, because, before, if, since, unless, when, etc.). Types of words that DO NOT have to be capitalized within titles include articles (a, an, the), prepositions (e.g., against, between, in, of, to, etc.), and coordinating conjunctions (e.g., and, but, or, nor, for, so yet). Separate the title from the subtitle with a colon, unless the main title ends in a question mark, an exclamation point, or a dash. Underline or italicize titles of works published independently such as books,

audio-visuais, periodicals, and Web sites. Use quotation marks for the titles of works published within large works. Such titles include the names of articles (in encyclopedias, magazines, newspapers, etc.), essays, short stories, short poems, songs, chapters of books, episodes of television shows, and Web pages. When citing books, use the exact title as written on the title page. Do not use the title information on the book cover or spine.

### **Punctuation Rule**

Commas and periods go inside closing quotation marks, ALWAYS.

### **Sample Citations**

**Note:** Only reverse a person's name when it is the first item in the citation. When doing the Works Cited page you will alphabetize by the first word of the entry (except *a*, *an*, or *the*).

### **Basic information for an entry**

Author's last name, first name. Title of book. City of publication:

Publishing Company, Copyright date.

#### **One author**

Stanley, Andy. Visioneering. Sisters, OR: Multnomah, 1999.

#### **Two authors**

Haskins, James, and Kathleen Benson. The 60's Reader. New York: Viking Kestrel, 1988.

#### **Two authors with the same last name**

Silverstein, Alvin and Robert Silverstein. Monerans and Protists. Brookfield, CN: Millbrook, 1996.

#### **Book by a Corporate Author**

American Medical Association. The American Medical Association Encyclopedia of Medicine. Ed. Charles B. Clayman. New York: Random, 1989.

#### **More than three authors, and/or edition statement**

Quirk, Randolph, et al. A Comprehensive Grammar of the English Language. 2<sup>nd</sup> ed. London: Longman, 1985.

#### **More than one entry by the same author**

Kennedy, D. James. Why I believe. Waco, TX: Word, 1980.

-----, Skeptics Answered: Handling Tough Questions About the Christian Faith. Sisters, OR: Multnomah, 1997.

**No author, series**

The SS. The Third Reich Ser. Alexandria, VA: Time Life, 1989.

**One Editor, series**

Bloom, Harold, ed. Edgar Allan Poe. Modern Critical Views Ser. New York: Chelsea, 1985.

**Two editors, series**

Leone, Daniel A., and Bruno Leone, ed. The Ethics of Euthanasia. Opposing Viewpoints Ser. San Diego: Greenhaven, 1999.

**Author and editor.**

Macaulay, Lord. The History of England. Ed. Hugh Trevor-Roper. New York: Penguin, 1968.

**More than three editors, selection from an anthology.**

Shakespeare, William. "King Lear." The Norton Anthology of English Literature. Ed. M. H. Abrams, et al. 4<sup>th</sup> ed. New York: Norton, 1979. 578-601.

**The Bible**

**Note:** Using underlining and quotation marks to indicate titles does not apply to the names of sacred writings, including all versions of the Bible.

**Note:** The King James Version is assumed unless you specify another version.

The Bible. New International Version. Grand Rapids: Zondervan, 1997.

**Pamphlet with little or no information.**

**Note:** Follow the same format as a book, but when little or no information is given supply as much of the information as available.

**A work in an Anthology**

**Note:** Give page numbers of the entire piece you are citing following the publication date and a period.

**Note:** Give translator for the piece following title of piece, give translator for entire book after the title of the book. The editor or compiler follows the title of the book.

Thoreau, Henry David. "Resistance to Civil Government." Norton Anthology of American Literature. 2<sup>nd</sup> ed. New York: Norton, 1986. 628-646.

## 2. Reference Books

**Note:** If you are using an article from a reference work, cite the author first (if the article is signed), the article title second, and then the rest of the entry. When using familiar reference books do not give full publication information, list only the edition and year of publication. (General encyclopedias and general dictionaries are familiar reference books).

### **General dictionary**

Include the title of the article in the works cited.

"Naturalism." Merriam-Webster's Collegiate Dictionary. 10<sup>th</sup> ed. 2002.

**Note:** The page number is unnecessary as the dictionary is arranged alphabetically.

### **Definitions**

"Tote." The New Shorter Oxford English Dictionary. Ed. Leslie Brown. 1993.

**Note:** When using a specific definition, among several, add the abbreviation Def. and the appropriate number.

"Tote." Def. 4b. The New Shorter Oxford English Dictionary. Ed. Leslie Brown. 1993.

### **General encyclopedia, signed article:**

**Note:** Signed means that the article has an author.

**Note:** See page 12 for CD-ROM encyclopedias.  
See page 16 for online encyclopedias.

**Note:** For a general encyclopedia, it is not necessary to include the name and location of the publisher.

Author of the article (if given). "Title of Article." Name of Encyclopedia.

Year of Publication.

Carlson, Bruce M. "Cell, the Fundamental Unit of Life." Encyclopedia

Americana. 1993 ed.

**General encyclopedia, unsigned article**

“Veterans Administration.” Worldbook Encyclopedia. 1989 ed.

**Less familiar reference works, arranged alphabetically**

**Note:** When citing less familiar reference books give full publication information. Include total number of volumes in the set, if more than one volume, following the editor and/or edition statement.

**Basis information for an entry:**

Article author, (if signed). “Article Title.” Title of Multi-volume Set.

Editor(s) of Set. #vols. (in the set) City: Publisher, Copyright date.

Medhurst, Kenneth. “Politics and Society.” The Cambridge Encyclopedia of Latin

America and the Carribean. 2<sup>nd</sup> ed. New York: Cambridge UP, 1992.

**Multi-volume reference Sets**

**Note:** If you are using **only one volume** of a multivolume work, cite the author (if available), the title of the multi-volume work, and the volume number of the volume used. Specific references to volume and page numbers (“3: 212-13”) belong in the text. (See Parenthetical Documentation).

**Note:** If you are using **two or more volumes** of a multivolume work, cite the total number of volumes in the work. This information comes after the title-or after the editor’s name, or edition. statement.

**Basic information for an entry:**

Author. Title of Multi-volume set. Editor(s) of set. Edition statement (if listed). # of volume used. City: Publisher, copyright date. Number of vols in the set.

**Note:** A volume number must be given for a multi volume that is not arranged alphabetically.

Robinson, Richard, ed. Genetics. Vol. 4. Detroit: Macmillan, 2003. 4 vols.

“Chile.” Junior Worldmark Encyclopedia of the Nations. 2<sup>nd</sup> . ed. Eds.

Timothy L. Gall and Susan Bevan Gall. 9 vols. Detroit: U.X.L., 1998.

**Multi-volume sets, with *separate* volume titles**

**Note:** If you are using only one volume of a multivolume work and the volume has an individual title, cite the book without reference to the other volumes in the set.

**Basic information for an entry:**

Article author. Volume Title. Editor (if listed). City of publication: Publisher,

Copyright date. Vol. # of Title of Set. # vols (in the set). Inclusive publication date if published over a period of years.

Llewellyn, Richard. "Wales." Europe. Danbury, CT: Grolier, 1991. Vol. 3 of Lands and People. 8 vols.

**Note:** Although not required, supplementary information about the complete multivolume work may follow the basic citation. ie.: Vol. 4 of Lands and People. 6 vols. 1999.

Arnold, James R. and Roberta Wiener. An Independent Nation. Danbury, CT: Grolier, 2002. Vol. 10 of The Revolutionary War. 10 vols.

Wright, David and Elly Petra Press. 1950-1959. New York: Marshall Cavendish, 1995. Vol. 6 of America in the 20<sup>th</sup> Century. 11 vols.

**NOTE:** If you are using several volumes from the same multi-volume set, do as follows:

Arnold, James R. and Roberta Wiener. The Revolutionary War. 10 vols. Danbury, CN: Grolier, 2002.

**3. PRINT PERIODICALS**

**Note:** Take the author's name from the beginning or the end of the article. Do not abbreviate May, June, or July. Do not include "The" in the title of a magazine or newspaper.

The list below shows most of the possible components of an entry for an article in a periodical and the order in which they are normally arranged.

1. Author's name (*if given*)
  2. Title of article (*in quotation marks*)
  3. Name of the periodical (*underlined*)
  4. Volume number (*scholarly journal only*)
  5. Year of publication (*scholarly journal only-in parentheses*):
- OR**
6. Date of publication (*written day month year-i.e.:10 Dec. 2000*):
  7. Page numbers

**Note:** If the pages are not consecutive in the periodical, write the starting page number followed by the plus sign. Example: Science 15 Apr. 1999: 24+.

**Magazine, signed article (with author)**

Author's Last Name, First Name, "Title of Article in Quotes." Name of Magazine Underlined Date of Magazine: Page Number(s).

Thomas, Cal, "Deception by Deluge." World 21 Dec. 2002: 20.

**Magazine, unsigned article (no author)**

"Blogwatch: Buzz from Online Journals of Politics and Culture." World 30 Aug. 2003: 10.

**Scholarly journal with volume number and year of publication**

Molfese, Victoria J., Arlene Modglin, and Dennis L. Molfese, "The Role of Environment in the Development of Reading Skills: A Longitudinal Study of Preschool and School-Age Measures," Journal of Learning Disabilities 36 (2003): 59-67.

**Journal with volume number, issue number and year**

Goetz, David. "The Monkey Trial." Christian History 16.3 (1997):10-18.

**Note:** When no month is given and only a volume number is available, place the volume number after the name of the journal and before the year. If an issue number is given, see the second example: "16.3" signifies volume 16, issue 3. The publication year follows in parentheses.

**Newspaper**

Author of article. "Title of article." Name of Newspaper underlined day month year, edition: section.

Burns, Patrick. "County Planners back Smoketown Airport Expansion." Intelligencer Journal 11 Nov. 2003, B:13.

**4. INTERVIEW**

To cite an interview that you conducted, give the name of the person interviewed, the kind of interview (personal, telephone), and the date.

**Note:** A "Personal interview" is conducted by the researcher in person. A "Telephone interview" is conducted by the researcher on the telephone. "Interview" alone indicates that the interview was conducted by someone other than the researcher.

Smith, Mary. Personal interview. 10 April 2003.

## 5. **NON-PRINT MEDIA** (Audiovisuals)

**Note:** For most media you need the distributor and the release date. You do not need the place of publication.

### **Purchased videorecording or DVD**

List information for a purchased video or DVD in the following order:

1. Title of the Videocassette or DVD (*underlined*)
2. Producer, Director, Narrator and/or Performers, etc (*if listed*)
3. Original release date (*if relevant*)
4. Medium (Videocassette or DVD).
5. Distributor
6. Copyright date

An Empire Conquered. Prod. Robert Marcarelli. Videocassette.

Gateway Films/Vision Video, 1990.

### **Television program**

The information in an entry for a television program usually appears in the following order:

1. Title of episode or segment (*in quotation marks*)
2. Title of program (*underlined*)
3. Title of series (*if any-do not underline*)
4. Name of network
5. Call letters, and city of local station (*if any*)
6. Broadcast date

### **Taped video recording from television**

Milton Hershey: The Chocolate King. Videocassette. Lou Reda Productions. A & E

Television Networks, 1995.

### **Videodiscs** (also called laserdiscs)

“Title of Segment in Quotes.” Title of Videodisc. Videodisc. Distributor, Copyright

date (Reference Number).

“Plant Cell Division.” The Cell. Videodisc. National Geographic, 1993. (Ref. No

34025-35160).

## 6. SOURCES FROM CD-ROMS

In the order listed, put as many of the following as you can find.

1. Name of author (*if given*).
2. Title of the part of the work (*in quotation marks*).
3. Title, date, and page(s) of the original source (*if applicable*).
4. Title of CD-ROM product (*underlined*).
5. For general encyclopedia only, indicate date produced followed by ed. for edition (ex: 2003 ed.).
6. Publication medium (CD-ROM).
7. City of publication (*not needed for CD-ROMs that are updated regularly*):
8. Name of distributor (*not needed for general encyclopedia*).
9. Date the CD was released or produced.

### **General Encyclopedia**

Smith, George. "Neva River." Microsoft Encarta Reference Library 2005. 2005 ed.

CD-ROM. Microsoft, 2004.

## 7. INTERNET SOURCES-Web Pages (Free Non-Subscription)

Include as many items from the list below as are relevant and available.

1. Name of the author of portion uses (*if available*).
2. Title of portion used from a site (*in quotation marks*). If it is from a print source include the printed publication information here.
3. Title of the Web site (*underlined*) as given on the home page. If no title is given, use "Home Page".
4. Name of editor of the site (*if any*).
5. Date of creation, publication, copyright, or last date updated.
6. Name of any institution or organization sponsoring the information on the site.
7. Date you accessed the source.
8. Internet address or URL of the source, if very lengthy give source of search page (*in angle brackets <http://...>*).

**Note:** If you are using the entire web site, skip item 2 above.

Author of information. "Title of Web page (portion of Web site) used." Title of Web site. Copyright date of Web site or last updated date. Sponsoring company, organization, or producer. Date of access <address of Web page used>.

**Note:** Do **not** separate a web page address and put it on two lines. Place a period at the end of the web address.

### **Portion of a Web Site**

Rutherford, Kim. "Checking Out Calories." Learning about Proteins, Carbohydrates,

Calories, and Fat. 2001. Kids Health. 19 Dec. 2005

<<http://www.kidshealth.org>>.

"Paris." Ernest Hemingway Biography. 1996-2003. The Hemingway Resource

Center. 02 Dec. 2005 <http://www.lostgeneration.com>>.

### **Scholarly Project**

Victorian Women Writers. Ed. Perry Willett. Apr. 1977. Indiana U. 02 Dec. 2005

<<http://www.indiana.edu/~letrs/vwwp/>>.

### **Professional Site**

Clinical Nutrition Research Unit. 1999. Vanderbilt University Medical Center.

21 Dec. 2005 <<http://mc.Vanderbilt.edu/Nutrition/>>.

### **Commercial Site**

"Clinical Nutrition." Baxter Healthcare. 1995-2003. 15 Dec. 2005

<<http://baxter.com>>.

### **Book, Portion**

Nesbit, E[dith]. "Marching Song." Ballads and Lyrics of Socialism. London, 1908.

Victorian Women Writers Project. Ed. Perry Willett. May 2000. Indiana U.

26 June 2002 <<http://www.indiana.edu/~letrs/vwwp/nesbit/ballsoc.html#p9>>.

### **Book, Entire**

**Note:** Give the author, title (underlined) editor, compiler or translator, and the publication information of the original print version, if given in the source, followed by the electronic Publication information.

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

Information Page. 8 Jan. 2005

<<http://www.pemberly.com/janeinfo/pridprej.html>>.

## 8. INTERNET SOURCES-Online Periodical Subscription Databases (a library subscription service)

### Basic Format

1. Author's name (*if given*)
2. Title of article or material (*in quotation marks*)
3. Name of the periodical (*underlined*)
4. Date of publication
5. Number of range for pages (*if given*)
6. Name of database (*underlined*)
7. Name of subscription service (*do not underline*)
8. Name and location of library (*see NOTE below*)
9. Date of access
10. Electronic addresses or URL of database home page (*if known-in angle brackets* <<http://...>>).

**Note:** Many choose NOT to include #8 above, particularly as many of the databases students use are now available statewide. In the original MLA handbook, they are included.

### EBSCOhost Databases

Relo, Mariana. "Bald Eagles Are Back." SuperScience Apr. 2003:12-15.

MasterFILE Premier. EBSCOhost.Lancaster Christian School Library.

15 May 2003 <<http://search.epnet.com>>.

Saris, Wim H. S. "Glycemic Carbohydrates and Body Weight Regulation."

Nutrition Reviews May 2003: 1-7. Health Source – Consumer Edition.

EBSCOhost. Lancaster Christian School Library. 27 August 2005

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

Sunquist, Fiona. "Will the Red Panda Survive?" National Geographic For

Kids May 2003:36-40. Middle Search Plus. EBSCOhost. Lancaster Christian

School Library. 22 Dec 2005 <<http://search.epnet.com>>.

Norton, Alice & Irene Roberts. "Management of Evans Syndrome." British Journal of

Haematology132.2 (2006):125-137. Health Source: Nursing/Academic

Edition. EBSCOhost. Lancaster Christian School Library. 3 Jan 2006

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

### **SIRS Online Products**

Author. "Article Title." Original Source of Article Date of original source: pages.

Name of database. Name of subscription service. Name of Providing Library,

Consortium or Library System. Date of access <<http://address/filename>>.

*Researcher example:*

Frick, Robert. "Investing in Medical Miracles." Kiplinger's Personal Finance

Feb. 1999: 80-87. Researcher. (May substitute Renaissance or Government Reporter) SIRS Knowledge Source. Lancaster Christian School Library.

25 July 2005 <<http://sks.sirs.com/>>.

"Pennsylvania." World Almanac For Kids. 2003. SIRS Researcher.

SIRS Knowledge Source. Lancaster Christian School Library.

15 May 2005 <<http://sks.sirs.com>>.

Watson, Traci. "Activists Campaign to Guard the Grouse." USA Today

16 Feb. 2000: 3. SIRS Researcher. SIRS Knowledge Source. Lancaster

Christian School Library. 15 May 2005 <<http://sks.sirs.com>>.

### **SIRS Discover**

Easton, Jill, and Jim Spencer. "Slippery Sal." Wild Outdoor World

Sept./Oct. 2000: 60-64. SIRS Discover on the Web. Lancaster Christian

School Library. 16 May 2004 <<http://discoverer.sirs.com>>.

### **History Reference Center**

Johnson, Rick L. "Harry Truman's Decision to Fire Douglas MacArthur Came After

Months of Insubordination." Military History Apr 2004: 74. History

Reference Center. EBSCOhost. Lancaster Christian School Library. 3 Jan

2006 <<http://search.epnet.com>>.

## 9. INTERNET SOURCES-Online Subscription Databases (non periodical)

### Basic Format

1. Author's name (*if given*)
2. Title of article, poem, or material (*in quotation marks*)
3. Name of the print source (*underlined*) with publication information (*if given*)
4. Name of the database (*underlined*)
5. Editor(s) (*if available*)
6. Edition or version (*if given*)
7. Date of electronic publication
8. Name of sponsoring company, organization, or producer
9. Name and location of library (*not included below: see previous NOTE*)
10. Date of access
11. Electronic addresses or URL of database home page (*in angle brackets* <<http://...>>)

### Article in an Online Encyclopedia

"Spain." Encyclopedia Americana Online. 2005. Grolier. 21 Dec. 2005

<<http://go.grolier.com/>>.

**Note:** If it is a subscription add the name of the library where it was accessed.

### e-book from netLibrary

Bloom, Harold. Major Literary Characters: Hamlet. New York: Chelsea,

1990. netLibrary. Lancaster Christian School Library. 5 May 2005

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

**Note:** If you are citing a chapter or section of the e-book:, and your teacher requires original publishing information for a previously published article:

Kirsch, Arthur. "Hamlet's Grief." ELH 48.1 (1981): 17–36. Rpt. in Major Literary

Characters: Hamlet. By Harold Bloom. New York: Chelsea, 1990.

netLibrary. Lancaster Christian School Library. 5 May 2005

<http://www.netlibrary.com>

### Portion of an e-book from netLibrary

Kirsch, Arthur. "Hamlet's Grief." Major Literary Characters: Hamlet. By Harold

Bloom. New York: Chelsea, 1990. netLibrary. Lancaster Christian School Library. 5 May 2004. <<http://www.netlibrary.com>>

### **Biography Reference Bank**

Author (if provided). "Article Title." Original Source of Article. Date of original source. Pages of original source (if available). Specific Database on WilsonWeb. Name of Providing Library, Consortium or Library System. Date of access <<http://vweb.hwwilsonweb.com/>>.

"Edward Albee." Current Biography. 1996. Biography Reference Bank. Lancaster Christian School Library. 15 Dec. 2005 <<http://vweb.hwwilsonweb.com/>>.

McCalister, Melani. "Prophecy, Politics, and the Popular: The "Left Behind" Series And Christian Fundamentalism's New World Order." The South Atlantic Quarterly 4 (3003): 773-98. Humanities Full Text. Biography Reference Bank. Lancaster Christian School Library. 30 April 2005 <<http://vweb.hwwilsonweb.com/>>.

### **Oxford Reference Center**

Palmowski, Jan. "Iraq" A Dictionary of Contemporary World History. Oxford UP, 2003. Oxford Reference Online. Oxford University Press. Lancaster Christian School Library. 3 Jan 2006 <<http://www.oxfordreference.com/>>

### **Gale's Literary Databases**

"Jenkins, Jerry (Bruce)" Contemporary Authors. 2003. Thomson Gale, Lancaster Christian School Library. 30 April 2004 <http://Galegroup.com>.

Gargano, James W., "The Theme of Time in 'The Tell-Tale Heart,'" Studies in Short Fiction 5.1 (1967): 378-82. EXPLORING Short Stories. Online Edition. Discovering Collection. 2003. Thomson Gale. Lancaster Christian School

Library. 03 January 2006 <<http://galenet.galegroup.com/servlet/DC>>.

### **Grolier's Databases**

de WaalMalefijt, Annemarie. "Suriname." Lands and Peoples Online. 2005.

Scholastic Library Pub. Lancaster Christian School Library. 16 May 2005

<<http://go.grolier.com>>.

"Pennsylvania: History." America The Beautiful. 2004. Scholastic Library Pub.

Lancaster Christian School Library. 27 August 2003 <<http://go.grolier.com>>

### **Grove's Databases**

McKinnon, James W. "Music of the Early Christian Church."

New Grove Dictionary of Music and Musicians. 2006. Grove's

Dictionaries. Lancaster Christian School Library. 15 May 2003

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

Distel, Anne. "Renoir, (Pierre-)Auguste." Grove Art Online. 2006. Grove's

Dictionaries. Lancaster Christian School Library. 03 Jan 2006

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

### **Facts on File History Database Center**

Kohn, George Childs. "MacArthur's "Old Soldiers Never Die" speech." Dictionary of

Historic Documents, rev. ed. New York: Facts On File, 2003. World History

Online. Facts On File. Lancaster Christian School Library. 3 Jan 2006

<[www.factsonfile.com](http://www.factsonfile.com)>.

O'Brien, Patrick K., ed. "Winston Churchill." Encyclopedia of World History. New

York: Facts on File. 2000. World History Online. Facts on File. Lancaster

Christian School Library. 22 Dec. 2005 <<http://fofweb.com/worldhistory/>>.

## 10. Pictures/Maps/Photographs

Include as many items from the list below as are relevant and available.

1. Photographer (if given).
2. Title of photograph as listed under “Object Name” (underlined).
3. Date photograph was taken listed as “Creation Date” (if given).
4. Database (underlined).
5. Name and location of library (if from a sub. database).
6. Date of access
7. Electronic address <URL of database homepage (in angle brackets <http://...>)

**Note:** Sometimes the name of the photographer is followed by the word “staff” or “stringer.” Students may think that these are part of the photographer’s name. “Stringer” is a term to refer to free lance photographers who are not on staff with AP. Do not include these terms with the photographer’s name.

### **AccuNet/AP Multimedia Archive (Pictures) (This is a subscription database)**

Sato, Kiichiro. Mine Explosion. 04 Jan 2006. AccuNet/AP Multimedia

Archive. 2003 Lancaster Christian School Library. 04 Jan 2006

<<http://accuweather.ap.org>>.

Knight, Chris. Row House Fire. 22 August 2003. AccuNet/AP Multimedia

Archive. 2003. Lancaster Christian School Library. 27 Sept. 2003

<<http://accuweather.ap.org>>.

Weaver, Bruce. Challenger Explosion. 28 Jan 1986. Online image. AP Photo

Archive. Lancaster Christian School Library. 30 Jan. 1999

<<http://accuweather.ap.org/>>.

### **Pictures from an internet site (free web surfing)**

1. Artist’s name
2. Title of picture (underlined). Date of picture (if given).
3. Name of institution that houses the work (a museum, private collection).
4. Place or location, usually a city.
5. Author of publication in which the photograph appears.
6. Title of publication, or title of web site underlined.
7. Editor and other publication information.
8. Date of access
9. Web address.

**Note:** if you use a photograph of a painting or sculpture also indicate the complete publication information for the source in which the photograph appears, including the slide, figure, or plate number.

**Note:** Some works need identifying labels, Interview, and Map, neither underlined or in quotation marks. Place the identifying label after the name of person interviewed or after the title of the map.

**Online images/sound/video clips:**

Artist if Available. Description or Title of Image. Map. Date of image. Name of

Museum. Location of Museum city and st.. OR Author and Title of book in

which image appears and other publication information. . Title of Larger Site.

Date of download <<http://address.website.org>>.

Mars Landing. Online image. 3 Nov. 1999 NASA. 4 Oct. 2005

<<http://www.nasa.org>>.

## 11. PARENTHETICAL CITATIONS

### **PRINT RESOURCES (Books and printed articles)**

Acknowledge sources by using short parenthetical citations in the text of the paper, directly after the information cited. The citation should contain only that information necessary to enable the reader to identify fully the source used as listed in the words cited (as well as the specific pages, volume, section, etc., needed to locate the information in the source). Frequently, the last name of the author and the page number are sufficient to identify the source of the information. The author's name may be included within the sentence itself and the page number given in the parenthetical citation, or both author and page may be given in parentheses.

If your source lacks numbering, you have to omit numbers from your parenthetical references. If your source includes fixed page numbers or section numbering (such as numbering of paragraphs), cite the relevant numbers. Give the appropriate abbreviation before the numbers: (Moulthrop, pars. 19-20).

**Note:** Common abbreviations are listed in the MLA Handbook, Chapter 7.

**The following examples** may be used as a guide for writing parenthetical citations. In a citation, indicate only the page on which the note is found. **Do not** indicate all the pages you have used.

#### **Author and location at the end of the sentence**

With a bend in his front, a few low hills to the left, Gettysburg in his center, and open fields on his right, Ewell's lines were not particularly

suiting to the defense, but Lee appears to have ignored the matter (Nofi 80).

**Author included within the sentence**

According to Nofi, “it was the *Army of the Potomac* itself that was the victor” (162).

**Editor with no author**

Use the editor’s name and page number as you would an author.

**More than one author or editor**

“Generaloberst Franz Halder, Chief of the German general Staff, had enough information to conclude that the Soviet forces had been tactically unprepared” (Ziemke and Bauer 25).

**No author or editor, article title**

“The blast signaled a new strategy by Muslim militants in Iraq, and a new sophistication, too. Sniper attacks require little coordination or planning (“Terror’s New Target” 8).

**Note:** If you have more than one book or article with no author and the same first word in the title, you need to include as many words as possible to differentiate between/among them. If titles are identical use the publication information to designate the source.

**One or two or more works used by the same author**

“When Thomas Hutchinson heard about the burning of the Gaspee, he said that if so flagrant an insult to England was ignored all friends of the government would despair” (Langguth, Patriots 169).

**A multivolume work**

“The damage caused by hurricanes is due mainly to two factors: the strength of the very high winds and flooding (Earth and Space Science 5:351).

**Note:** The number before the colon is the volume number; the number after the colon is the page number.

**Bible**

**Note:** Biblical references in parenthetical citations are abbreviated. Biblical references in the body of the text are always spelled out. (See proper abbreviations in the MLA Handbook).

In Isaiah 58:11 we read “The Lord will guide you always; he will satisfy your needs in a sun-scorched land”.

OR

“The Lord will guide you always; he will satisfy your needs in a sun-scorched land” (Isa. 58:11).

## 12. Research Paper

The “Research Paper” is to have a one-inch margin on all sides, also at the top and the bottom of the page. It is **double-spaced throughout**, including the “Works Cited” page. When selecting the font use Times New Roman or a similar font in size 12 for the **entire** paper. Each page is numbered on the top right side of the page, down one half inch from the top. It needs to include the last name of the writer also. (For example: Smith 1).

The students name is on the left side, down one inch from the top, the teachers name is on the second line, the name of the course on the third line, and the date the paper is due on the last line. Center the title, using the same size font as the rest of the paper. (Size 12).

## 13. Works Cited

The “Works Cited” page is always the last page of a report. It is to be double spaced in the same font and size as the rest of the report. All entries quoted or cited in the paper are to be included in the “Works Cited”, arranged in alphabetical order by the author or editor’s last name. If there is no author or editor use the first word of the title, except for “A”, “And”, and “The”, then use the second word of the title. Begin each entry at the one-inch margin on the left side. If a second or third line is needed, they are indented one tab. See Sample Works Cited on page 23.

### **For additional help or questions**

Check the MLA HANDBOOK FOR WRITERS OF RESEARCH PAPERS 6<sup>th</sup> ed. located in the LCS Secondary Library.

## Works Cited

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