

Edward R. Murrow High School

Anthony R. Lodico, Principal

DESIGNATED A SCHOOL OF EXCELLENCE BY THE UNITED STATES DEPARTMENT OF EDUCATION

Bibliography Format (MLA)

"Ethics, copyright laws, and courtesy to readers require authors to identify the sources of direct quotations and of any facts or opinions not generally known or easily checked."-- Chicago Manual of Style, 15th edition

In an effort to establish clarity and uniformity among all departments at Edward R. Murrow High School, every class will use the Modern Language Association (MLA) format for bibliography and citations. The MLA style is widely used for identifying research sources. In MLA you briefly credit sources with parenthetical citations in the text of your paper as explained on the other side. The **Bibliography**, is a list of all the sources used in your paper, arranged **alphabetically** by author's last name, or when there is no author, by the first word of the title. This document is your guide to prevent plagiarism. As you know, plagiarism is a violation of the NYC Discipline Code and can lead to suspension. Good luck with your research!

BOOKS

Format **Author. Title of Book. City of Publication: Publisher, Year.**
-One Author Brinkley, Alan. The Unfinished Nation. New York: Knopf, 1993.

-Editor Carpenter, Allan, ed. Facts About the Cities. New York: Wilson, 1992.

-2 Authors Rowe, Richard, and Larry Jeffus. The Essential Welder: Gas Metal Arc Welding Classroom Manual. Albany: Delmar, 2000.

ESSAY, POEM, or SHORT STORY in an ANTHOLOGY

Format **Author of Story. "Title of Story." Title of Book. Name of Editor. Edition (if given). City of Publication: Publisher, Year. Page numbers.**
Purcell, Arthur H. "Better Waste Management Strategies Are Needed to Avert a Garbage Crisis."
Garbage and Recycling: Opposing Viewpoints. Ed. Helen Cothran. San Diego: Greenhaven, 2003. 20-27.

ENCYCLOPEDIAS and REFERENCE BOOKS

Format **Author of Article (if given). "Article Title." Title of Book. City of Publication: Publisher, Year.**
Lesko, Leonard H. "Pyramids." The World Book Encyclopedia. 2001.

MAGAZINE ARTICLES

Format **Author. "Title of Article." Title of Magazine. Date: Page(s).**
Dominus, Susan. "Why Pretty Isn't Pretty Enough Anymore." Glamour. Jan. 2004: 136+.

-No Author "Qantas Looks to Airbus for Long-Range Aircraft." Aviation Week and Space Technology. 5 Apr. 2004: 22.

SCHOLARLY JOURNAL ARTICLES

Format **Author. "Title of Article." Title of Journal, Volume number (Year): Page(s).**
Davis, William D., Thomas Cleary, Michelle Donnelly, and Samuel Hellerman. "Using Sensor Signals to Analyze Fires." Fire Technology, 39 (2003): 295-308.

NEWSPAPER ARTICLES

Format **Author. "Title of Article." Name of Newspaper. Date, edition: Page(s).**
Daranciang, Nelson. "Sex Offender Web Site Debated." Honolulu Star-Bulletin. 8 Apr. 2004, night final ed.: A3.

WEB SITES

-Complete publication information may not be available for a Web site; provide what is given, but always include the **entire internet site**.

Format **Title of the Site. Editor. Date and/or Version Number. Name of Sponsoring Institution. Date of Access <URL>.**
Encyclopedia Mythica. 2004. 13 May 2004 <<http://www.pantheon.org/>>.

-Document from a Web Site

Format **Author. "Title of Web Page." Title of the Site. Editor. Date and/or Version Number. Name of Sponsoring Institution. Date of Access <URL>.**

Sherman, Chris. "Everything You Ever Wanted to Know About URL." SearchEngineWatch. Ed. Danny Sullivan. 24 Aug. 2004. 4 Sept. 2004 <<http://searchenginewatch.com/searchday/article.php/3398511>>.

ARTICLES IN ONLINE PERIODICALS

Format **Author. "Title of Article." Title of Publication. Date: Page(s) or Section(s), if numbered. Date of Access <URL>.**
Gima, Craig. "Whale's Body Found Near Hanalei Bay." Honolulu Star-Bulletin.com 6 July 2004. 4 Sept. 2004 <<http://starbulletin.com/2004/07/06/news/story1.html>>.

TELEVISION PROGRAMS

Format **"Title of Episode or Segment." Title of Program or Series. Credit (Performer, writer, etc). Name of Network. Call Letters (if any), City of Local Station (if any). Broadcast Date.**

"Daddy Knows Best." Cold Case Files. Narr. Bill Kurtis. A & E. 6 Sept. 2004.

INTERVIEWS

-Interview Conducted by the Researcher

Format **Person Interviewed. Type of Interview (personal, telephone, email, etc.). Date.**
Nakamura, Michael. Personal interview. 23 July 2004.

-Broadcast Interview

Clinton, Bill. Interview with Larry King. Larry King Live. CNN. 24 June 2004.

Parenthetical Citations

This allows people to know which sources you used in writing your essay and then be able to look them up themselves.

I) Parenthetical Citations

A. Author's name and Page number

MLA format follows the author-page method of citation. This means that the **author's last name** and the **page number(s)** from which the quotation is taken **must appear in the text**, and a complete reference should appear in your bibliography or works cited list (see the other side of this sheet). The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. EXAMPLE:

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

or

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings"(263).

or

Wordsworth extensively explored the role of emotion in the creative process (263).

B. Anonymous

If the work you are making reference to has no author, use an abbreviated version of the work's title. For non-print sources, such as films, TV series, pictures, or other media, or electronic sources, include the name that begins the entry in the Works Cited page. EXAMPLE:

An anonymous Wordsworth critic once argued that his poems were too emotional ("Wordsworth Is A Loser" 100).

C. Indirect Quotes

Sometimes you may have to use an indirect quotation. An indirect quotation is a quotation that you found in another source that was quoting from the original. For such indirect quotations, use "qtd. in" to indicate the source. EXAMPLE:

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).

D. Authors with Same Last Name

Sometimes more information is necessary to identify the source from which a quotation is taken. For instance, if two or more authors have the same last name, provide both authors' first initials (or even her or his full name if different authors share initials) in your citation. If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the other works by that same person. EXAMPLE:

Two authors with the same last name:

Although some medical ethicists claim that cloning will lead to designer children (R. Miller 12), others note that the advantages for medical research outweigh this consideration (A. Miller 46).

Two works by the same author:

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

II) Quotations

When you directly quote the works of others in your paper, you will format quotations differently depending on whether they are long or short quotations. Here are some basic guidelines for incorporating quotations into your paper.

A. 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 and incorporate it into your text. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference in the works-cited list. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text. EXAMPLE:

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

or

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

or

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

B. Long Quotations

Place quotations longer than four typed lines in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented one inch from the left margin, and maintain double-spacing. Your parenthetical citation should come after the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay.) EXAMPLE:

...Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Brontë 78)

As seen in this passage, Brontë degrades Heathcliff by referring to his lack of courage. ...

C. Adding or Omitting Words In Quotations

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text. EXAMPLE:

Jan Harold Brunvand, in an essay on urban legends, states: "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

If you omit a word or words from a quotation, you should indicate the deleted word or word by using **ellipsis [...]** marks surrounded by brackets. EXAMPLE:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale [...] and in a short time a lively exchange of details occurs" (78).