

Edward R. Murrow High School

Allen Barge, Principal

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

Bibliography Format (MLA)

A bibliography is an itemized list of all the sources you used to research your paper or project. In order to avoid plagiarism and lend credibility to your research, you must create a bibliography for each research paper or project you complete in school. All classes in Edward R. Murrow will use the Modern Language Association (MLA) format for bibliography and parenthetical citations. Please follow the notes and the specific format listed below.

MLA Notes:

- List all sources **alphabetically** by the last name of the author. When no author is given, use the first word of the title.
- If your citation exceeds one line of text, indent after the first line.
- * You can find guidelines for parenthetical citations on the reverse side of this page.

BOOKS

Basic Format: Author. **Title of Book.** City of Publication: Publisher, Year.
One Author: Brinkley, Alan. The Unfinished Nation. New York: Knopf, 1993.
2 Authors: Rowe, Richard, and Larry Jeffus. The Essential Welder: Gas Metal Arc Welding Classroom Manual. Albany: Delmar, 2000.
Editor: Carpenter, Allan, ed. Facts About the Cities. New York: Wilson, 1992.

ESSAY, POEM, or SHORT STORY in an ANTHOLOGY

Basic Format: Author of Story. "Title of Story." **Title of Book.** Name of Editor. Edition (if given). City of Publication: Publisher, Year. Page numbers.
Example: 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

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

WEB SITES**DOCUMENT or ARTICLE from a WEBSITE**

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

ARTICLE from an ONLINE PERIODICAL

Basic Format: Author. "Title of Article." **Title of Publication.** Date: Page(s) or Section(s), if numbered. Date of Access <URL>.
Example: 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>>.

***All information may not be available on a Web site; provide what it is available, and always include the **entire internet site (URL)**.

PERIODICALS and JOURNALS**NEWSPAPER ARTICLES**

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

MAGAZINE ARTICLES

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

OTHER MEDIA**TELEVISION PROGRAMS**

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

INTERVIEWS

(Interview Conducted by the Researcher)

Basic Format: Person Interviewed. Type of Interview (personal, telephone, email, etc.). Date.
Example: Nakamura, Michael. Personal interview. 23 July 2004.
 (Broadcast Interview)
Example: Clinton, Bill. Interview with Larry King. Larry King Live. CNN. 24 June 2004.

Parenthetical Citations

Parenthetical citations allow you to identify which specific resources you used in writing a section of your project or paper. You must also use parenthetical citations to indicate the source of any direct quotes used in your project or paper.

Quoting a Source

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/bibliography.
- 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 to improve clarity, put brackets around the added 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).

Specific Parenthetical Quote Format

ANY TIME YOU USE INFORMATION OR A QUOTE FROM ANY SOURCE YOU MUST CITE THE INFORMATION OR QUOTES USING ONE OF THE METHODS BELOW.

A. Known Author

1) Write the author's last name followed by the page number(s) inside of parentheses before the end punctuation mark.

OR 2) If you use the author's name in the sentence itself, write the page number(s) inside of parenthesis before the end punctuation mark.

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. Unknown Author

If the work you are making reference to does not list an author, use an abbreviated version of the work's title. For non-print sources, such as films, TV series, pictures, electronic sources, or other media 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 and Citing Two or More Works from the Same Author

1) If two or more authors have the same last name, provide both authors' first initial in your citation.

2) 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).

