

Pine-Richland High School Style Manual

Guidelines for Documenting Resources

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time, talents, and support to this publication.

INTRODUCTION

This style manual serves as a tool for documenting all research in the Pine-Richland High School. It is based on the *MLA Handbook* (5th edition) format with modifications to better serve our students.

The purposes of documentation and bibliography are to

- identify resources consulted for a project,
- give credit for information, ideas, and words from another source,
- assure credibility of the researcher and the project by demonstrating the accurate use of authoritative resources, and
- provide information about resources consulted in a standard comprehensible format so that others may identify and locate those resources.

Teachers, students, and parents may use this manual during the research process, and all comments and suggestions for improving the manual are welcomed. You may also consult the following works for more information about writing and study skills, the research process, and documentation:

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers.
5th ed. New York: The Modern Language Association, 1999.

Copies of the Handbook are available from teachers and in the school library, public libraries, and bookstores.

AVOIDING PLAGIARISM

Plagiarism is the act of unintentionally or intentionally treating someone else's work as though it were your own. Use the following guidelines to avoid the possibility of plagiarism:

- As you take notes, **distinguish between your own thoughts or reactions and those in the resource.**
- As you take notes from a resource, **write the page number** where information, idea, or quotation is located.
- **Document exact words** and put them in quotations marks.
- **Document information, ideas, and opinions.**
- **Document a summary of a passage.**
- **Document statistics.**
- **Print online articles and websites** so that you have a hard copy of the citation information and date of access; you will lose this information if you copy to a notepad.

When in doubt, cite your source!

CITATION AND SOURCE CARDS

Create a citation when you first find information, ideas, or words of value in a resource. Citation Cards, which are available in the library, indicate the data needed to create a bibliographic citation.

Find the citation data for a book on the title page and verso, for an article on a printout of the article or on the article itself and the periodical issue cover, and for a website on the pages consulted and the main page of the website.

Transcribe the data from the Citation Card to a source card using correct punctuation and teacher-recommended coding.

Arrange the citation or source cards in alphabetical order by the first element in the citation (i.e., author or title) and transfer the information on them into the bibliography.

Pine-Richland High School

Storkel Learning Center

CITATION CARD

Fill in the appropriate data for each resource.
Transfer the data to a source card or bibliography.

BOOK or ARTICLE IN A BOOK Call # _____

Article author : _____

Article title: _____

Book author(s)/editor(s): _____

Book title: _____

Edition, if other than 1st: _____

Translator: _____

City of publication: _____

Publisher: _____

Copyright date: _____ pp. _____

ARTICLE IN AN ISSUE OF A PERIODICAL

Article authors(s): _____

Article title: _____

Periodical title: _____

Issue date or volume.number (year): _____

Pages: _____

GOVERNMENT DOCUMENT

State, nation, or organization: _____

Specific department: _____

Title: _____

Author (if any): _____

City of publication: _____

Publisher, copyright date: _____

ELECTRONIC RESOURCES

ITEM IN A SUBSCRIPTION DATABASE

Item author(s): _____

Item title: _____

Source title: _____

Date of original publication: _____

Pages: _____

Database: _____

Library where accessed: _____

Date of access: _____

WEBSITE

Author of datapage: _____

Title of datapage: _____

Title of web site: _____

Date created or last updated: _____

Organization sponsoring the site: _____

Date of access: _____

URL of data page: _____

Poetry, fiction, and books online require the following additional data about the website, inserted before the web page title in the citation:

Author of short work or book: _____

Title of short work: _____

Title of book: _____

Editor of compilation: _____

Publication information for print version: _____

Title of scholarly project: _____

DOCUMENTING SOURCES

Parenthetical Documentation

Parenthetical documentation in the text is the most common method of citing sources and has largely replaced the use of endnotes or footnotes. Its goal is to identify briefly the source, which is identified completely in the bibliography, and it contains just enough information to do so.

Parenthetical documentation consists of the first element of the citation in the bibliography (usually the author or first word/s of the title) followed by a page number or section number, all enclosed in parentheses just before the period at the end of the sentence. If the author or title is mentioned in the text, however, it may be omitted in the citation.

Full citation:

Some have already made this point (Tannen 178-185).
Others have the opposite view (Jones 3:210-215).

Author mentioned in sentence:

Tannen has argued this point (178-185).
Jones holds the opposite view (3:210-215).

Author and title mentioned in sentence:

In his Autobiography Benjamin Franklin ... (135-137).

Quotations:

Quotations must always be documented in one of these ways.

Bibliography or Works Cited

The bibliography, or works cited, is an alphabetical list of resources on a separate page at the end of the project. It includes citations for all the materials used in writing, creating, or giving a presentation: books, magazine articles, videotapes, artwork, pictures, interviews, recordings, and web pages. Bibliographies protect the researcher from plagiarism or copyright infringement.

Each item in the bibliography is a citation that contains all the elements needed to identify specifically the resource consulted. There are separate rules for different types of resources (books, articles, recordings, videos, websites), and there are also individual rules within the type of resource that allow for variations such as multiple authors and subsequent editions.

It is very important to be accurate and precise when creating a bibliography. All rules need to be followed in order to create a correct citation that identifies the source and can be understood by

others. Consult your teacher, school librarian, or the *MLA Handbook* if you have questions.

Be sure to use a hanging indent format and to alphabetize the items in a bibliography by the first element in each citation (excluding a, an, and the, and ignoring spaces and punctuation). See the Sample Bibliography at the end of this section.

The following guidelines and examples have been adapted from the *MLA Handbook for Writers of Research Papers, 5th Ed.*

PRINT RESOURCES

BOOKS

One Author

English, Carol. The Cliffs Won't Do: Read the Book. Philadelphia: McGraw-Hill, 1997.

Multiple Citations by the Same Author

Small, Chris. Don't Measure a Chemist By Her Size. New York: Feminist, 1993.

---. Please, Help Me Carry My Keys! Topeka: Rand, 1993.

Two or Three Authors

Drucker, Darl, and May Jones. How to Survive Your Wedding. New York: Simon and Schuster, 1997.

Corporate Author

Wissahickon Home Economics Department. Cooking with Spice. New York: Scribners, 1993.

Anonymous Author

Literary Marketplace: The Dictionary of American Book Publishing. New York: Bowker, 1997.

Editor(s)

Valenza, Joyce, ed. Bagels and Books: An Anthology. Brooklyn, NY: Random House, 1991.

Williams, Mary E., and Tamara L. Roleff, eds. Tobacco and Smoking: Opposing Viewpoints. San Diego: Greenhaven, 1998.

Edition Other Than the First

Peters, Michael. Everything You Always Wanted to Know about Keeping Your Classroom Neat and Clean. 4th ed. Philadelphia: Lysol, 1995.

Signed Work in an Anthology or Reference Book

Howe, Barbara J. "Housing." Encyclopedia of the United States in the Nineteenth Century. Ed. Paul Finkelman. New York: Scribner's, 2001. 37-41.

Smith, James. "The Physics of Sushi." The Fabulous Physics Paper. Ed. Samuel Klein. Rome, GA: Cambridge UP, 1954. 46-59.

Unsigned Work in an Anthology or Reference Book

"Musical Comedy." The Oxford Companion to the Theatre. Ed.

Phyllis Hartnoll. New York: Oxford UP, 1996. 570.

"Twiggy." Current Biography Yearbook, 1968. Ed. Charles Moritz.

New York: Wilson, 1969.

GENERAL ENCYCLOPEDIAS

Signed Article

Copaset, Sandra. "Zen and the Art of Wearing Blue and Khaki."

Encyclopedia Americana. 1996 ed.

Unsigned article

"Halite." Academic American Encyclopedia. 1998 ed.

GOVERNMENT PUBLICATIONS

United States. Congress. House. Committee on the Judiciary.

Immigration and Nationality Act with Amendments and Notes on Related Laws. 7th ed. Washington: USGPO, 1980.

---. Dept. of Labor. Child Care: A Workforce Issue. Washington: USGPO, 1988.

PAMPHLETS

Outsmarting Crime: A Guide to Safer Living. Washington:

Washington State Criminal Justice Training Commission, 1990.

PERIODICAL ARTICLES

Article in a Journal with Continuous Pagination

Lyons, Christina L. "Adoption Controversies, The Issues." CQ

Researcher, 1999: 779-788.

Nast, Jane C. "Should Birth Records of Adopted Children Be

Unsealed? Yes." CQ Researcher, 1999: 793.

Skater, Andrew. "Rollerblading on a Secondary Level." Secondary

Education 54(1990): 113-25.

Article in a Journal without Continuous Pagination

Seely, Bruce. "The Saga of American Infrastructure: A Republic

Bound Together." Wilson Quarterly 17.1 (1993): 19-39.

Article or Cartoon in a Magazine

Berry, John. "Berry's World." Cartoon. New Yorker 3 Jan. 1967: 31.

Csikszentmihalyi, Mihaly. "The Creative Personality." Psychology

Today July-Aug. 1996: 6-11.

Ellison, Ralph. "Indivisible Man." Interview. By James Alan

McPherson. Atlantic Dec. 1970: 45-60.

Trillin, Calvin. "Culture Shopping." New Yorker 15 Feb. 1993: 48-

51.

Signed and Unsigned Articles in a Daily Newspaper

Alaton, Salem. "So, Did They Live Happily Ever After?" Globe and

Mail [Toronto] 27 Dec. 1997: D1+.

Hall, Trish. "IQ Scores Are Up, and Psychologists Wonder Why."

New York Times 24 Feb. 1998, late ed.: F1+.

"Infant Mortality Down: Race Disparity Widens." Washington Post

12 Mar. 1993: A12.

ONLINE RESOURCES

CD-ROM

"Albatross." The Oxford English Dictionary. 2nd ed. CD-ROM.

Oxford: Oxford UP, 1992.

Rodes, David S. "The Language of Ambiguity and Equivocation."

Macbeth. By William Shakespeare. Ed. A.R. Braunmuller. CD-

ROM. New York: Voyager, 1994. 5 pp.

Kline, Hibberd B., Jr. "Nile River." Microsoft Encarta Reference

Library 2002. 2002 ed. CD-ROM.

SUBSCRIPTION DATABASES

Generic format

Author. "Article, Photo, or Poem Title." Source Title Date of original publication. Database Name. Library where accessed. Date of access.

AccuNet/AP Multimedia Archive

Kraychyk, George. "Golden Globes: Denzel Washington."

Photograph. 20 Dec. 1999. AccuNet/AP Multimedia Archive.

Pine-Richland High School Library. 1 November 2002.

CQ Researcher

Lyons, Christina L. "Adoption Controversies, The Issues." CQ Researcher 10 Sep. 1999. CQ Researcher. Pine-Richland High School Library. 28 Oct. 2001.

Nast, Jane C. "Should Birth Records of Adopted Children Be Unsealed? Yes." CQ Researcher 10 Sep. 1999. CQ Researcher. Pine-Richland High School Library. 31 Oct. 2001.

EBSCOhost

Benson, Carole, ed. "America's Children: Key National Indicators of Well-Being, 2000." Federal Interagency Forum on Child and Family Statistics 1 July 2000. ED 427897. Abstract.

EBSCOhost Professional Development Collection ERIC. Pine-Richland High School Library. 15 Nov. 2001.

Hanson, Tom. "Ionscanner at the Ottawa International Airport." Photograph. 12 Dec. 2001. EBSCOhost Image Collections. Pine-Richland High School Library. 17 Jan. 2003.

Keegan, John. "Who Should Be Person of the Century?" Time 30 Aug. 1999: 15+. EBSCOhost MasterFILE Premier. Pine-Richland High School Library. 25 Mar. 2002.

Ridgeway, James. "The French Connection." Village Voice [New York, NY] 8 Jan. 2002: 27. EBSCOhost Newspaper Source. Pine-Richland High School Library. 5 Apr. 2002 .

FACTS.com

"Music and the Internet." Issues & Controversies. 10 Aug 2000.

FACTS.com. Northern Tier Regional Library. 1 Apr. 2002.

"Malaysia: Foreign Immigrants Deported." World News Digest 9
Apr. 1998. FACTS.com. Pine-Richland High School Library. 2
Jan. 2001.

Gale Group

"Julia Ward Howe." Dictionary of Literary Biography. 1978.
Literature Resource Center. Northern Tier Regional Library. 13
Feb. 2003.

"Michael Jordan." Contemporary Heroes and Heroines, Book II.
1992. Biography Resource Center. Pine-Richland High School
Library. 3 Mar. 2003.

Grove's Dictionaries

"Beatles." The New Grove Dictionary of Music Online. 2000. Pine-
Richland High School Library. 14 Jan. 2002.

"Hopper, Edward." Grove Dictionary of Art Online. 2000. Grove's
Dictionaries. Pine-Richland High School Library. 14 Jan. 2002.

A Matter of Fact

Clark, Kim, and Nancy Shute. "The Adoption Maze." U.S. News &
World Report 12 Mar. 2001: 60-66+. A Matter of Fact. Pine-
Richland High School Library. 6 Nov. 2001.

Poem Finder

Cummings, Edward Estlin. "Chanson Innocente: 1" Poem Finder.
Northern Tier Regional Library. 25 May 2002.

SIRS Knowledge Source

"NHTSA Survey Shows Air Bag Cutoff Switches Not Being Used
Properly." U.S. Department of Transportation News 2 Aug.
2001. SIRS Government Reporter. Pine-Richland High School
Library. 13 Dec. 2001.

"REP Melissa Hart--Pennsylvania." Congressional Members
Directory. 2000. SIRS Government Reporter. Pine-Richland
High School Library. 10 Jan. 2002.

Rodnitzky, Jerome L. "The Sixties Between the Microgrooves:
Using Folk and Protest Music to Understand American History,
1963-1973." Popular Music and Society Winter 1999: 105-122.

SIRS Renaissance. Pine-Richland High School Library. 15 Jan. 2002.

"Tilting at Pisa Tower's Problem." Newsday [Long Island, NY] 19 Jan 1999. SIRS Researcher. Pine-Richland High School Library. 26 Oct. 2001.

FREE WEB SITES

Generic format for data pages on world wide websites

Author or webmaster (if available). "Title of Data page." Title of Web Site. Date created or last updated. Organization sponsoring the site. Date of access <URL of data page>.

"Al Capone." History Files. Chicago Historical Society. 16 Mar 2002
<<http://www.chicagooohs.org/history/capone.html>>.

Encyclopedias

"Fresco." Britannica Online. Vers. 98.2. April 1998. Encyclopaedia Britannica. 8 May 1998 <<http://www.eb.com:180>> .

"Women in American History." Britannica Online Vers 98.1.1 Nov. 1997. Encyclopedia Britannica. 10 Mar. 1998
<<http://www.Britannica.com>>.

Government Publications

United States Dept. of Justice. National Institute of Justice.

Prosecuting Gangs: A National Assessment. By Claire Johnson, Barbara Webster, and Edward Connors. Feb 1995. National Criminal Justice Reference Site. 13 June 1998
<<http://www.ncjrs.org/textfiles/pgang.txt>>.

Images

"Ionizer." Photograph. Oregon Military Department. 2002. State of Oregon. 24 Jan. 2003
<<http://www.mil.stat.or.us/counterdrug/ION.htm>>.

Vermeer, Johannes. A Lady Writing. c1665. National Gallery of Art, Washington, DC. 10 Jan. 2003
<<http://www.nga.gov/collection/gallery/gg51/gg51-46154.0.html>>.

Newspapers or Newswires

"Endangered species Act Upheld." AP Online 22 June 1998. 22 June 1998 <<http://nytimes.com/aponline/w/AP-Court-Engandered-Species.html>>.

Reid, T.R. "Druids Return to Stonehenge." Sunday Sun [Baltimore] 22 June 1998. 22 June 1998 <<http://www.sunpapers.com/wp-srv/WPlate/1998-06/22/0451-062298-idx.html>>.

Professional Sites

"MLA Style." Modern Language Association. 11 Jan. 2002. Modern Language Association of America. 8 Apr. 2002 <<http://www.mla.org>>.

Scholarly Projects

"Catalan." Si, Espana. Ed. Jose Felix Barrio. Vers. 2.0. Oct. 1996. Embassy of Spain, Ottawa. 3 Feb. 1998 <<http://docuweb.ca/SiSpain/spanish/language/language/catalan.html>>.

Project Bartleby. Ed. Steven van Leeuwen. May 1998. Columbia University. 5 May 1998 <http://columbia.edu/acis/bartleby/>.

Online Works Originally in Print

Generic format for online works originally in print

Author of work. "Title of Piece of Work." Title of Work. Original publication information. Title of Website. Date created or last updated. Organization sponsoring the site. Date of access <URL of web page>.

Books, Poems, and Songs

Conrad, Joseph. Lord Jim. London: Blackwoods, 1900. Oxford Text Archive. 12 July 1993. Oxford University Computing Services. 20 Feb. 1998 <<ftp://ota.ox.ac.uk/pub/ota/public/english/conrad/lordjim.1824>>.

HAMPL, Patricia. "Who We Will Love." Woman Before an Aquarium.
Pittsburgh: U of Pittsburgh P, 1978: 27-28. A Poem a Week.
Rice University. 13 Mar. 1998
<<http://www.ruf.rice.edu/~alisa/June24html>>.

Newbit, E[dith]. Ballads and Lyrics of Socialism. London, 1908.
Victorian Women Writers Project. Ed. Perry Willett. 1997.
Indiana University. 26 Apr. 2002
<<http://indiana.edu/~letrs/vwwp/nesbit/ballsoc.html#p9>>.

Paintings and Photographs

"Pearl Harbor Bombing. USS Nevada. Beached at Hospital Point."
Photograph. Dec. 1942. American Memory: Historical
Collections for the National Digital Library. Library of Congress.
4 Apr. 2002 <<http://memory.loc.gov>>.

Delacroix, Eugene. Death of Ophelia. 1853. Louvre, Paris.
Shakespeare Illustrated. Ed. Harry Rusche. Aug. 1996. Emory
University. 7 Apr. 1997
<http://www.cc.emory.edu/ENGLISH/classes/Shakespeare_Illustrated/Delacroix.Ophelia.html>.

AUDIO-VISUAL RESOURCES

TV Shows

Blackmun, Harry. "Interview with Ted Koppel and Nina Totenberg."
Nightline. ABC. WABC, New York. 5 Apr. 1994.

"The Hero's Adventure." Moyers: Joseph Campbell and the Power
of Myth. Prod. Catherine Tatge. PBS. WNET, New York. 23
May 1988.

"If God Ever Listened: A Portrait of Alice Walker." Horizons . _Prod.
Jane Rosenthal. NPR. WBST, Muncie. 3 Mar. 1984.

Movies/Videos

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Lionel
Barrymore, and Donna Reed. DVD. Republic, 1998.

Rashomon. Dir. Akira Kurosawa. 1950. Videocassette. Embassy,
1986.

Sound Recordings

Holiday, Billie. "God Bless the Child." Rec. 9 May 1941. The
Essence of Billie Holiday. Columbia, 1991.

Marsalis, Branford. Romances for Saxophone. English Chamber
Orch. Cond. Andrew Litton. Audiocassette. CBS, 1986.

UNPUBLISHED RESOURCES

Interviews

Bettis, Jerome. Personal interview. 22 Sep. 2001.

Pompeani, Robert. Telephone interview. 31 January 2002.

Sample Bibliography/Works Cited

- Drucker, Darl, and May Jones. How to Survive Your Wedding. New York: Simon and Schuster, 1997.
- "Endangered species Act Upheld." AP Online 22 June 1998. 22 June 1998 <<http://nytimes.com/aponline/w/AP-Court-Engandered-Species.html>>.
- Hapl, Patricia. "Who We Will Love." Woman Before an Aquarium. Pittsburgh: U of Pittsburgh P, 1978: 27-28. A Poem a Week. Rice University. 13 Mar. 1998 <<http://www.ruf.rice.edu/~alisa/June24html>>.
- "The Hero's Adventure." Movers: Joseph Campbell and the Power of Myth. Prod. Catherine Tatge. PBS. WNET, New York. 23 May 1988.
- Howe, Barbara J. "Housing." Encyclopedia of the United States in the Nineteenth Century. Ed. Paul Finkelman. New York: Scribner's, 2001. 37-41.
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- "Musical Comedy." The Oxford Companion to the Theatre. Ed. Phyllis Hartnoll. New York: Oxford UP, 1996.
- Peters, Michael. Everthing You Always Wanted to Know about Keeping Your Classroom Neat and Clean. 4th ed. Philadelphia: Lysol, 1995.
- Ridgeway, James. "The French Connection." Village Voice [New York, NY] 8 Jan. 2002: 27. EBSCOhost Newspaper Source. Pine-Richland High School Library. 5 Apr. 2002.
- "Tilting at Pisa Tower's Problem." Newsday [Long Island, NY] 19 Jan 1999. SIRS Researcher. Pine-Richland High School Library. 26 Oct. 2001.
- United States. Dept. of Labor. Child Care: A Workforce Issue. Washington: USGPO, 1988.
- Valenza, Joyce, ed. Bagels and Books: An Anthology. Brooklyn, NY: Random House, 1991.