

# Style Manual

## *Grades K-12*

Public Schools of Northborough and Southborough, Massachusetts

The K-12 librarians of the district have compiled a style manual appropriate to all grade levels. One of our goals is to teach the skill of documenting sources when writing research papers. An equally important goal is to educate students and parents about plagiarism. Plagiarism has become widespread, especially due to the ease of cutting and pasting from the Internet. It is important to teach students that credit for any idea they use in a research paper or report (that is not original) must be attributed to the source.

This style guide is based on the Modern Language Association (MLA) format of citations and presents the most common formats and situations. Beginning with a basic abbreviated format for the lower grades, it progresses to full MLA style by tenth grade. The expectation is that students will understand the importance of citing their sources (telling where their information comes from) from the very earliest school age.

Northborough and Southborough Public School Librarians

STYLE MANUAL  
*GRADES K-12*  
Table of Contents

<b>Grades K-1</b>	<b>3</b>
<b>Grades 2-3</b>	<b>4-5</b>
<b>Grades 4-5</b>	<b>6-8</b>
<b>Grades 6-7</b>	<b>9-12</b>
<b>Grades 8-9</b>	<b>13-18</b>
<b>Parenthetical Citations for Grades 8-9</b>	<b>19-20</b>
<b>Grades 10-12</b>	<b>21-26</b>
<b>Parenthetical Citations for Grades 10-12</b>	<b>27-28</b>
<b>Works Consulted</b>	<b>29</b>

## **WORKS CITED: GRADE K—1**

Students will cite a source *with adult assistance* as shown below. As an alternative, students could cite the source orally as a complete sentence: “*I used the book Cars and How They Go by Gail Gibbons.*” Or “*I got this from the Enchanted Learning website.*” If an example of the source is not shown below, please see a teacher or librarian.

### **BOOK**

1. Name of author
2. Title of book, underlined

Example:

**Gail Gibbons. Cars and How They Go.**

### **ENCYCLOPEDIA**

1. Title of entry
2. Title of encyclopedia, underlined

Example:

**Automobile. Student Discovery Encyclopedia.**

### **ENCYCLOPEDIA ON CD-ROM**

1. Title of entry
2. Title of CD-ROM, underlined.
3. CD-ROM

Example:

**Cable Car. Grolier Multimedia Encyclopedia. CD-ROM.**

### **INTERNET**

1. Title or topic of Internet page
2. Abbreviated Internet Address (up to first “slash:” /) underlined

Example:

**Car. www.enchantedlearning.com.**

## WORKS CITED: GRADE 2-3

### General Guidelines

- Follow the format and punctuation shown in the examples.
- Author's name is written with Last Name before First Name, separated by a comma.  
*example:* Simon, Seymour
- The year the book was published (copyright date: ©) is usually found on the back of the title page.
- If you cannot find some information, such as author, leave it out.
- When citing an internet source, if the URL (also called the web site address) of the page is very long and complicated, include only up to the first forward slash.
- If an example of your source is not shown below, please see a teacher or librarian.

### **BOOK:**

1. Author's name (Last name, First name)
2. Title of book, underlined
3. Year book was published (copyright date)

Example:

**Flanagan, Alice K. The Wampanoags. 1998.**

### **ENCYCLOPEDIA:**

1. Title of entry, in quotation marks
2. Title of encyclopedia, underlined
3. Year encyclopedia was published (copyright date)

Example:

**"Cherokee." New Book of Knowledge. 2003.**

### **ENCYCLOPEDIA or other ARTICLE ON CD-ROM:**

1. Title of entry or article, in quotation marks
2. Title of CD-ROM, underlined
3. Copyright date ( if known)
4. Format (CD-ROM)

Example:

**"Navajo Indians." World Book Multimedia Encyclopedia. 2004.  
CD-ROM.**

**MAGAZINE ARTICLE:**

1. Name of article, in quotation marks
2. Title of magazine, underlined
3. Date of issue

Example:

**“Native Americans.” Kids Discover Nov. 2001.**

**INTERNET:**

1. Title or topic of Internet page, in quotation marks
2. Date you visited the page
3. Abbreviated Internet address (up to first “slash:” /) underlined

Example:

**“Indian Pueblo Cultural Center.” Nov. 29, 2005.  
www.indianpueblo.org.**

## WORKS CITED: GRADE 4-5

### General Guidelines

- Follow the format and punctuation shown in the examples.
- When listing each source, begin first line at the margin and indent 5 spaces any lines that follow.  
*example:*  
Author. Title. City: Publisher,  
copyright date.
- Author's name is written with Last Name before First Name, separated by a comma  
*example: Smith, Roland.*
- The year the book was published (copyright date: ©) is usually found on the back of the title page.
- If you cannot find some information, such as author, just leave it out.
- When citing an internet source, if the URL (also called the web site address) of the page is very long and complicated, include only up to the first forward slash.
- Arrange all sources in one list, alphabetically by first word.
- If an example of the source is not shown below, please see a teacher or librarian.

### **BOOK: (one author)**

1. Author's name (Last name, First name)
2. Title of book, underlined
3. City of Publication (If there's more than one city, use the first cited.)
4. Publisher
5. Year book was published (copyright date)

Example:

**Simon, Seymour. Destination: Mars. New York: HarperCollins, 2004.**

### **BOOK: (two authors)**

First author: Last name, First name and

Other author: First name Last name

Example: **Furniss, Tim and Kathy Ross. Paper Crafts. New York: Scholastic, Inc., 2003.**

## **ENCYCLOPEDIA:**

1. Author of entry (if available)
2. Title of entry, in quotation mark
3. Title of encyclopedia, underlined
4. Date of edition. (Volume and page number not necessary if articles are arranged alphabetically)

Example:

**Hart, Carol. "Saturn." New Book of Knowledge. 2003.**

## **ARTICLE IN PERIODICAL** (magazine, newspaper, etc.)

1. Author of article (if available)
2. Title of article, in quotation marks
3. Title of periodical, underlined
4. Date of periodical
5. Page(s) used

Example:

**Williams, James. "Beyond Pluto." National Geographic Kids  
Oct., 2004: 5-6.**

## **ENCYCLOPEDIA or other ARTICLE ON CD-ROM:**

1. Author (if available)
2. Title of article, in quotation marks
3. Title of encyclopedia on CD-ROM or other source
4. Edition or version, if relevant
5. CD-ROM
6. City of Publication
7. Publisher
8. Date of publication

Example:

**Demedis, Stephen. "Phases of the Moon." Grolier Multimedia Encyclopedia. 2002 ed. CD-ROM. Danbury, CT: Grolier Electronic Publishing, Inc., 2002.**

## **INTERNET/ONLINE SOURCES:**

### **Encyclopedia from online database:**

1. Author, if shown
2. Title of entry, in quotations
3. Name of encyclopedia, underlined
4. Publisher
5. Date of publication, if available
6. Date of visit
7. Name of online subscription service hosting encyclopedia

Example:

**Meisner, Mark. "Planets." Compton's Living Encyclopedia.  
Compton's Learning Co., 2004. Jan. 29, 2006. Infotrac.**

### **Internet:**

1. Author, if known
2. Title or topic of Internet page, in quotation marks
3. Title of complete work (underlined)
2. Date you visited the page
3. Http address (also called URL; if too long, include only up to first slash.)

Example:

**Arnett, Bill. "Saturn." The Nine Planets. Dec. 14, 2005.  
<http://seds.lpl.arizona.edu/nineplanets/Saturn.html>.**

## **WORKS CITED: GRADES 6-7**

### General Guidelines

- Follow the punctuation in the examples.
- Author's name should be listed last name first.
- For each source listed, begin the first line at the margin and indent each line that follows five spaces.
- Double space between entries.
- Underline titles of books, periodicals, and software. Titles of articles are enclosed in quotation marks.
- The city of publication is usually found on the title page; if there is more than one city listed, use the first city.
- Year book was published (copyright date: ©) is usually found on the back of the title page.
- If you cannot find some information, such as author, just leave it out.
- If the title or the name of the author on the cover of the book is different from the title or name of the author on the title page, choose the one you find on the title page.
- Arrange all sources in one list, alphabetically by first word; if no author is given, begin with the title (disregard A, An, The).
- When citing an internet source, if the URL (also called the web site address) of the page is very long and complicated, include only up to the first forward slash.
- If a source does not fall into any of the categories below, ask a teacher or librarian to help you consult the MLA Style Manual.

### **PRINT SOURCES**

#### **Book with one author:**

1. Author's name
2. Title of book, underlined
3. City of publication
4. Publisher
5. Year book was published

**Swissler, Becky. Winning Field Hockey for Girls. New York: Facts on File, 2003.**

#### **Book with two authors:**

1. Authors (in order they are listed on the title page; note order of second author's name).
2. Title of book, underlined
3. City of publication
4. Publisher
5. Year book was published

**Haskins, James and Kathleen Benson. Bound for America. New York: Lothrop, Lee and Shepard Books, 1999.**

**Book with three or more authors:**

1. First author's name followed by the words "et al."
2. Title of book, underlined
3. City of publication
4. Publisher
5. Year book was published

**Gilman, Sandra, et al. Hysteria Beyond Freud. Berkeley: U. of California, 1993.**

**Book with an editor**

1. Editor's name followed by "ed."
2. Title of book, underlined
3. City of publication
4. Publisher
5. Year book was published

**Lopate, Philip, ed. The Art of the Personal Essay: An Anthology from the Classical Era to The Present. New York: Anchor-Doubleday, 1994.**

**Encyclopedia article**

1. Author of article, if available (often found at the end of the article)
2. Title of article, in quotation marks (If the title of the article is a person's name, list the last name first.)
3. Title of encyclopedia, underlined
4. Date of edition
5. Volume and page not necessary if the articles are arranged alphabetically

**Perkins, Kenneth J. "Algeria." World Book Encyclopedia. 2002 ed.**

**Article in a periodical (magazine, newspaper)**

1. Author of article, if available
2. Title of article, in quotation marks
3. Periodical title, underlined
4. Date of periodical
5. Pages used

**Rizzo, Will. "Return of the Jaguar?" Smithsonian December 2005: 20-22.**

**INTERVIEW CONDUCTED BY THE AUTHOR**

1. Name of person interviewed
2. Type of interview
3. Date of interview

**Jones, Mark. Personal interview. 22 July 1999.**

## **ELECTRONIC AND ONLINE SOURCES:**

General guidelines for electronic and online sources:

- When listing an online source originally printed in a book, journal or other printed format use the general guidelines you would use to cite the printed form, followed by the online citation.
- Cite articles from library subscription services (such as Infotrac), just like the print version with the addition of the name of the service and the date of access.
- When citing an internet source, if the URL (also called the web site address) of the page is very long and complicated, include only up to the first forward slash.

## **Encyclopedia and other publications on CD-ROM:**

1. Author (if available).
2. Title of article, in quotation marks
3. Title of Publication, underlined
4. Edition or version (if relevant)
5. Format (CD-ROM)
6. Place of publication
7. Publisher
8. Date of Publication

**Cashman, Katharine V. "Volcano." World Book Multimedia Encyclopedia. 1999 ed. CD-ROM Chicago: World Book, Inc., 1999.**

## **Reference work from an online service**

1. Author, if shown
1. Title of the article, in quotation marks
2. Title of reference work, underlined
3. Publisher
4. Date of publication
5. Date of your visit
6. Name of the online subscription service hosting the encyclopedia

**"Solar Energy." The Columbia Encyclopedia. The Columbia University Press, 2000. 9 February 2006. AOL.**

## **Periodical article from an online database**

1. Author
1. Title of article, in quotation marks
2. Title of periodical, underlined
3. Date
4. Page number
5. Name of database (if available)
6. Date of visit
7. URL, in angle brackets

**Roach, Mary. "One Marsupial Too Many." Discover Dec. 2000: 62. General Reference Center Gold. Feb. 9, 2006. <<http://infotrac.galegroup.com>>.**

## **Internet**

1. Author, if known
2. Title of the article, in quotation marks
3. Title of complete work, underlined
4. Date of visit
5. URL, in angle brackets (If too long, include only up to first slash.)

**Gill, N. S. "Cleopatra Timeline." About.com. 9 February 2006.**

**<[http://ancienthistory.about.com/library/bl/bl\\_time\\_cleo.htm](http://ancienthistory.about.com/library/bl/bl_time_cleo.htm)>.**

**Satterfield, Dan. "Radar." Dan's Wild Weather Page. 9 February 2006.**

**<<http://www.wildwildweather.com/radar.htm>>.**

## **WORKS CITED: GRADES 8-9**

### General Guidelines

- Follow the punctuation in the examples.
- Author's name should be listed last name first.
- For each source listed, begin the first line at the margin and indent each line that follows five spaces.
- Double space between entries.
- Underline titles of books, periodicals, and software. Titles of articles are enclosed in quotation marks.
- The city of publication is usually found on the title page; if there is more than one city listed, use the first city.
- Year book was published, copyright date: ©, is usually found on the back of the title page.
- If you cannot find some information, such as author, just leave it out.
- If the title or the name of the author on the cover of the book is different from the title or name of the author on the title page, choose the one you find on the title page.
- Arrange all sources in one list, alphabetically by first word; if no author is given, begin with the title (disregard A, An, The)
- When citing an internet source, if the URL (also called the web site address) of the page is very long and complicated, include only up to the first forward slash.
- If a source does not fall into any of the categories below, ask a teacher or librarian to help you consult the MLA Style Manual.
- For instructions on adding parenthetical citations, see page 8.

### **PRINT SOURCES**

#### **Book with one author:**

1. Author's name
2. Title of book, underlined
3. City of publication
4. Publisher
5. Year book was published

**Swissler, Becky. Winning Field Hockey for Girls. New York: Facts on File, 2003.**

**Book with two authors:**

1. Authors (in order they are listed on the title page; note order of second author's name)
2. Title of book, underlined
3. City of publication
4. Publisher
5. Year book was published

**Haskins, James and Kathleen Benson. Bound for America. New York: Lothrop, Lee and Shepard Books, 1999.**

**Book with three or more authors:**

1. First author's name followed by the words "et al."
2. Title of book, underlined
3. City of publication
4. Publisher
5. Year book was published

**Gilman, Sandra, et al. Hysteria Beyond Freud. Berkeley: U. of California, 1993.**

**Book with an editor**

1. Editor's name followed by "ed."
2. Title of book, underlined
3. City of publication
4. Publisher
5. Year book was published

**Lopate, Philip, ed. The Art of the Personal Essay: An Anthology from the Classical Era to The Present. New York: Anchor-Doubleday, 1994.**

**Book, Corporate Author (written by an organization, association, company, etc.)**

1. Name of organization
2. Title of book, underlined
3. City of publication
4. Publisher
5. Year book was published

**Public Agenda Foundation. The Health Care Crisis: Containing Costs, Expanding Coverage. New York: McGraw, 1992.**

### **Book with an editor in addition to an author**

1. Author's name
2. Title of book, underlined
3. Ed. Followed by editor's name (Note order of editor's name.)
4. City of Publication
5. Publisher
6. Year book was published

**Chaucer, Geoffrey. The Works of Geoffrey Chaucer. Ed. F. W. Robinson. Boston: Houghton, 1957.**

### **Essay written by one person in a book edited by another**

1. Name of author of essay
2. Title of essay, in quotation marks
3. Title of book, underlined
4. Ed. Followed by name(s) of editors (Note order of editor's names)
5. City of Publication
6. Publisher
7. Year book was published
8. Pages used

**Weysler, Karen A. "Captivity Narratives." The History of Southern Women's Literature. Ed. Carolyn Perry and Mary Louise Weaks. Baton Rouge: Louisiana State University Press, 2002. 25-31.**

### **Article in a reference book**

1. Author of article (if available)
2. Title of article in quotation marks
3. Title of book
4. Name of editor of the whole work, if available.
5. Volume number if there is more than one volume
6. City of publication
7. Publisher
8. Year book was published

**Coulter, Ellis Merton. "John Adair." Dictionary of American Biography. Ed. Allen Johnson. Vol. 1. New York: Scribner's Sons, 1964.**

### **Encyclopedia article or dictionary entry**

1. Author of article, if available (often found at the end of the article)
2. Title of article, in quotation marks (If the title of the article is a person's name, list the last name first.)
3. Title of encyclopedia, underlined
4. Date of edition
5. Volume and page not necessary if the articles are arranged alphabetically

**Perkins, Kenneth J. "Algeria." World Book Encyclopedia. 2002 ed.**

**“Onomatopoeia.” Merriam-Webster’s Collegiate Dictionary. 11<sup>th</sup> ed. 2003.**

### **PERIODICAL ARTICLES**

#### **Article from a monthly magazine**

1. Author of article, if available
2. Title of article, in quotation marks
3. Periodical title, underlined
4. Date of periodical
5. Pages used

**Rizzo, Will. “Return of the Jaguar?” Smithsonian December 2005: 20-22.**

#### **Article from a weekly magazine**

Same as monthly magazine, above, except note form of date

**Boyce, Nell. “A Law’s Fatal Flaw.” U.S. News and World Report 21 July 2003: 49-51.**

**“Growth Slumps: Melting Permafrost Shapes Alaskan Lakes.” Science News 9 July 2005: 20.**

#### **Newspaper article**

Same as for weekly magazine, above, plus:

- Edition, if relevant, and
- Section and page number where article begins

**Feder, Barnaby J. “For Job Seekers, a Toll-Free Gift of Expert Advice.” New York Times 22 March 1994, late ed.: A1+.**

#### **Interview conducted by the author**

1. Name of person interviewed
2. Type of interview
3. Date of interview

**Jones, Mark. Personal interview. 22 July 1999.**

## **ELECTRONIC AND ONLINE SOURCES:**

General guidelines for electronic and online sources:

- When listing an online source originally printed in a book, journal or other printed format use the general guidelines you would use to cite the printed form, followed by the online citation.
- Cite articles from library subscription services (such as Infotrac), just like the print version with the addition of the name of the service and the date of access.
- When citing an internet source, if the URL (also called the web site address) of the page is very long and complicated, include only up to the first forward slash.

## **Encyclopedia and other publications on CD-ROM:**

1. Author (if available).
2. Title of article, in quotation marks
3. Title of Publication, underlined
4. Edition or version (if relevant)
5. CD-ROM
6. Place of publication
7. Publisher
8. Date of Publication

**Cashman, Katharine V. "Volcano." World Book Multimedia Encyclopedia. 1999 ed. CD-ROM Chicago: World Book, Inc., 1999.**

## **Reference work from an online service**

1. Author, if shown
2. Title of the article, in quotation marks
3. Title of reference work, underlined
4. Publisher
5. Date of publication
6. Date of visit
7. Name of the online subscription service hosting the encyclopedia

**"Solar Energy." The Columbia Encyclopedia. The Columbia University Press, 2000. 9 February 2006. AOL.**

### **Periodical article, originally in print form, from an online database**

1. Author
2. Title of article, in quotation marks
3. Title of periodical, underlined
4. Date
5. Page number
6. Name of database (if available)
7. Date of visit

**Roach, Mary. "One Marsupial Too Many." Discover Dec. 2000: 62.  
General Reference Center Gold. 9 February 2006.  
<<http://infotrac.galegroup.com>>.**

### **Internet**

1. Author, if known
2. Title of the article, in quotation marks
3. Title of complete work, underlined
4. Date of visit
5. URL, in angle brackets (If too long, include only up to the first slash.)

**Gill, N.S. "Cleopatra Timeline." About.com. 9 February 2006.  
< [http://ancienthistory.about.com/library/bl/bl\\_time\\_cleo.htm](http://ancienthistory.about.com/library/bl/bl_time_cleo.htm)>.**

**Satterfield, Dan. "Radar". Dan's Wild Weather Page. 9 February 2006.  
<<http://www.wildwildweather.com/radar.htm>>.**

### **Article from an online periodical**

1. Author
2. Title of article, in quotation marks
3. Title of periodical, underlined
4. Date of publication
5. Date of visit
6. URL, in angle brackets (If too long, include only up to the first slash.)

**Majid, Anouar. "Living with Islam." The Chronicle of Higher Education 14 March 2003. 9 February 2003  
<<http://chronicle.com/prm/weekly/v49/i27/27b01001.htm>>.**

## **PARENTHETICAL CITATIONS: GRADES 8-9**

Paraphetical citations, also known as in-text citations, are used when you refer to, quote, or paraphrase a source listed in your Works Cited page. The paraphetical citation is placed immediately after the reference, quote, or paraphrase. It is placed between parentheses and tells your reader as briefly and as clearly as possible which work you are referring to, quoting, or paraphrasing. Any information about the source that is given directly in the text of your paper does not need to be repeated in the paraphetical citation. This means that instead of listing the author's name in a paraphetical citation you may give it directly in the text. For example, you might say, "Becky Swissler claims that field hockey has a 4,000 year history (76)". In this case, since you have already told the reader the author's name, you would need to give only the page number, as illustrated above. This is true for parts of a work or a work as a whole.

### **The Work as a Whole**

1. If you are referring to **the work as a whole**, give the author's last name only. (Swissler)
2. If there is **more than one author with the same last name**, also give the first initial.  
(B. Swissler)
3. If there is **more than one work by the same author**, give the title or a shortened version of the title. Be sure the abbreviation you use begins with the first word in the title, so the reader can easily find it in the alphabetically arranged works cited page.  
(Swissler, Winning)
4. If you are referring to **a work with two authors**, list the last names of both.  
(Haskins and Benson)
5. If referring to **a work with three or more authors**, give the last name of the first author followed by et al., with no punctuation between the name and et al.  
(Gilman et al.)
6. If **the works cited page lists a work by title**, give the title, or a shortened version of the title. Be sure the abbreviation you use begins with the first word in the title, so the reader can easily find it in the works cited page.  
("Growth Slumps")
7. This format should be used for both **print and electronic or online sources**.

## Part of a Work

1. If you are referring to, quoting, or paraphrasing a **part of a work**, give the author's last name and the page number of the specific part of the work referred to, with no punctuation between the name and the page number.  
(Swissler 76)
2. If there is **more than one author with the same last name**, also give the first initial.  
(B. Swissler 76)
3. If there is **more than one work by the same author**, give the title or a shortened version of the title. Be sure the abbreviation you use begins with the first word in the title, so the reader can easily find it in the alphabetically arranged works cited page.  
(Swissler, Winning 76)
4. If you are referring to a **work with two authors**, list the last names of both.  
(Haskins and Benson 110)
5. When referring to a **work with three or more authors**, give the last name of the first author followed by et al. with no punctuation between the name and et al. or between et al. and the page number.  
(Gilman et al. 81)
6. If **the works cited page lists a work by title**, give the title, or a shortened version of the title, followed by the page numbers used if the title has more than one page.) Be sure the abbreviation you use begins with the first word in the title, so the reader can easily find it in the alphabetically arranged works cited page.  
("Growth Slumps" 1-4)
7. This format should be used for both **print and electronic or online sources**. To help your reader locate a part of a work you are citing when there are **no page numbers**, you may count paragraphs and give the paragraph number.  
(Gill, par.10)

## **WORKS CITED: GRADE 10-12**

### General Guidelines

- Follow the punctuation in the examples.
- Author's names should be listed last name first.
- For each source listed, begin the first line at the margin and indent each line that follows five spaces.
- Double space between entries.
- Underline titles of books, periodicals, and software. Titles of articles are enclosed in quotation marks.
- The city of publication is usually found on the title page; if there is more than one city listed, use the first city.
- Year book was published (*copyright date*: ©) is usually found on the back of the title page.
- If you cannot find some information, such as author, just leave it out.
- If the title or the name of the author on the cover of the book is different from the title or name of the author on the title page, choose the one you find on the title page.
- Arrange all sources in one list, alphabetically by first word; if no author is given, begin with the title (disregard A, An, The)
- When citing an internet source, if the URL (also called the web site address) of the page is very long and complicated, include only up to the first forward slash.
- If a source does not fall into any of the categories below, ask a teacher or librarian to help you consult the MLA Style Manual.

### **PRINT SOURCES**

#### **Book with one author**

Author. Title of Book. Place of publication: Publisher, Year of publication.

**Swissler, Becky. Winning Field Hockey for Girls. New York: Facts on File, 2003.**

#### **Book with two authors**

Authors (in order they are listed on the title page; note order of second author's name). Title of Book. Place of publication: Publisher, Year of publication.

**Haskins, James and Kathleen Benson. Bound for America. New York: Lothrop, Lee and Shepard Books, 1999.**

**Book with three or more authors**

First author's name followed by the words "et al." Title of Book. Place of publication: Publisher, Year of publication.

**Gilman, Sandra, et al. Hysteria Beyond Freud. Berkeley: U. of California, 1993.**

**Two or more books by the same author**

(After the first listing of the author's name, use three hyphens and a period for the author's name. List books alphabetically by title.)

**Carson, Rachel. The Edge of the Sea. Boston: Houghton Mifflin, 1955.**

**---. Silent Spring. Boston: Houghton Mifflin, 2002.**

**Book with an editor**

Editor's name followed by "ed." Title of Book. Place of publication: Publisher, Year of publication.

**Lopate, Philip, ed. The Art of the Personal Essay: An Anthology from the Classical Era to The Present. New York: Anchor-Doubleday, 1994.**

**Book, Corporate Author (written by an organization, association, company, etc.)**

Name of organization. Title of Book. Place of publication: Publisher, Year of publication.

**Public Agenda Foundation. The Health Care Crisis: Containing Costs, Expanding Coverage. New York: McGraw, 1992.**

**Anthology or collection**

Author. Title of Book. Ed. Editor's name (Note order of editor's name.). Place of publication: Publisher, Year of publication.

**Chaucer, Geoffrey. The Works of Geoffrey Chaucer. Ed. F. Robinson. Boston: Houghton, 1957.**

**Part of a book (such as an essay in a collection)**

Author. "Title of article." Title of collection. Ed. Editor's name (Note order of editor's name.). Place of publication: Publisher, Year of publication. Pages.

**Weyler, Karen A. "Captivity Narratives." The History of Southern Women's Literature. Ed. Carolyn Perry and Mary Louise Weaks. Baton Rouge: Louisiana State University Press, 2002. 25-31.**

**Article in a reference book**

Author (if available). "Title of article." Title of book. Ed. Editor's name. Volume number (if there is more than one). City of publication: Publisher, Year.

**Coulter, Ellis Merton. "John Adair." Dictionary of American Biography. Ed. Allen Johnson. Vol. 1. New York: Scribner's Sons, 1964.**

**Encyclopedia article or dictionary entry**

Author (if available). "Title of article." (If the title of the article is a person's name, list the last name first.) Title of encyclopedia. Date. (Volume and page not necessary if the articles are arranged alphabetically.)

**Perkins, Kenneth J. "Algeria." World Book Encyclopedia. 2002 ed.**

**"Onomatopoeia." Merriam-Webster's Collegiate Dictionary. 11<sup>th</sup> ed. 2003.**

**PERIODICAL ARTICLES**

**Article from a magazine**

Author(s). "Title of article." Periodical title Day Month Year: page(s).

If the date includes a day, list day before the month and year; use a three-letter abbreviation for the month (Jan., Aug., Dec.); do not abbreviate May, June or July; begin with the title if there is no author listed.

**Rizzo, Will. "Return of the Jaguar?" Smithsonian Dec. 2005: 20-22.**

**Boyce, Nell. "A Law's Fatal Flaw." U.S. News and World Report 21 July 2003: 49-51**

**"Growth Slumps: Melting Permafrost Shapes Alaskan Lakes." Science News 9 July 2005: 20.**

### **Newspaper article**

Same as for magazine, above, plus:  
Edition, if relevant. Section and page number where article begins  
**Feder, Barnaby J. “For Job Seekers, a Toll-Free Gift of Expert Advice.”**  
**New York Times 22 March 1994, late ed.: A1+.**

### **Article in scholarly journal**

Author(s). “Title of article.” Title of journal Vol (Year): pages.

“Vol” means volume of the journal. If the journal uses continuous pagination (e.g. the first issue has pages 1 – 57, the second issue has pages 58 – 115, etc.) only include the volume and year. If each issue begins at page 1, you must also include the issue number.

**Kinzie, Mary. “How Good to Hear You Singing.” Poetry 192 (2006): 397-405.**

**Rosenbaum, Susan. “Elizabeth Bishop and the Miniature Museum.”**  
**Journal of Modern Literature 28.2 (2005): 61.**

### **The Bible (specific editions)**

*The Amplified Bible.* Grand Rapids: Zondervan, 1965.

## **ELECTRONIC AND ONLINE SOURCES:**

General guidelines for electronic and online sources:

- When listing an online source originally printed in a book, journal or other printed format use the general guidelines you would use to cite the printed form, followed by the online citation. If no author is given, start with and alphabetize by the title.
- Cite articles from library subscription services (such as Infotrac), just like the print version with the addition of the name of the library where the service was accessed, name of the city or town where the service was accessed and the date of access.
- When citing an internet source, if the URL (also called the web site address) of the page is very long and complicated, include only up to the first forward slash.

### **An article or publication retrieved from an electronic database.**

Author (if shown). "Title of the article." Publication name. Volume number (if necessary) Publication date: page number-range. Database name. Service name. Name of the library where service was accessed, Name of the town/city where service was accessed. Date of access. <URL>.

**"Solar Energy." The Columbia Encyclopedia. The Columbia University Press, 2000. General Reference Center Gold. Thomson Gale. Algonquin Regional High School Library, Northborough, MA. 9 February 2006. <<http://find.galegroup.com>>.**

**Roach, Mary. "One Marsupial Too Many." Discover 21.12 Dec. 2000: 62. General Reference Center Gold. Thomson Gale. Algonquin Regional High School Library, 9 February 2006. <<http://find.galegroup.com>>.**

### **Internet**

Author (if known). "Title of the article." Title of the site. Editor (if known). Date of latest update. Sponsor of the site. Date of visit. <URL>.

**Rosenberg, Jennifer. "Truman Defeats Dewey." About.com. Ed. John Smith. 2006. The New York Times Company. 17 March 2006. <<http://history1900s.about.com/cs/trumanharry.htm>>.**

**Article from an online periodical**

Author (if known). "Title of article." Date of print publication. Title of periodical. Date of online publication. Editor (if known). Sponsoring organization (if given). Date of visit. <URL>.

**Heron, M.D. et al. "Medical Biology: obesity, smoking and psoriasis."  
10 February 2006. Science Week 11 February 2006. Ed. D.P.  
Agin. 17 March 2006.  
<<http://chronicle.com/prm/weekly/v49/i27/27b01001.htm>>.**

**Encyclopedia and other publications on CD-ROM:**

Author (if known). "Title of article." Title of publication. Edition or version (if relevant). CD-ROM. Place of publication: Publisher, Date of publication.

**Cashman, Katharine V. "Volcano." World Book Multimedia Encyclopedia.  
1999 ed. CD-ROM Chicago: World Book, Inc., 1999.**

## **PARENTHETICAL CITATIONS: GRADES 10-12**

Parenthetical citations, also known as in-text citations, are used when you refer to, quote, or paraphrase a source listed in your Works Cited page. The parenthetical citation is placed immediately after the reference, quote, or paraphrase. It is placed between parentheses and tells your reader as briefly and as clearly as possible which work you are referring to, quoting, or paraphrasing. Any information about the source that is given directly in the text of your paper does not need to be repeated in the parenthetical citation. This means that instead of listing the author's name in a parenthetical citation you may give it directly in the text. For example, you might say, "Becky Swissler claims that field hockey has a 4,000 year history (76)". In this case, since you have already told the reader the author's name, you would need to give only the page number, as illustrated above. This is true for parts of a work or a work as a whole.

### **The Work as a Whole**

1. If you are referring to **the work as a whole**, give the author's last name only. (Swissler)
2. If there is **more than one author with the same last name**, also give the first initial.  
(B. Swissler)
3. If there is **more than one work by the same author**, give the title or a shortened version of the title. Be sure the abbreviation you use begins with the first word in the title, so the reader can easily find it in the alphabetically arranged works cited page.  
(Swissler, Winning)
4. If you are referring to **a work with two authors**, list the last names of both.  
(Haskins and Benson)
5. If referring to **a work with three or more authors**, give the last name of the first author followed by et al., with no punctuation between the name and et al.  
(Gilman et al.)
6. If **the works cited page lists a work by title**, give the title, or a shortened version of the title. Be sure the abbreviation you use begins with the first word in the title, so the reader can easily find it in the works cited page.  
("Growth Slumps")
7. This format should be used for both **print and electronic or online sources**.

## Part of a Work

1. If you are referring to, quoting, or paraphrasing a **part of a work**, give the author's last name and the page number of the specific part of the work referred to, with no punctuation between the name and the page number.  
(Swissler 76)
2. If there is **more than one author with the same last name**, also give the first initial.  
(B. Swissler 76)
3. If there is **more than one work by the same author**, give the title or a shortened version of the title. Be sure the abbreviation you use begins with the first word in the title, so the reader can easily find it in the alphabetically arranged works cited page.  
(Swissler, Winning 76)
4. If you are referring to a **work with two authors**, list the last names of both.  
(Haskins and Benson 110)
5. When referring to a **work with three or more authors**, give the last name of the first author followed by et al. with no punctuation between the name and et al. or between et al. and the page number.  
(Gilman et al. 81)
6. If **the works cited page lists a work by title**, give the title, or a shortened version of the title, followed by the page numbers used if the title has more than one page.) Be sure the abbreviation you use begins with the first word in the title, so the reader can easily find it in the alphabetically arranged works cited page.  
("Growth Slumps" 1-4)
7. This format should be used for both **print and electronic or online sources**. To help your reader locate a part of a work you are citing when there are **no page numbers**, you may count paragraphs and give the paragraph number.  
(Gill, par.10)

## Works Consulted

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6<sup>th</sup> ed. New York, The Modern Language Association, 2003.

Guide for Research and Writing a Research Paper in the Seventh Grade 2004-2005  
Robert E. Melican Middle School, Northborough, Massachusetts.

Research and Style Manual 11 November 2003. Nauset Public Schools. 12 December 2006. <<http://nausetschools.org/research/works2.htm>>.

Schrock, Kathleen. Kathy Schrock's Guide for Educators. 1 June 1995. 12 December 2006. <<http://discoveryschool.com/schrockguide/>>.