

# Bibliographic Style Sheet – American School of Warsaw

ASW students are required to cite all sources using the MLA format when conducting *any* level of research.

## Book with One Author

Author's Last Name, First Name. Title of Book. City: Publishing Company, Year. Print.

Michener, James. *Poland*. New York: Random, 1983. Print.

## Book with Two Authors

Last Name, First Name and First Name Last Name. Title of Book. City: Publishing Company, Year. Print.

Olson, Lynne and Stanley Cloud. *A Question of Honor: The Kościuszko Squadron: Forgotten Heroes of World War II*. New York: Knopf, 2003. Print.

## Book with Three Authors

Last Name, First Name, First Name Last Name, and First Name Last Name. Title of Book. City: Publishing Company, Year. Print.

Lekington, John, Julie Hailes, and Joe Makoweer. *The Green Consumer*. New York: Penguin, 2000. Print.

## Book with Corporate Author

Time Life. This Fabulous Century: 1950-1960. New York: Time-Life, 1970. Print

## Book with an Editor (ed.) or Translator (trans.)

Citations here are for the entire book.

List the editor's name first. Then use the abbreviation **ed.** to indicate it is an editor. When the translator appears after the title, the abbreviation goes **before** their name.

Deaver, Jeffery, ed. *The Best American Mystery Stories*. 2009. Boston: Houghton, 2009.

Kapuściński, Ryszard. *Imperium*. Trans. Klara Glowczewska. London: Granta, 1993. Print.

## Re-published Book

Bradbury, Ray. *Fahrenheit 451*. 1953. New York: Ballantine, 1982. Print.

**Items in a Collection** (Plays are italicized; quotation marks with poems, essays, and short stories.)

Wilder, Thornton. *Our Town*, 3 Plays. New York: Perennial, 1998. Print.

Colfer, Eoin. "Artemis Begins." Ed. Jon Scieszka. *Guys Read: Funny Business*. New York: Walden Pond, 2010. 71-99. Print.

Neruda, Pablo. "Unity." Ed. Nathaniel Tarn. Trans. Anthony Kerrigan, W.S Merwin, Alastair Reid, Nathaniel Tarn. *Pablo Neruda: Selected Poems*. Boston: Houghton, 1990. 47. Print.

**Article in a Collection** (e.g. Series books such as *History in Dispute* or *Opposing Viewpoints*.)

Roberts, Elizabeth. "Yes. The American Volunteers were Recruited by the Communist Party and Generally Supported Communist Programs in Spain." *The Spanish Civil War*. Eds. Kenneth W. Estes and Daniel Kowalsky. Vol. 18 Detroit: Thompson Gale, 2005. 2-5. Print. History in Dispute

Pamuk, Orhan. "Turkey Should Be Allowed to Join the European Union." *The European Union*. Ed. Noel Merino. Detroit: Gale, 2008. 72-76. Print. Opposing Viewpoints.

"Onomatopoeia." Merriam-Webster's Intermediate Dictionary. 2011. Print.

## Reference Book – Specialized

Aubrey, Bryan. "Walt Whitman." *Magills' Survey of American Literature*. Ed. Steven K. Kellman. Vol. 6. Pasadena: Salem, 2007. 2678-2688. Print.

## Subscription Databases

Do not cite subscription databases as Web sites; cite the original source (magazine, newspaper, book, reference source, etc.) as *located* in a database.

Cushman, C. Ames. "Salary Caps: An Overview." Points of View Reference Center. EBSCO, 2011. Web. 15 Nov. 2011.

Fricke, David. "Wilco Stretch Out on Their Most Happily All-Over-the-Place Album." *Rolling Stone*. Web. 13 Oct. 2011: 63+. *Advanced Placement Source*. Web. 12 Nov. 2011.

Horowitz, Alexandra. "Is Your Dog Smarter Than a 2-Year-Old?" *New York Times* 20 Nov. 2011: 5. *Science in Context*. Web. 21 Nov. 2011.

Hoover, Jeffrey P. "Decision Rules for Site Fidelity in a Migratory Bird, the Prothonotary Warbler." *Ecology* 84.2 (2003). JSTOR. Web. 23 Nov. 2011.

Landauro, Victor. "Life in Mesopotamia." *Junior Scholastic*: 12+. *SIRS Discoverer*. Web. 17 Nov. 2011.

Mampilly, Zachariah C. "Darfur." World Book Advanced. World Book, 2011. Web. 19 Nov. 2011.

Vegetarianism and Veganism." Teen Health and Wellness. Rosen, 2011. Web. 9 Nov. 2011.

"Poland: Holidays." *CultureGrams World Edition*. Web. 16 Nov. 20

## General Website

The date at end of a citation indicates when you visited the site.

Do with Less - So They'll Have Enough!" *Flickr - Photo Sharing*. Web. 16 Nov. 2011. Web.

Epilepsy." Centers for Disease Control and Prevention. 4 December 2009. Web. 23 Nov. 2001.

"The Iron Lady (2011)." *The Internet Movie Database (IMDb)*. Web. 16 Nov. 2011.

Cartier-Bresson, Henri. *France. The Var Department. Hyères*. 1932. Photograph. Magnum Photos. *Magnum Photos*. Web. 16 Nov. 2011. Photograph.

Vald, Matthew. "U.S. Sued Over Nuclear Waste Fees." *New York Times*. 5 Apr. 2010. Web. 15 Aug. 2010.

## Digital Files : Media : Broadcasts

"Syria Undercover." *PBS Online | PBS Video*. Web. 17 Nov. 2011.

Wood, Grant. "American Gothic." The Art Institute of Chicago. 10 Aug. 2010. Painting.

"German Economy Shines As Euro Loses Luster." *NPR : National Public Radio*. Web. 17 Nov. 2011. Radio.

Bicycles at Waterloo Station, London." 1943. Getty Images. Image Quest. Web. 15 Nov. 2011. Photograph.

**Interview** (personal, telephone, Skype, email, conducted by you) – **Email** (received by you) – **Survey**-(conducted by you)

Sepetys, Ruta. Skype interview. 11 Feb 2010.

Wałęsa, Lech. Personal interview. 26 Apr. 2011.

Johansson, Scarlett. Email interview. 01 Nov.2011.

Dough, Jon. "Re: Kneading Questions." Message to Betty Crocker. 27 Jan. 2011. E-Mail.

Gallup, Frieda. "Computer Preferences at ASW". 28 Oct. 2011. Survey.

## Citing Indirect Sources

### An indirect source is a source cited in another source.

Whenever you can, take material from the original source, not a secondhand one. Sometimes, however, only an indirect source is available. In this case use "qtd. in" in your **narrative** to indicate the source you actually consulted. For example: "Samuel Johnson admitted that Edmund Burke was a "extraordinary man" (qtd. in Boswell 450). **The work cited looks like this:**

Boswell, James. *The Life of Samuel Johnson*. Ed. George Birkbeck Hill and L.F. Powell. Oxford: Clarendon, 1934, Print.

## In-Text Citation Examples from OWL

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. Go to OWL for In-Text citation more rules and examples: <http://tinyurl.com/yzgdoe2>

### End punctuation comes after in-text citation!

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

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

## General Formatting Guidelines

See MLA Manual or OWL site for further details, including correctly formatted *MLA Sample Paper*.

- The heading of the page listing your citations will read: **Works Cited**.
- Set the margins of your document to 2.55 cm on all sides.
- Indent the first line of paragraphs 1.30 cm from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.
- The first line of each entry begins at the left margin. If a citation is longer than one line and wraps to additional lines, these lines are indented 1.30 cm. Use the hanging indent feature.
- Lines should be **double spaced**, both within and between citations. (**Samples on this Style Sheet are single spaced; your work should be double-spaced.**)
- Citations are in alphabetical order by the first word of the entry. If no author is given, begin the citations with the title. Do not use N.A. or Anonymous if no author is given. When **A**, **An**, or **The** begins a title, do not alphabetize by these articles (e.g. *The Client* would be alphabetized by C, not T).
- **Capitalize** every principal word in a title, regardless of the style used in the source. *NoodleBib* explains the capitalization rules clearly.
- Months are generally abbreviated to the 3 first letters, except **May, June, July, and Sept.**
- Use these abbreviations for missing publication information: **n.p.** = no place of publication given; **n.d.** = no date given; **n. pag.** = no pagination given.
- For every entry, you must determine the **Medium of Publication**. Most entries will Print or Web sources, but other possibilities include Interview, Film, DVD, or CD.

## Reminders & Hints

- URLs are no longer required by MLA.
- Use **NoodleBib** as a way to ensure citations are consistent and the *Work Sited* page is properly formatted.
  - Grades 5-7 use MLA Starter
  - Grades 8 -12 use MLA Advanced
- Whenever you quote or base your ideas on another person's work, you must document the source used. Even when you do not quote directly from another work, if

reading that source contributed to the ideas presented in your paper, you must give proper credit.

- For additional help consult:
  - See Mr. Kollasch
  - The OWL site from Purdue University
    - <http://tinyurl.com/lo2mkg>
  - *MLA Manual* available in the Library

## Why Cite?

### Because Citations ...

- are standard practice allowing readers to locate and further explore sources you consulted.
- give your work authority and credibility.
- provide evidence for your arguments.
- demonstrate your integrity and skill as a responsible researcher
- reflect the depth and scope of your research and give credit to authors for their ideas.
- draw attention to the originality and legitimacy of your own ideas
- provide evidence of your own work and of giving credit to others; thus, citations help prevent plagiarism. See Northwestern University's page on avoiding plagiarism: <http://tinyurl.com/yccyj3t>
- show that you are responding to ideas & contributing something of your own.

## Thoughts on Plagiarism

- If you plagiarize, you are cheating yourself. You won't learn to write out your thoughts in your own words, and you won't receive specific feedback from your teacher geared to your individual needs and skills.
- Plagiarism is dishonest because it misrepresents the work of another as your own.
- Plagiarism devalues others' original work. Using and submitting a other's work as your own is taking an unfair advantage over students who do their own work.
- It is wrong to take or use property (an author's work) without giving the owner the credit due.

Adapted from UC Davis, *Office of Student Judicial Affairs*.

## Use MLA Style Citations in All Subject Areas.

You will certainly encounter other formats during your university studies. However, we are confident that the knowledge you gain through the consistent and accurate use of the MLA style will transfer to any citation format used later.

## Works Cited

"Avoiding Plagiarism: Mastering the Art of Scholarship." *Office of Student Judicial Affairs*. UC Davis, 2006. Web. 18 Nov. 2011

Gibaldi, Joseph . *MLA Handbook for Writers of Research Papers: 7th Edition*. New York: Modern Language Association, 2009. Print.

"Purdue OWL: MLA Formatting and Style Guide." *Purdue University Online Writing Lab (OWL)*. Web. 16 Nov. 2011.

West High. *Bibliographic Style Sheet*. Iowa City: West High Library, 2010. Pamphlet.