

## **Bibliography / List of Works Cited** (Newton South Library)

A list of writings (or other information resources) used or considered by an author in preparing a particular work\*

Whenever you do research, you must give credit to those people who proposed unique ideas or provided special information that you incorporate into your research product. Often the supporting evidence you cite will come from the work of others. It is your responsibility to acknowledge the original authors or researchers for their words, ideas or images.

Your bibliography is an alphabetical listing of the resources you used in your research. You must include detailed information about each resource such as the author, title, publisher and copyright date. When no author is listed, then use the title of the resource to alphabetize your bibliography. Newton South High School follows the Modern Language Association (MLA) format. Examples of many types of information resources are attached. Pay close attention to punctuation, indention, and spacing. Every detail is important. Following these guidelines will ensure that your bibliographic format is correct. All departments at Newton South have endorsed this bibliography document.

### **Plagiarize**

1. To use or pass off as one's own (the ideas or writings of another)
2. To appropriate for use as one's own passages or ideas from (another). To put forth as original to oneself the ideas or words of another\*

Plagiarism is the unacknowledged use of the ideas, words or images of another person. High schools and colleges across America expect students and researchers to document all of the information sources they use. Many schools provide guidelines for avoiding plagiarism, including yours. Newton South High School has a "Plagiarism Policy" that is included in The Orange Lion. Every student should review it. To avoid any suspicion of plagiarism, be sure to give credit where credit is due. Acknowledge all interviews, images, and other people's words or ideas when you submit your work. Whenever you are uncertain, be sure to ask your teacher or librarian. Always keep in mind that it is better to document a source than to omit documentation.

(\*Definitions from American Heritage Dictionary of the English Language, ©1992)

All bibliographic examples in this handout follow the documentation format developed by the Modern Language Association as described in the MLA Handbook for Writers of Research Papers, 6th edition, ©2003, by Joseph Gibaldi.

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# MLA BIBLIOGRAPHY GUIDELINES

## \* BOOKS

### **BOOK WITH ONE AUTHOR:**

Last name, First name. *Title*. City: Publisher, copyright date.

Janson, H.W. *History of Art*. New York: Harry N. Abrams, Inc. 1986.

### **BOOK WITH TWO AUTHORS:**

Last name, First name, and First name Last name. *Title*. City: Publisher, copyright date.

Rutherford, F. James, and Andrew Ahlgren. *Science for All Americans*. New York: Oxford University. Press, 1990.

### **BOOK WITH THREE AUTHORS:**

Last name, First name, First name Last Name, and First name Last name. *Title*. City: Publisher, copyright date.

Redon, Odile, Françoise Sabban, and Sylvia Silvano Serventi. *The Medieval Kitchen: Recipes from France and Italy*. Chicago:University of Chicago Press, 1998.

Note: If there are more than 3 authors (or editors), add et al after the first author, e.g.:  
Grady, Sean, et al.

### **AN EDITED BOOK:** Add ed. (for editor) or comp. (for compiler) after the name.

Last name, First name, ed. *Title*. City: Publisher, copyright date.

McGuckin, Frank, ed. *Volunteerism*. New York: H. W. Wilson Co., 1998.

### **A CHAPTER OR SECTION OF A BOOK:**

Last name, First name. "Title of chapter or section (if given)." *Title of book*. Editor's name. City: Publisher, copyright date. Page(s).

Allende, Isabel. "Toad's Mouth." *A Hammock beneath the Mangoes: Stories from Latin America*. Ed. Thomas Colchie. New York: Plume, 1992. 83-88.

## \* ENCYCLOPEDIAS

### GENERAL ENCYCLOPEDIA:

Author of article (if listed) Last name first. "Title of Article." *Title of Encyclopedia*. Edition by year.

Deese, David, A. "Persian Gulf War." *The World Book Encyclopedia*. 1999 ed.

### ONLINE ENCYCLOPEDIA:

Author of article (if listed) Last name first. "Title of Article." *Title of Online Encyclopedia*. Date of publication or most recent update. Publisher. Date accessed <URL>.

Deese, David, A. "Persian Gulf War." *The World Book Online*. 2002. World Book, Inc. 29 Sept. 2002 <<http://www.worldbookonline.com>>.

## \* ENCYCLOPEDIAS      \*SPECIALIZED ENCYCLOPEDIAS:

### SIGNED ARTICLE (alphabetical encyclopedia):

Author of article, Last name first. "Title of Article." *Title of Encyclopedia*.  
Editor of encyclopedia (if listed) First name first. City: Publisher, copyright date.

Kemp, Martin. "Leonardo da Vinci." *The Dictionary of Art*. Ed. Jane Turner. New York: Grove, 2002.

### UNSIGNED ARTICLE (alphabetical encyclopedia):

"Title of Article." *Title of Encyclopedia*. Editor of encyclopedia (if listed) First name first. City: Publisher, copyright date.

"Arthur, King." *World Monarchies and Dynasties*. Ed. John Middleton. Armonk, NY: Sharpe Reference, 2005

### SIGNED ARTICLE (non-alphabetical encyclopedia):

Author of article, Last name first. "Title of Article." *Title of Encyclopedia*.  
Editor of encyclopedia (if listed) First name first. Volume number. City: Publisher, copyright date. Page(s).

Gordon, Nancy M. "Newcomen Develops the Steam Engine" *Great Events from History: The 18<sup>th</sup> Century*. Ed. John Powell. Vol I. Pasadena, CA: Salem Press, 2006. 56-58.

### **UNSIGNED ARTICLE (non-alphabetical encyclopedia):**

"Title of Article." *Title of Encyclopedia*. Editor of encyclopedia (if listed) Ed. First name first. Volume number. City: Publisher, copyright date. Page(s).

"Mali" *Encyclopedia of African History and Culture: From Conquest to Colonization (1500 to 1850)*. Ed. Willie F. Page. Vol III. New York: Facts On File, Inc. 2001. 157-158.

## **\* MAGAZINES**

### **PAPER ISSUE:**

Author of article (if listed) Last name first. "Title of Article." *Title of Magazine* Date of issue: page(s).

Blanding, Michael. "Strings of Desire." *Boston Magazine* Oct. 2000: 100-103.

### **ELECTRONIC ISSUE:**

Author of article (if listed) Last name first. "Title of Article." *Title of Magazine* Date of issue: pages. Name of database (if applicable). Name of subscription service. Date of access. <URL>.

Blanding, Michael. "Strings of desire". *Boston Magazine* (Oct 2000): 100(4). General Reference Center Gold. Thomson Gale. 29 Nov. 2006  
<<http://find.galegroup.com/itx/>>

## **\* NEWSPAPERS**

### **PAPER ISSUE:**

Author of article (if listed) Last name first. "Title of Article." *Title of Newspaper* Date of issue: Section. page(s).

Coleman, Sandy. "State Hit for Poor Libraries." *Boston Globe* 26 Oct. 2000: B1+.

### **ELECTRONIC ISSUE:**

Author of article (if listed) Last name first. "Title of Article." *Title of Newspaper* Date of issue: pages (if listed). Name of database (if applicable). Name of subscription service. Date of access. <URL>.

Coleman, Sandy. "State Hit for Poor Libraries." *Boston Globe* 26 Oct. 2000: B1+. *Boston Globe*, The (MA) Newsbank. 29 Sept. 2002.  
<<http://infoweb7.newsbank.com/iw-search/>>.

## \* other resources

### WEBSITES

Author of webpage (if listed) Last name first. *Title of Webpage*. Date webpage was published or last updated. <URL>. Date of access.

Galvin, William Francis. *Elections: How to Register to Vote*.  
<<http://www.sec.state.ma.us/ele/elevf/howreg.htm>> 29 Nov. 2006.

### ATLAS - map in an atlas or a book

*Title of book*. Editor's name. "Title of map". City: Publisher, copyright date. Page(s).

*World Atlas*. Andrew Heritage, ed. "Bulgaria & Greece". London: Dorling Kindersley, 2000. 116-117.

### MAP or chart (not in a book or atlas)

*Title*. Map. City: Publisher, copyright date.

*Africa*. Map. Washington: National Geographic Society, 1980.

### CD-ROMs

Author of work (if listed) Last name first. "Title of Work." CD-ROM. City: Publisher, copyright date.

*The Silk Road*. CD-ROM. Vancouver: DNA Multimedia Corp., 1997.

### SOUND RECORDINGS audio CDs, records, tape recordings

Author or performer of work (if listed) Last name first. *Title of Work*. Publisher, copyright date.

Davis, Miles. *This Is Jazz*. Sony Music Entertainment, 1996

### IMAGE (photograph, drawing, graph from a book)

Artist's name, last name first. "Title of work". Date work was created. Name of institution that houses the work (e.g. a museum) or name of owner. *Title of book*. By author's name or editor's name. Place:Publisher, date. page number (or plate number, etc.).

Johns, Jasper. "Three Flags". 1958. Whitney Museum of American Art, New York. *History of Art*. By H.W. Janson. New York: Harry N. Abrams, Inc., 1991.749.

## **IMAGE (photograph, graphic, etc. from a website)**

Artist's name, last name first. Title of work. Date work was created. Name of institution that houses work (e.g. a museum) or name of owner. *Title of web site*. URL Date of access.

Wilson A. Bentley. Snowflake. c. 1905. Museum of Modern Art, NY.  
< [http://www.moma.org/collection/browse\\_results.php?object\\_id=102870](http://www.moma.org/collection/browse_results.php?object_id=102870) >  
MoMA.org 29 Nov. 2006.

## **TV or RADIO PROGRAM**

"Title of episode or segment". *Title of program*. Title of series if any. Name of network. Call letters and city. Broadcast date.

"Books". *Chronicle*. ABC. WCVB, Boston. 3 December 2003.

## **FILM, video recording, or DVD**

*Title of film*. Dir. Name. Perf. Names of significant performers. Distributor, year of release.

*It's a Wonderful Life*. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946.

If you are citing a video or DVD, use the same format but include medium, name of distributor and date of publish.

*It's a Wonderful Life*. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946. DVD. Republic, 2001.

## **POWERPOINT PRESENTATION**

If you took notes on a PowerPoint Presentation given at a conference, lecture or meeting, you should cite it as a lecture or public address.

Author. "Title of presentation". PowerPoint presentation. Location (place, city, state). Date.

McQuillan, Dorothy. "How to Write a Thesis Statement." PowerPoint presentation. Newton South High School Library, Newton, MA. 23 November 2006.

If you accessed the PowerPoint presentation via the Internet, it should be cited as a webpage, with the addition of PowerPoint presentation before the last updated date.

McQuillan, Dorothy. "How to Write a Thesis Statement." Newton South High

School Library. <<http://www.Newton.k12.ma.us/nshs/library/>> PowerPoint. 2006.  
23 November 2006.

## BLOG

A Blog should be cited as a website.

Last name, First name, "Title of individual blog entry." [weblog entry.] Name of Weblog. Sponsoring organization -- if any. Date posted.  
(URL) Date accessed.

Blakeslee, Sandra. "A New Grassroots movement?" [weblog entry] Massachusetts elections 2006 Boston Globe blog .  
[http://www.boston.com/news/local/politics/blog/2006/11/\\_the\\_globes\\_ale.html](http://www.boston.com/news/local/politics/blog/2006/11/_the_globes_ale.html)  
1 December 2006

## E-Mail Communication

Name of person who wrote the email, last name, first name. "Title of the email" (from the subject field) E-Mail to recipient. Date email was received.

Solo, Han. "Party Plans for Chewbacca". E-Mail to Wookie Club. 30 November 2006

## INTERVIEWS

Name of interviewee, Last name first. Personal interview. Date of interview.

Salzer, Brian. Personal interview. 23 September 2006.

## TRANSLATION

Name of author, last name first. Title. Trans. translator's name, last name first, ed. editor's name, last name first. City: Publisher, copyright date.

Allende, Isabel. *The House of the Spirits*. Trans. Magda Bogim. New York: Bantam Books, 1985.

## INTERNAL NOTES -- footnotes in text -- parenthetical documentation

Your bibliography will provide your readers with a list of the resources you used in your research. Within your paper you can give specific credit to the pages you used in several ways.

1. The most **direct** way is by using internal footnotes.

Leonardo da Vinci's masterpiece *Mona Lisa* has a smile that may be interpreted as "the echo of a momentary mood, and as a timeless, symbolic expression" (Janson 440).

This indicates the citation came from page 440 in a book by Janson

Leonardo da Vinci created many works but his masterpiece *Mona Lisa* can be "described as the world's most famous painting" (Kemp 19:180).

This indicates the citation came from volume 19, page 180 in a work by Kemp.

2. There are several **indirect** methods to identify the source of information:

**AUTHOR'S NAME IN TEXT:**

Janson compares the portrait to other historical works (440-449).

*This indicates the citation came from pages 440-449 in a book by Janson.*

Kemp discusses the identity of the sitter (19:184).

*This indicates the citation came from volume 19, page 184 in a work by Kemp.*

**AUTHOR'S NAME IN REFERENCE:**

Some comparisons have been made (Janson 440-449).

*This indicates the citation came from pages 440-449 in a book by Janson.*

The identity of the sitter has been suggested by many (Kemp 19:184).

*This indicates the citation came from volume 19 page 184 in a work by Kemp.*

These indirect formats can be applied to other resources as well, including periodicals, websites, etc.

**In your bibliography these citations would look like this:**

Janson, H.W. *History of Art*. New York: Harry N. Abrams, Inc. 1986.

Kemp, Martin. "Leonardo da Vinci." *The Dictionary of Art*. Ed. Jane Turner. 34 vols. New York: Grove, 2002.

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Allende, Isabel. "Toad's Mouth." *A Hammock beneath the Mangoes: Stories from Latin America*. Ed. Thomas Colchie. New York: Plume, 1992. 83-88.

Blanding, Michael. "Strings of Desire." *Boston Magazine* Oct. 2000: 100-103.  
General Reference Center Gold. InfoTrac. 23 Sept. 2002.  
<[http:// web3.infotrac.galegroup.com/itw/](http://web3.infotrac.galegroup.com/itw/)>.

Deese, David, A. "Persian Gulf War." *The World Book Online*. 2002. World Book, Inc.  
29 Sept. 2002. <<http://www.worldbookonline.com>>.

Groelsema, Robert. "Tanzanians." *Worldmark Encyclopedia of Cultures and Daily Life*.  
Ed. Timothy L. Gall. Vol. 1. Detroit: Gale Research, 1998. 417-422.

*It's a Wonderful Life*. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel  
Barrymore and Thomas Mitchell. RKO, 1946. DVD. Republic, 2001.

Janson, H.W. *History of Art*. New York: Harry N. Abrams, Inc. 1986.

Kemp, Martin. "Leonardo da Vinci." *The Dictionary of Art*. Ed. Jane Turner.  
New York: Grove, 2002.

McQuillan, Dorothy. "How to Write a Thesis Statement." Newton South High  
School Library. <<http://www.Newton.k12.ma.us/nshs/library/>> PowerPoint.  
2006. 23 November 2006.

Redon, Odile, Françoise Sabban, and Sylvia Silvano Serventi. *The Medieval Kitchen:  
Recipes from France and Italy*. Chicago: University of Chicago Press, 1988.

*The Silk Road*. CD-ROM. Vancouver: DNA Multimedia Corp., 1997.

Eng, Lily. *Personal interview*. 23 October 2009.

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©2003, by Joseph Gibaldi.

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