**Bayside High School**

**MLA Style Guide Handbook**

**Table of Contents**

Citing Your Sources Using MLA Style………………………………………………….……..1

Other Sources for MLA Citation Information……………………………………………...….1

# Format for the Works Cited Page…………………………………………………………..…2

Sample Works Cited Page…………………………………………………………………..…3

Print Resources:

Books…………………………………………………………………………………..4-6

Print Resources:

Periodicals: Magazines, Journals & Newspapers ………………….…………….7-9

Other Print Resources:

Maps, Charts, Cartoons, Graphic Narratives, Illustrations, Advertisements,

Works of Art, Pamphlets, Brochures, Press Releases, and Government Publications…………………………………………………………………………10-12

### Non-Print Sources:

Television, Radio, Sound Recording, Film, Interviews, and Lectures………..13-14

Web Sources:

Websites; Web Magazines; Online Scholarly Journals;

#### E-mails; and Listserv, Discussion Groups, or Blog Postings………………….15-18

# Parenthetical Documentation……………………………………………………………..19-21

Parenthetical Documentation in a Report……………….…………………………………..22

**Citing Your Sources Using MLA Style**

Citing your sources means creating a list of all of the materials used in your research. Whenever you use someone else’s ideas or words in a report, you need to give credit to that person. If you do not, it is called **plagiarism**.

*Plagiarius* is Latin for "kidnapper." Plagiarism is a crime akin to theft. It is also grounds for expulsion in colleges and universities. High school students who plagiarize will fail their class. When in doubt, cite the source!

It is also important to cite your sources because your reader may want to find a source you used. If the source is not cited, it will be difficult or impossible to find that information again.

#### Sometimes a citation is not necessary. You do not need to cite a well-known fact that can be found in five other sources, familiar proverbs and quotations, or common knowledge.

Most of the resources you use will fall into one of the categories below. It will be helpful to preview these terms.

**Print sources:** Books, periodicals (newspapers and magazines), maps, charts, cartoons, graphic narratives, illustrations, advertisements, works of art, pamphlets, brochures, press releases, and government publications.

**Non-print sources:** Television, radio, sound recordings, films, interviews, and lectures.

**Web sources:** Websites; Web magazines; online scholarly journals; e-mails; and Listserv, discussion groups, or blog postings.

**Other Sources for MLA Citation Information**

In addition to this handbook, you may find guidance from the following resources:

* NoodleTools.com – Generates a perfect works cited page. Available through the BHS Library website.
* The Purdue OWL (Online Writing Lab) <http://owl.english.purdue.edu>. Research, writing and MLA citation guidelines in easy to understand language.
* *MLA Handbook for Writers of Research Papers* – available in the BHS Library, your local public library and most bookstores.

# **Format for the Works Cited Page**

The works cited page is the last page of your report. It is a separate page with Works Cited printed on the top.

**A few dos and don’ts:**

* Do use a regular size font
* Do use an accepted font such Arial or Times New Roman
* Do list your citations in alphabetical order
* Do double space all citations, but do not skip spaces between entries
* Do capitalize each word in a title but do not capitalize articles, short prepositions, or conjunctions
* Do not number your works cited or use bullet points
* Do not make Works Cited into a fancy heading, underline it or use italics, etc.
* Do not repeat an author’s name if you are citing more than one work by the same person. For the second citation, instead of the author's name, type in three dashes like this - - -.

**Some recent updates to MLA:**

The MLA Handbook is now in its seventh edition. Here are the most significant changes:

* You must note the Medium of Publication. Most sources will be Print or Web. Others include Film, Radio, and DVD
* Web entries no longer require URLs. If your teacher requires them, put them in angle brackets after the entry like this < >. and end with a period
* Articles from an online database that were originally in print form only need the database name and do not require subscription information (an example is a journal article retrieved on Literature Resource Center)
* Titles of books and magazines are italicized (instead of underlined). Titles of poems and articles are placed inside quotation marks

**Sample Works Cited Page**

Works Cited

Cormier, Robert. *The Chocolate War*. New York: Dell Laurel-Leaf, 1974. Print.

“Cyberbullying.” *Stop Bullying Now!* U.S. Department of Health and Human Services, 2009. Web. 19 Nov. 2010.

DiBlasio, Natalie. "Crimes Against LGBT Are on the Rise." *USA TODAY*. 01 Aug 2011: A.3. *SIRS Issues Researcher.* Web. 21 Nov 2011.

---. "More Cases of Bullying Ending Up in Courts." *USA TODAY*. 12 Sep 2011: A.3. *SIRS Issues Researcher.* Web. 21 Nov 2011.

Foss, Cassie, and Kate Cerve. “Is Your Child a Victim of Cyberbullying?” *Beaufort Gazette* 7 Nov. 2010: n. pag. *General OneFile*. Web. 19 Nov. 2010.

**PRINT RESOURCES: Books**

#### Before You Cite

When using a book, gather all the information as seen in the basic format below.

Most books will have this information on the title page. Not all books have editions.

**Book Citation: One Author**

Author’s Last Name, First. *Title of the Book*. Edition. Place of

Publication: Publisher, Date. Medium of publication.

Use Italics for the title and capitalize the significant words.

Only use name of city.

Include abbreviation of

state if city is not

well known.

If the edition is given, place between title & place of publication.

Second line and any others are indented five spaces.

For books, use: Print.

**Selecting a Book Citation Format**

Now that you have gathered all of your information, you must choose the correct citation format. Consider your source: is it a reference book, is there an author, are there multiple authors, is there an editor and no author?

Review the options below and pick the correct format:

**Book, one author**

Last Name, First. *Title of Book.* Ed. City: Publisher, Date. Print.

Miller, Suzanne. *Encyclopedia of Heavy Metal*. 2nd ed. New York: FM Press, 2009. Print.

**Book, two or three authors** (only the first author’s name is reversed)

Last Name, First, First name Last and First name Last. *Title of Book*. City: Publisher, Date. Print.

Miller, Suzanne, Rowena Li and Nira Psaltos. *True Stories about Amazing Librarians.* Bayside, NY: Bookmeister Press, 2008. Print.

**Book, more than three authors**

Last Name, First, et al. *Title*. City: Publisher, Date. Print.

Li, Rowena, et al. *Librarians in the 21st Century.* Bayside, NY:

Bookmeister Press, 2008. Print.

**Book, corporate author**

Name of corporate author. *Title*. City: Publisher, Date. Print.

American Society for the Prevention of Cruelty to Animals. *Be Kind to All Creatures*. New York: Fluffy Press, 2010. Print.

**Book, no author**

*Title*. City: Publisher, Date. Print.

*The Ghost Writer.* Chicago: Poltergeist Publishers Inc., 1901. Print.

**Book, prepared by an editor**

Last Name, First*. Title*. Editor. City: Publisher, Date. Print.

Psaltos, Nira. *Backyard Composting*. Ed. Dean Miller. New York: Greenpress, 2009. Print.

**Reference Books**

For well-known reference books such as encyclopedias and dictionaries, omit the publishing information. If the book is in alphabetical order and has volume numbers, the volume numbers can be omitted.

If you are not sure if a book is well known, it is best to include everything.

**Works in a Reference Book or Anthology**

Including essays in an edited collection or anthology, or a chapter of a book by an individual author.

Last Name, First. “Title of Essay.” *Title of Collection*. Edition. Editor’s Name. Place of Publication: Publisher, Date. Page(s). Print.

Psaltos, Nira. "Something from Nothing." Guidebooks for Bartering, Collecting and Reusing. Ed. Gabriella Avery. Portsmouth, NH: Heinemann, 2009. 24-34. Print.

#### Articles in an Encyclopedia or Dictionary

Well-known encyclopedias or dictionaries do not require publication information.

**With author**

Last Name, First. “Article Title.” *Title of Collection*. Edition. Date. Print.

Miller, Suzanne. "Metal in America." The American Rock Dictionary. 3rd ed. 2009. Print.

**Without author**

“Article Title.” *Title of Collection*. Edition. Date. Print.

"Li, Rowena." Who’s Who in Library Science. 3rd ed. 2009. Print.

**Specialized Reference Works**

These collections are not well known. When in doubt, use this format and include all publication information available.

Last Name, First. “Title of Article.” *Reference Book Title*. Editor. Vol. City of Pulication: Publisher, Date. Pages. Print.

James, Camille. "Criticism: The Little Prince." *Novels for Students*. Ed. David Galens. Vol. 21. Detroit: Thompson Gale, 2003. 36-37. Print.

**PRINT RESOURCES: Periodicals**

**Magazines, Journals & Newspapers**

#### Before You Cite

Newspapers, magazines, and journals are published at fixed intervals. However, journals are published less frequently and are aimed at a specific audience.

Journals often feature issue and volume numbers, both which should be noted in your citation. Magazine and newspaper citations do not require volume and issue numbers.

Magazines, journals, and newspapers are each cited differently. Generally, the article title will appear in quotation marks and the title of the periodical will be in italics.

**Periodicals: Magazine Citation**

Author’s Last Name, First. "Title of Article." Title of Periodical Day Mo. Year: pages. Medium of publication.

Use Italics for the magazine title and capitalize significant words.

Place article title in quotations.

For periodicals, use: Print.

Abbreviate the month.

Do not give vol. or issue # even if available.

The title of the article appears in quotation marks. The title of the publication is in italics (i.e. *TIME*). If an article is not on consecutive pages, give the first page followed by a plus sign such as 51+.

**Magazine**

Miller, Suzanne. “Why Students Love the Library.” *High School Librarian* 25 Nov. 2009:117-19. Print.

**Periodicals: Journal Citation**

Use Italics for the journal title and capitalize the significant words.

Place article title in quotations

Author’s Last Name, First. "Title of Article." Title of Journal Volume. Issue (Year): pages. Medium of publication.

For periodicals, use: Print.

Not all journals will have a volume number.

Journals citations include the issue and/or volume number as well as the year. It is important to cite the volume number since most scholarly journals are paginated continuously (the newest issue begins with the next number from the last issue). Otherwise, it will be difficult for the reader to find the article.

Do not write the word volume or the abbreviation vol. Just insert the number. Journals do not require a day or month in the citation. Follow the example.

**Journal**

Li, Rowena. “The Dewey Decimal System: Cataloging Challenges and Solutions.” *American* *Library Journal* 15.1 (2009): 41-50. Print.

**Periodicals: Newspaper Citation**

Author’s Last Name, First. "Title of Article." Title of Newspaper Day Mo. Year, edition: pages. Medium of publication.

For the newspaper title: use Italics, omit *a, an,* or *the* from the name, and capitalize the significant words.

Place article title in quotations.

For periodicals, use: Print.

Include edition if given.

If the title begins with an article (a, an, the) omit it from the citation. National newspapers do not require a city of publication. If the newspaper is not well-known or it is a local publication (i.e. *The Baysider*), include the city and state in brackets after the title.

If an edition appears on the masthead (i.e. natl. ed., late ed.) place a comma after the date and note the edition.

**Newspaper**

**National Newspaper without Edition**

Miller, Suzanne. "Laptops: Novelty vs. Necessity." New York Times 21 May 2007, C1. Print.

**National Newspaper with Edition**

Li, Rowena. "Publishing Your Research Paper.” Washington Post 22 Dec. 2010, late ed.: C1. Print.

**Local Newspaper**

Psaltos, Nira. "Winter Activities without Crossing a Bridge or Tunnel." Queens Chronicle [Rego Park, NY] 1 Dec. 2009: 15. Print.

**OTHER PRINT SOURCES:**

**Maps, Charts, Cartoons, Graphic Narratives, Illustrations, Advertisements, Works of Art, Pamphlets, Brochures, Press Releases, and Government Publications**

#### Before You Cite

## The materials included in this category require a descriptive label in the citation. The description is the type of medium. The description could be one of the following: Map, Oil on Canvas, Advertisement, or Print.

## **Map or chart**

Treat a map or a chart like an article in a book with the appropriate description (Map or Chart).

*Title*. Descriptive label of Map or Chart. Place of Publication: Publisher, Date.

*Queens*. Map. Chicago: Hagstrom Inc., 2008.

**Cartoon**

A cartoon/comic strip has the descriptive label immediately after the title.

Cartoonist’s Last Name, First. “Title of Cartoon.” Descriptive label of Cartoon or Comic Strip. *Publication Information for the newspaper or magazine* Date: page. Medium.

## Groening, Matt. “Life in Hell.” Cartoon. *The Village Voice* [New York] 17

Jan. 2009:15. Print.

**Graphic Narrative or an Illustrated Book**

Before citing a graphic narrative or illustrated book, think about what part of the book is most relevant to your research. Then pick the correct format below.

**Illustrations that supplement the text**

Include the illustrator's name in the citation after the title. Be sure to use the abbreviation Illus. before the illustrator’s name (i.e. Illus. Richard Scarry).

Brown, Margaret Wise and Edith Thacher Hurd. *Two Little Miners.* Illus. Richard Scarry. New York: Little Golden Book, 1949. Print.

**Refering mainly to the work of the illustrator**

Begin the entry with the illustrator's name followed by illus. Then give the author's name preceded with the word by.

Scarry, Richard, illus. *Two Little Miners.* By Margaret Wise Brown and Edith Thacher Hurd. New York: Little Golden Book, 1949. Print.

**One author/illustrator**

Cite as a book without the notations of illus. or by.

Speigalman, Art. *Maus: A Survivor's Tale*. 2 vols. New York: Pantheon-Random, 1986-91. Print.

**Multiple contributors**

Begin your citation with the person whose contribution is most relevant to your research and label with his role. List all others as they appear on the title page.

Peaker, Harvey, writer. *The Quitter*. Art by Dean Haspiel. Gray tones by Lee Loughridge. Letters by Pat Brosseau. New York: Vertigo-DC Comics, 2005. Print.

**Advertisement**

An advertisement begins with the product name and is followed by the descriptive label of advertisement. The medium of publication is where the advertisement was seen such as TV, newspaper, magazine, radio or Web.

Name of the product, company or institution. Advertisement. *Publication Information for the newspaper, magazine, or television station* Date. Medium of Publication.

**Newspaper/Magazine**

Title of publication is in italics.

Pantene. Advertisement. *Seventeen* May 2009. Print.

**Television**

Call letters of stations with a period.

Starburst. Advertisement. NBC. 27 Nov. 2009. Television.

**Work of Art: painting, sculpture, photographs, and similar work**

When citing art, keep these tips in mind: use the artist's name if known; use the abbreviation n.d. if there is no date; and if the collector is unknown or wishes to remain anonymous, write private collection and omit the city name.

Artist’s Last Name, First. *Title of Work.* Date. Medium of composition. Name of the Institution that Houses the Work or the Name of the Collection, City where institution/collection is located.

Botticelli, Sandro. *The Birth of Venus*. 1482. Tempera on canvas. Uffizi Gallery, Florence.

**Brochure, Pamphlet, or Press Release**

Treat a brochure and pamphlet as a book. A press release includes the month, day and year if available.

Last Name, First. *Title of Brochure/pamphlet.* City: Publisher, Date. Print.

Animal Lovers Inc. *Caring for Your Cat*. Bayside: Animal Press, n.d. Print.

NASA. *New Findings Support Life on Mars*. Washington, DC: NASA, 1 Dec. 2009. Print.

### Government Publications

Include as much information as possible. Most of the information will be in the document. You will have to pick out the parts and put them in the right order.

Use abbreviations for the following terms:

Congress – Cong.

Department – Dept.

Documents – Doc.Senate – S

Government Printing Office – GPO

House of Representatives – HR

Record - Rec.

Reports – Repts.

Resolutions – Res.

Often the author is the government agency that issued the document. In other words, state the name of the government followed by the name of the agency. (i.e. New York State. Dept. of Health.)

Author’s Last Name, First. Name of the Government. Name of the Agency.

*Title of the Publication.* Number and session of Congress. The house.

The Type and Number of Congressional Publication. Place of Publication:

Publisher, Date. Medium.

United States. Committee of Vegetarianism. *The Implication of*

*Meatlessness on the American People*. 112th Cong. 1st sess. S.

Res. 34. Washington: GPO, 1996. Print.

### NON-PRINT SOURCES:

**Television, Radio, Sound Recording, Film, Interviews, and Lectures**

#### Before You Cite

These are similar to print citations, but use additional information that may be important to your research. This includes performers, directors, date of performance, etc. If any of the information is not available or is not applicable, you can omit it.

**Television or radio broadcast**

Include the name of a person if he is important to your research (director, performer, etc.) A director’s name will lead the entry. All other contributor’s such as narrator follow the program title. If any of the information is not available or is not applicable, you can omit it.

“Title of Episode.” *Title of Program.* Network. Call letters, Day Mo. Year. Medium of reception.

“Vampires' Etiquette of Blood-Drinking.” *20/20*. ABC News. WABC, New York, 27 Nov. 2009. Television.

**Sound Recording**

Generally, citations begin with the artist’s name. They may be listed by composer (comp.) or performer (perf.). Otherwise, list the composer and performer information after the album title.

If information is not available, you may omit it. If no date is available, enter n.d. If citing a specific song, place the title of the song in quotations before the title of the recording.

Artist’s Last Name, First. “Title of Individual Song.”*Title of recording*. Additional Artist(s). Date of recording. Manufacturer, Year of issue. Medium of publication.

Beethoven, Ludwig van. “Choral.” *Symphony No. 9 in D Minor*. Perf. Elisabeth Schwarzkopf, Elisabeth Hongen, Hans Hopf, and Otto Edelmann. Rec. 29 July 1951. EMI, 1998. CD.

Black Eyed Peas. “I Gotta Feeling.” *The E.N.D. (Energy Never Dies)*. Interscope, 2009. CD.

#### Film

#### Begin with the title of the film. If the director is relevant then begin with his/her name. If relevant to your research, include screenwriter, performers, producer, and original release date after the director’s name.

*Title*. Director’s First and Last Name. Original Release Date. Distributor, Year of Release. Medium of Publication.

*Citizen Kane*. Dir. Orson Welles. 1941. Turner Home Entertainment, 2001. DVD.

Lucas, George, dir. Star Wars Episode IV: A New Hope. Twentieth Century Fox, 1977. Film.

#### Interview

**A published or broadcast interview**

Begin with the name of the interviewee. If the interview is in a book or from television, place the title of the interview in quotation marks and the title of the larger work in italics. Determine the medium of publication (i.e. print, television, Web, DVD) and complete the entry with the information required by that medium.

If the interview is published in a book, include the author or editor name after the book title. If the interview is untitled, include *“*Interview*”* after the interviewee’s name.

Interviewee’s Last Name, First. “Title of Interview.” *Title of Publication*.

Burton, Tim. “Charlie Rose: An Interview with Tim Burton.” *Charlie Rose.* PBS. WNET, New York, 26 Nov. 2009. Television.

**If you conduct the interview**

Last Name, First of person interviewed. Kind of interview (Personal interview, Telephone interview). Date.

Li, Rowena. Personal interview. 3 Dec. 2009.

#### Lecture, Speech, Address or Reading

All oral presentations follow the same format. Include the meeting name of sponsoring organization if available. End the citation with a descriptive label such as Lecture, Keynote speech, Address, Reading.

Speaker’s Last Name, First. “Title of Presentation.” Meeting and sponsoring organization, Location. Date. Descriptive Label.

Miller, Suzanne. “Echalk in the Classroom.” Faculty Meeting. Bayside High School, Bayside. 19 Sept. 2009. Lecture.

**WEB SOURCES**

**Websites; Web Magazines; Online Scholarly Journals;**

#### E-mails; and Listserv, Discussion Groups, or Blog Postings

#### Before You Cite

Web sources pose the unique problem of unstructured updates and edits. The information may change at any time, so your citation must document the date you accessed the information in addition to the author, title, and publication information. For a Website, the medium of publication is Web.

It is a good idea to keep a personal copy of all electronic information. You can save, print or email a copy for your records.

A Website URL is no longer required as part of your works cited. Only use one if your instructor requires it or if it cannot be found by searching the author’s name and title.

As you perform research, collect the following information for your Web citations. Not every Web page will provide all of the following information:

* Author and/or editor names
* Article name
* Title of the Website, project, or book. Any version numbers available, including revisions, posting dates, volumes, or issue numbers
* Publisher information, including name and date (if there is no publisher available use n.p. or no publishing date use n.d.)
* Page numbers (if available)
* Date you accessed the material
* URL (if required by your teacher or for your own personal reference)

**Web: A Page on a Website Citation**

Author’s Last Name, First. “Title of Work.” *Title of Website*. Edition. Publisher/Sponsor, Date of publication. Medium of publication. Date of access.

Use Italics for Website title.

Version or edition used if available, otherwise omit.

Use quotation marks and capitalize the significant words.

For Internet Sites Use: Web

If date is not available

use n.d.

If publisher or sponsor is not available use n.p.

**Selecting a Web Citation Format**

Now that you have gathered all of your information, you must choose the correct citation format. Consider your source: are you citing the entire Website; one page; an article in an online magazine, journal, or database; encyclopedia; email, etc.?

Review the options below and pick the correct format:

**An Entire Website**

Editor, author, or compiler name. Title of Site. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

Li, Rowena, Suzanne Miller and Nira Psaltos. *Bayside High School Library.* Bayside High School, n.d. Web. 15 Dec. 2009.

**A Page on a Website**

For an individual page on a Web site, list the author if known, followed by the information for entire Web sites.

Author’s Last Name, First. “Title of Work.” Title of Site. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation. Medium of publication. Date of access.

# “How to Organize Your Personal Library with Dewey Decimal System.” *eHOW.com.* eHow*,* n.d. Web. 15 Dec. 2009.

#### An Article in a Web Magazine

Author Last Name, First. “Article Title.” *Web Magazine Title.* Publisher name, Publication Date. Medium of Publication. Date accessed.

Miller, Laura. “The Best Books of the Decade." *Salon.com.* Salon Media Group, Inc., 9 Dec. 2009. Web. 15 Dec. 2009.

#### An Article from an Online Scholarly Journal

Page numbers are required for articles in scholarly journals. If the online version does not provide page numbers, use the abbreviation n. pag.

Psaltos, Nira. “Reading Between the Lines: Teens and Adult Novels.” *High School* Library Online 6.2 (2009): n. pag. Web. 13 Nov. 2009.

**A Work on the Web also Available in Print (E-book)**

Sometimes work appears in print and on the Web. For example, *Novels for Students* is available as an E-book. You can determine if it is important to include the information for the print publication in addition to your Web citation.

A book that has been scanned and posted on the Web is cited this way. First, cite the book as a reference book and then add the web information. This includes the website name followed by the medium of publication (Web) and the date accessed.

Author’s Last Name, First. “Title of Article.” *Title of Book*. Edition. Place of Publication: Publisher, date. Page(s). *Title of Website or Database*. Medium of Publication. Date of access.

Felty, Darren. "Criticism: To Kill a Mockingbird." *Novels for Students*. Ed. Diane Telgen. Vol. 2. Detroit: Thompson Gale, 1997. 285-307. *Gale Virtual Reference Library*. Web. 14 Dec. 2009.

#### An Article from an Online Database

For online databases such as Literature Resource Center, History Resource Center: US. and other subscription services, cite the original print source. If the article is from a journal, cite the journal. If it is from a reference book, cite the reference book. Next, provide the title of the database, the medium of publication (Web), and the date of access.

Woodard, Loretta G. "Understanding I Know Why the Caged Bird Sings: A Student Casebook to Issues, Sources, and Historical Documents." *The Journal of Negro History* 86.2 (Spring 2001):188. *Literature Resource Center*. Gale. Web. 14 Dec. 2009.

**An E-mail**

The title of an email is taken from the subject line. Use E-maiI as the medium of publication instead of Web.

Li, Rowena. "Books to Purchase for Our Library." Message to Suzanne Miller. 13 Sept. 2009. E-mail.

**Listserv, Discussion Group, or Blog Postings**

Check with your teacher before using these sources in a research paper. Cite these as you would cite a Web page as shown above.

# **Parenthetical Documentation**

Parenthetical documentation allows the reader to know the exact idea or words you are quoting. It is a brief notation with the author(s) and page number(s). Your reader can then refer to the Works Cited page for a full citation to locate the source. This is also called in-text citation.

For parenthetical documentation, add parentheses to the sentence you are quoting or where you have used someone else’s ideas. Author(s) and page number(s) are inside the parentheses. Do not add any other punctuation such as a comma or a dash.

If you cite the author’s name in the text, you only need to include page numbers in the parenthesis. If you have two citations in a row from the same author, omit the author and use only page numbers for the second citation.

**Examples of Parenthetical Documentation**

**A direct quotation with author’s name**

“Quote” (page).

Miller states, “Twenty minutes of reading a day has profound effects on literacy ability” (56).

**One author with page numbers**

(Author’s Last Name pages)

Reading to children at early age has proven to improve their literacy skills (Miller 34-36).

**One author without page numbers**

(Author’s Last Name)

Reading to children at early age has proven to improve their literacy skills (Miller).

**Two authors**

(Author’s Last Name and Author’s Last Name pages)

Reading to children at early age has proven to improve their literacy skills (Miller and Li 45-49).

**Two authors with the same last name, include the first initial**

(Author First initial Last Name pages)

Reading to children at early age has proven to improve their literacy skills (S. Miller 39).

**Three authors**

(Author’s Last Name, Author ‘s Last Name, and Author’s Last Name pages) use same order on title page

Reading to children at early age has proven to improve their literacy skills (Miller, Li, and Psaltos 87).

**More than three authors**

(First author et al. pages)

Reading to children at early age has proven to improve their literacy skills (Miller et al. 56).

**Book without author: Title is in italics**

(*Title* page)

Reading to children at early age has proven to improve their literacy skills (*Elementary Literacy 34*).

**Article without author: Title in quotations**

(“Title” page)

Reading to children at early age has proven to improve their literacy skills (“Early Childhood” 34).

**Multi-volume works & encyclopedias: include volume and page**

(Author volume: page)

Country of origin is a contributing factor in the appearance of a website. (Li 2:17-21).

**An entire volume**

(Author, vol. #)

Country of origin is a contributing factor in the appearance of a website. (Li, vol. 2).

**Two separate works with same author, add the title. You may abbreviate a long title.**

**Book: Title is in italics**

(Author, *Title* Page)

Reading to children at early age has proven to improve their literacy skills (Miller, *Elementary Literacy 34*).

**Article: Title is in quotations**

(Author, “Title” Page)

Reading to children at early age has proven to improve their literacy skills (Miller, “Early Childhood” 34).

**Web Source**

Include the first item that appears in the Work Cited entry (i.e. author, title of article, or website name). A page or paragraph number is not required.

(Author)

Historical fiction should be included in the curriculum since it helps students to visualize events better than traditional textbooks (Psaltos).

**Sample Parenthetical Documentation in a Report**

Zeus became the ruler of all the Greek gods of Olympus by winning the war against the Titans (Hesiod 86). He drew lots with his brothers. The sky was given to Zeus, the sea was given to Poseidon, and the underworld was given to Hades (*Zeus: Greek Mythology* 194). Zeus was considered a sky-god (Littleton 975). The lightning bolt, which was forged for Zeus by the Cyclopes, was his weapon (*Mythology* 34). Philips surmises that the Ancient Greeks believed that Zeus was all-knowing and all-seeing (254). Although Zeus was married to his sister, Hera, he continued to have many affairs which made Hera very angry and jealous (Daly 136). Zeus played many tricks in order to hide his infidelity from his wife. Hera’s jealousy often led to vengeance on Zeus’ lovers (“Zeus” 105). She also was a relentless enemy to some of the children born out of these affairs, particularly Zeus’s son Heracles (Barnett 49).