

## A. BOOKS

- A1. Author's name in inverted order.  
-Take name from the title page exactly as it appears.  
-For multiple authors, see examples in A6  
-Omit titles such as *Mr.*, *Mrs.*, *Dr.*, *Sr.*, etc.
- A2. Full Title. (underlined)  
-Give title exactly as given on title page. Include subtitles.
- A3. Place of publication:  
-Use only first city if several are given. Use two-letter postal abbreviations for state names if city is not widely known.
- A4. Publisher name,  
- Shorten to one word  
-Give the part of the name that would be used to look up the publisher's address (*Harcourt Brace, Inc.* -- *Harcourt*)
- A5. Copyright.  
-Usually the date of the first edition. Editions other than the first need to be identified--*8th ed.* (See example A8)

### **A6. example:**

Berlage, Gai Ingham. Women in Baseball: The Forgotten History.

Westport: Greenwood, 1994.

Tartar, Maria, and Tony Smith. Off with Their Heads! Fairy Tales and the

Culture of Childhood. Princeton: Princeton UP, 1992.

Marquart, James W., Sheldon Olson, and Jonathon R. Sorenson. The Rope.

Austin: U of Texas P, 1994.

Quirk, Randolph, et al. A Comprehensive Grammar of the English

Language. London: Longman, 1985.

### **A7. book with an editor:**

Craig, Gordon, ed. The Diplomats. Princeton: Princeton UP, 1953.

### **A8. book with an edition other than the first:**

Bailey, Thomas A. A Diplomatic History of the American People. 10th ed.

Englewood Cliffs, NJ: Prentice, 1980.

## **B. PERIODICALS:**

### **MAGAZINES NOT ACCESSED THROUGH THE INTERNET OR A DATABASE**

- B1. Author's name in inverted order.  
-If no author listed, begin with article title.  
-Take name from the title page exactly as it appears.  
-For multiple authors, see examples in A6  
-Omit titles such as *Mr.*, *Mrs.*, *Dr.*, *Sr.*, etc.

B2. "Title of article."

B3. Title of Magazine (underlined)

B4. Date in military order:

- Day month (abbreviate all months except May, June, and July) year; no commas between--18 Oct. 1990

B5. Page number(s).

- No "p." or "pp." or "pg."
- Write 45-48 if article is on consecutive pages
- If the article skips around, write 45+
- If no page numbers are listed, write *n.pag.*

**B6. example:**

Anderson, Kurt. "Miami's New Days of Rage." Time 10 Jan. 1983: 20-21.

**C. NEWSPAPERS**

C1. Author's name in inverted order.

- If no author is listed, begin with article title.
- Take name from the title page exactly as it appears.
- For multiple authors, see examples in A6
- Omit titles such as *Mr., Mrs., Dr., Sr.,* etc.

C2. "Title of Article."

- If the article is an editorial, write-- *Editorial.* --between the article title and newspaper name. (see example C8)

C3. Name of newspaper as it appears on the masthead but omit any introductory article (a, an, the)

- If the city of publication is not included in a locally published newspaper, add it in square brackets, not underlined, after the name (Star-Ledger [Newark] ). For nationally published newspapers--USA Today--omit the city of publication.

C4. Date in military order,

- Day month (abbreviate all months except May, June, and July) year; no commas between --18 Oct. 1998

C5. Edition of paper:

- *Late ed., natl. ed., sunrise ed.,* etc.
- Omit if not given (see example C7)

C6. Section of paper, if noted, and page number(s).

- No "p." or "pp." or "pg."
- Write 45-48 if article is on consecutive pages
- If the article skips around, write 45+
- If no page numbers are listed, write *n.pag.*

**C7. example:**

Hall, Trish. "I.Q. Scores Are Up, and Psychologists Wonder Why." New

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

**C8. editorial example:**

Evans, Harold. "Free Speech and Free Air." Editorial. Christian Science

Monitor 11 May 1987: A82.

## **E. INTERVIEWS**

- E1. Name of the person interviewed in inverted order.
- E2. The kind of interview.
- Personal
  - Telephone
  - E-mail (may include a subject heading of conversation, in quotations, following name)
- E3. The date of the interview--in military order.
- Day month (abbreviate all months except May, June, and July) year;
  - no commas between --18 Oct. 1990

### **E4. example:**

Sakic, Joe. Telephone interview. 10 Dec. 1999.

Roy, Patrick. "Success: A Mindset." E-mail to Andrew Bayne. 13 Sep.  
1999.

## **F. INTERNET: PERSONAL OR PROFESSIONAL SITES**

To document an online professional or personal site:

- F1. Begin the entry with the name of the person who created it
- Invert the author's name and follow with a period.
- F2. Title of the site. (underlined)
- If there is no title, continue with a description such as *Home Page* (neither underlined nor in quotation marks)
- F3. The name of any institution or organization associated with the site.
- F4. Date in which you accessed the data--in military order
- Day month (abbreviate all months except May, June, and July) year;
  - no commas between --18 Oct. 1990
- F5. <The network address>.
- Enclose URLs in angle brackets.
  - If a URL must be divided between two lines, break it only after a slash; do not introduce a hyphen at the break or allow your word-processing program to do so.
  - Remove hyperlinks so URL is not activated.

### **F6. example:**

Rumsfeld: No World War III in Iraq. CNN.com. 15 Nov. 2002

<<http://www.cnn.com/2002/US/11/15/rumsiraq.reut/index.html>>.

"Pinochet Ugarte, Augusto." Microsoft Encarta Online Encyclopedia. 19

Nov. 2002 <<http://encarta.msn.com/encnet/refpages/>

RefArticle.aspx?refid=761564829>.

**INTERNET:**  
**ONLINE PERIODICALS**

To document an article in an online periodical (text only appears in online print version of a magazine, or there is no print version of the magazine):

- F7. Author's name in inverted order.  
-If no author is listed, begin with article title.  
-Take name from the title page exactly as it appears.  
-For multiple authors, see examples in A6  
-Omit titles such as *Mr.*, *Mrs.*, *Dr.*, *Sr.*, etc.
- F8. "Title of the work or material" (if any; a review or letter to the editor may be untitled), in quotation marks
- F9. Name of the periodical (underlined)
- F10. Date of publication.  
- Day month (abbreviate all months except May, June, and July) year;  
no commas between --18 Oct. 1990
- F11. Date of access  
- Day month (abbreviate all months except May, June, and July) year;  
no commas between --18 Oct. 1990
- F12. <The network address>.  
Enclose URLs in angle brackets.  
- If a URL must be divided between two lines, break it only after a slash; do not introduce a hyphen at the break or allow your word-processing program to do so.  
- Remove hyperlinks so URL is not activated.

**F13. example:**

Parr, Jan. "Vegan Victory on Campus." Vegetarian Times Apr. 1995. 18  
  
Nov. 2002 <[http://www.findarticles.com/cf\\_0/m0820/n212/16845824/pl/article:jhtml?term=vegan](http://www.findarticles.com/cf_0/m0820/n212/16845824/pl/article:jhtml?term=vegan)>.

**G. A DOCUMENT WITHIN A SCHOLARLY PROJECT OR INFORMATION DATABASE**

- G1. Author's name in inverted order.  
-If no author is listed, begin with article title.  
-Take name from the title page exactly as it appears.  
-For multiple authors, see examples in A6  
-Omit titles such as *Mr.*, *Mrs.*, *Dr.*, *Sr.*, etc.
- G2. "Title of article."
- G3. Title of Original Source (underlined)
- G4. Volume number if applicable. USE THIS WITH ONLY JOURNALS; SEE TEACHER IF UNSURE
- G5. Date in military order:  
- day month (abbreviate all months except May, June, and July) year  
- no commas between: 18 Oct. 1990
- G6. Page number(s).  
-no "p." or "pp." or "pg."  
-write 45-48 if article is on consecutive pages  
-if the article skips around, write 45+  
-if no page numbers are listed, write *n.pag.*

G7. Title of the Database.

G8. The library through which you accessed this database.

G9. The name of the town/city and state where service was accessed.

G10. Date in which you accessed the data--in military order  
-day month (abbreviate all months except May, June, and July) year;  
no commas between --18 Oct. 1990

G11. <The network address>.  
- enclose URLs in angle brackets.  
- if a URL must be divided between two lines, break it only after a slash; do not introduce a hyphen at the break or allow your word-processing program to do so.  
- remove hyperlinks so URL is not activated.

### **SIRS Knowledge Source**

#### **G13. magazine example:**

Deacon, James, and Malcom Gray. "The Goal That Changed Hockey." McLeans 29 Sep. 1997: 61-67. SIRS Researcher. Millard North High School Lib., Omaha, NE. 7 Oct. 1999 <<http://researcher.sirs.com/>>.

#### **G14. newspaper example:**

Alm, Richard. "Weak Currency, Small Markets Leave Canadian Hockey Teams on Thin Ice." The Dallas Morning News 27 May 1998: n.pag. SIRS Researcher. Millard North High School Lib., Omaha, NE. 7 Oct. 1999 <<http://researcher.sirs.com/>>.

#### **G15. journal example:**

Fienberg, Rosa Castro, and Consuelo Conde Morencia. "Bilingual Education: An Overview." Social Education 35 (2001): 427-431. SIRS Researcher. Millard North High School Lib., Omaha, NE. 7 Oct. 1999 <<http://researcher.sirs.com/>>.

#### **G16. government publication example:**

"Nicaragua Human Rights Practices, 1995." Country Reports on Human Rights for 1995 Mar. 1996: n. pag. SIRS Researcher. Millard North High School Lib., Omaha, NE. 7 Oct. 1999 <<http://researcher.sirs.com/>>.

### **Gale Group Databases**

#### **G17: magazine example:**

Smith, Leigh. "Lady Diana is still Queen in our Eyes." People Weekly 22 Aug. 2003: 32. Gale Group Databases. Millard North High School Lib., Omaha, NE. 19 Apr. 2003 <<http://www.galenet.com/>>.

**G18: newspaper example:**

Davis, Robert. "Hands-on Parents can keep Kids off Drugs." USA Today 22 Feb. 2001: 4. Gale Group Databases.  
Millard North High School Lib., Omaha, NE. 19 Apr. 2003 <<http://www.galenet.com/>>.

**G19: reference book example:\***

"Winnie Madikizela-Mandela." UXL Biographies 2000: n. pag. Gale Group Databases. Millard North High School  
Lib., Omaha, NE. 19 Apr. 2002 <<http://www.galenet.com/>>.

\*Gale reference books often list information to complete the *MLA* citation at the end of the print-out.

**H.W. Wilson Database**

**H1. current biography**

"Bacon, Kevin." Current Biography. 1997 ed. H.W. Wilson Databases. Millard North High School Lib., Omaha, NE.  
7 Nov. 2002 <<http://vnweb.hwwilsonweb.com/>>.

**H2. omnifile**

Gordon, David George. "10 Cool Things You Didn't Know About Great White Sharks." National Geographic World  
June 2002: 16-19. H.W. Wilson Databases. Millard North High School Lib., Omaha, NE. 7 Nov. 2002  
<<http://vnweb.hwwilsonweb.com/>>.

*Documenting Sources According  
To the  
MLA Handbook for Writers for  
Research Papers, 6th ed.*

*revised September 2004*