

Mt. Ararat High School Reference Paper Stylesheet

Stylesheet Version 5.6; [revision history](#); based on [MLA Handbook, Fifth Edition, 1999](#)

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Source	How It Looks in "Works Cited"	Issues and Explanations
1 BOOK	Marcuse, Sibyl. <i>A Survey of Musical Instruments</i> . New York: Harper, 1975.	Harper is the shortened publisher name. Book formats also apply to pamphlets.
2 BOOK more than one author	Gagne, Jeff, and Don Crabb. <i>Database Design</i> . Foster City, CA: M&T Books, 1998.	Reverse first author's name only. If three authors or more, simply use first author, et al. (e.g., Gagne, Jeff, et al.).
3 BOOK reprint (often a paperback)	L'Engle, Madeleine. <i>A Wrinkle In Time</i> . 1962. New York: Dell, 1973.	Book came out in 1962 , but the paperback version came out in 1973 .
4 BOOK editor	Boroff, Marie, ed. <i>A Gawain Critical Anthology</i> . New York: Norton, 1967.	If two editors, use eds . If more than two, use first author, et al., eds .
5 BOOK two or more by same author	---. <i>Wallace Stevens: A Man of Parts</i> . Englewood Cliffs, NJ: Prentice, 1970.	This book, like the one above, is by Boroff. Instead of repeating Boroff, Marie , use "---." for each book after the first one listed. See Citation Sample 3
6 BOOK corporate author	Commission on the Humanities. <i>The Humanities in American Life: Report of the Commission on the Humanities</i> . Berkeley: U of California P, 1980.	Instead of making long parenthetical citation for works like this, build corporate author into your sentence. See Citation Sample 6 .
7 BOOK no author's name given	<i>Literary Market Place: The Directory of American Book Publishing</i> . 1984 ed. New York: Bowker, 1983.	Instead of making long parenthetical citation for works like this, build title into your sentence. See Citation Sample 5 .
8 ENCYCLOPEDIA signed article	Caird, George B. "Paul, the Apostle." <i>Encyclopedia Britannica: Macropaedia</i> . 1974 ed.	No extra period needed after middle initial of author's name. No page number needed.
9 ENCYCLOPEDIA unsigned article	"Mandarin." <i>Encyclopedia Americana</i> . 1980 ed.	No page number needed.
10 REFERENCE WORK (multivolume)	Jackson, Jacquelyn L. "African American Studies Programs." <i>Encyclopedia of Multiculturalism</i> . Vol. 1. New York: Marshall Cavendish, 1994, 48-52.	This article was found in volume 1 of the <i>Encyclopedia of Multiculturalism</i> on pages 48-52 . This particular article has an author, Jacquelyn L. Jackson , who is listed at the end of the article. For articles without an author, use the editor of the series, Susan Auerbach. If there is not an author or an editor, begin the citation with the title of the entry, in this case, "African American Studies Programs."
11 Contemporary Literary Criticism	Sipper, Ralph B. "How High the Sun and Other Tracking Clues." <i>Los Angeles Times Book Review</i> . 25 July 1982, 6. Qtd. in <i>Contemporary Literary Criticism</i> . Vol. 62. Detroit: Gale, 1991, 255.	Criticism was found in volume 62 of <i>Contemporary Literary Criticism</i> on page 255 ; the criticism is quoted and cited from page 6 of the <i>Los Angeles Times Book Review</i> . Because Sipper is the authority for the material, his name leads the citation.
12 ARTICLE, ESSAY, POEM anthology	Lloyd, Henry. "Free Enterprise Should Be Regulated." <i>Capitalism: Opposing Viewpoints</i> . Ed. Bruno Leone. St. Paul, MN: Greenhaven, 1986, 29-32.	Lloyd wrote the article printed in the book edited by Leone . Opposing Viewpoints is the subtitle of the book. The article "Free Enterprise Should Be Regulated" is on pages 29-32 .
13 GOVERNMENT PUBLICATION	United States. Dept. of Labor. Bureau of Statistics. <i>Dictionary of Occupational Titles</i> . 4th ed. Washington: GPO, 1977.	Instead of making a long parenthetical citation for works like this, build "author" into your sentence. See Citation Sample 5 .

Article was on pages **74** through **78**. Customary to repeat

	signed article	<i>Newsweek</i> 4 Oct. 1982: 74-78.	the last two page digits (not "74-8").
15	PERIODICAL unsigned article	"An Uneasy Silence." <i>Computerworld</i> 28 Mar. 1983: 84.	Article was on page 84 . No period after periodical titles. Alphabetize under "U" --initial "A," "An," and "The" are ignored.
16	PERIODICAL academic journal, continuous paging	Clark, Herbert H., and Thomas H. Carlson. "Hearers and Speech Acts." <i>Language</i> 58 (1982): 332-73.	Article appeared in volume 58 of <i>Language</i> , on pages 332 through 373 . No months used in academic continuously paged journals. Customary to repeat only last two page digits (not "332-373").
17	PERIODICAL popular magazine, continuous paging	"Breathing on a Jet Plane -- How Fresh Is the Air?" <i>Consumer Reports</i> Aug. 1994: 501-6.	Some "popular" magazines use continuous paging. Use date, not volume number. No need to repeat second digit in page number when it is "0."
18	NEWSPAPER signed article	Dexter, Tim. "Steve Reich, A Young Turk, Approaches 50." <i>New York Times</i> 1 June 1986, sec. H: 23-24.	Article appeared in section H of the paper, on pages 23-24 . For all newspapers, if city is not in paper name, add city and state in brackets after name (e.g., <i>Spokesman-Review [Spokane, WA]</i>).
19	NEWSPAPER unsigned article	"Rumford Quiet After Klan Visit." <i>Portland Press Herald</i> 28 Sept. 1987, sec. 1: 1.	Article appeared in section 1 of the paper, on page 1 .
20	INDIRECT SOURCE	Sheraton, Mimi. "How America Eats: A Nutritional Dilemma." <i>New York Times</i> 11 June 1980, C14. Qtd. in Lewis Regenstein. <i>America the Poisoned</i> . Washington: Acropolis, 1982, 267.	Article was found in Regenstein's book <i>America The Poisoned</i> on page 267 ; he quoted and cited Sheraton's article from section C page 14 of the <i>New York Times</i> . Because Sheraton is the authority for material, her name leads citation.
21	SOUND RECORDING	Murrow, Edward R. <i>Year of Decision: 1943</i> . Columbia, CPS-3872, 1957.	Columbia is the record label, CPS-3872 is the serial number of the record.
22	VIDEO RECORDING	<i>Jurassic Park</i> . Dir. Steven Spielberg. Writ. Michael Crichton and David Koepp. Universal, 1993. MCA/Universal Home Video, 1994.	Film was released in 1993 by Universal Studios and was re-released on videotape in 1994 by MCA/Universal Home Video .
23	CD-ROM original material	Adams, Charles J. "Islam." <i>Encyclopedia Americana</i> . CD-ROM. 1995.	Format is similar to print counterpart, with the addition of CD-ROM .
24	TELEVISION SHOW	<i>The First Americans</i> . Narr. Hugh Downs. Writ. and prod. Craig Fisher. NBC News Special. WCSH, Portland, ME. 21 Mar. 1987.	Show was broadcast from WCSH in Portland, ME on 21 Mar. 1987 .
25	INTERVIEW conducted by student	Mitchell, George. Personal Interview. 27 July 1987.	Researcher interviewed Mitchell on 27 July 1987 . This format is also used for a letter written to the researcher; substitute " Letter to the author " for Personal Interview .
26	INTERVIEW in print	Ellison, Ralph. Interview. "Invisible Man." <i>Atlantic</i> . With James Alan MacPherson. Mar. 1970: 45-60.	James Alan MacPherson , the writer of the article, interviewed Ellison , the subject of the article. Use this form when entire article (except for an introduction) is a verbatim interview.
27	EBSCOhost	Chadwick, Michael. "Is the Lobster Fishery Going to Pot?" <i>Time Canada</i> 18 Oct. 1999: 26-27. <i>MAS Ultra-School Edition</i> . EBSCOhost. Mt. Ararat High School Lib., Topsham, ME. 1 April 2002. < http://web.epnet.com/ >.	Originally published in <i>Time Canada</i> on 18 Oct. 1999 . Accessed online at Mt. Ararat High School Lib. on 1 April 2002 . For subscription services, include the database: MAS Ultra-School Edition ; the online service: EBSCOhost ; and the abbreviated web address: < http://web.epnet.com/ > in the citation.
28	Lexis- Nexis	Lazar, Kay. "Lobstermen Can't Catch a Break." <i>The Boston Herald</i> 13 August 2001: 4. <i>Lexis-Nexis Scholastic Edition</i> . Lexis-Nexis. Mt. Ararat High School Lib., Topsham, ME. 2 Jan. 2002. < http://web.lexis-nexis.com/scholastic/ >.	Originally published in <i>The Boston Herald</i> on 13 Aug. 2001 . Accessed online at Mt. Ararat High School Lib. on 2 Jan. 2002 . For subscription services, include the database: Lexis-Nexis Scholastic Edition ; the online service: Lexis-Nexis ; and the abbreviated web address: < http://web.lexis-nexis.com/scholastic/ > in the citation.

- 29 SIRS Knowledge Source** Lanken, Dane. "When the Earth Moves." *Canadian Geographic* Mar.-Apr. 1996: 66-73. *SIRS Researcher*. SIRS Knowledge Source. Mt. Ararat High School Lib., Topsham, ME. 15 June 1996. <<http://sks.sirs.com/>>.
- Originally published in *Canadian Geographic* in Mar.-Apr. 1996. Accessed online at **Mt. Ararat High School Lib.** on **15 June 1996**. For subscription services, include the database: *SIRS Researcher*; the online service: **SIRS Knowledge Source**; and the abbreviated web address: <<http://sks.sirs.com/>> in the citation.
- 30 Student Resource Center (Reference)** "Weather Forecasting." *Gale Encyclopedia of Science* 2001. *Gale Encyclopedia of Science*. Student Resource Center. Mt. Ararat High School Lib., Topsham, ME. 21 Jan. 2003. <<http://www.galenet.galegroup.com/servlet/SRC/>>.
- Originally published in *Gale Encyclopedia of Science* in **2001**. Accessed online at **Mt. Ararat High School Lib.** on **21 Jan. 2003**. For subscription services, include the database: *Gale Encyclopedia of Science*; the online service: **Student Resource Center**; and the abbreviated web address: <<http://www.galenet.galegroup.com/servlet/SRC/>> in the citation.
- 31 Opposing Viewpoints Resource Center** American Civil Liberties Union. "Book Banning Threatens Free Speech." *Free Speech* 2000. *Opposing Viewpoints Resource Center*. Opposing Viewpoints Resource Center. Mt. Ararat High School Lib., Topsham, ME. 25 Oct. 2002. <<http://www.galenet.galegroup.com/servlet/OVRC/>>.
- Originally published in *Free Speech* in **2000**. Accessed online at **Mt. Ararat High School Lib.** on **25 Oct. 2002**. For subscription services, include the database: *Opposing Viewpoints Resource Center*; the online service: **Opposing Viewpoints Resource Center**; and the abbreviated web address: <<http://www.galenet.galegroup.com/servlet/OVRC/>> in the citation.
- 32 Student Resource Center (Magazines & Journals)** Monastersky, Richard. "Deep Rock Gives Lift to Africa." *Science News* 26 Sept. 1998: 205. *Student Resource Center*. Student Resource Center. Mt. Ararat High School Lib., Topsham, ME. 18 Oct. 2000. <<http://www.galenet.galegroup.com/servlet/SRC/>>.
- Originally published in *Science News* on **26 Sept. 1998**. Accessed online at **Mt. Ararat High School Lib.** on **18 Oct. 2000**. For subscription services, include the database: *Student Resource Center*; the online service: **Student Resource Center**; and the abbreviated web address: <<http://www.galenet.galegroup.com/servlet/SRC/>> in the citation.
- 33 ONLINE ENCYCLOPEDIA** Diringer, David. "Hieroglyphics." *Encyclopedia Americana*. Grolier Online. Mt. Ararat High School Lib., Topsham, ME. 21 Jan. 2003. <<http://go.grolier.com/>>.
- Article accessed online at **Mt. Ararat High School Lib.** on **21 Jan. 2003**. All encyclopedias accessed through the Mt. Ararat High School web site are subscription services. Include the database: *Encyclopedia Americana*; the online service: **Grolier Online**; and the abbreviated web address: <<http://go.grolier.com/>> in the citation.
- 34 New York Times book reviews online** Harris, Robert. Rev. of *Dave Barry in Cyber-space*. Dave Barry. 13 Oct. 1996. *The New York Times on the Web*. Online. 10 Feb. 1999. <<http://www.nytimes.com/books/>>.
- Review written by **Harris** of book by **Barry**. Article found online **10 Feb. 1996**.
- 35 E-MAIL** Thomson, Barry. "Virtual Reality." E-mail to author. 25 Jan. 1995.
- Thomson sent e-mail to the author with **Virtual Reality** as a subject heading.
- 36 WORLD WIDE WEB** Goldman, Jerry. "Oyez Oyez Oyez: Miranda v. Arizona - Docket." *The Oyez Project Northwestern University*. 23 Oct. 2000. <http://oyez.nwu.edu/cases/cases.cgi?case_id=251&command=show>.
- The title of the page as it appears in the browser's title bar is **Oyez Oyez Oyez: Miranda v. Arizona -Docket**; *The Oyez Project Northwestern University* is the name of the site the page was part of; **23 Oct. 2000** is the date the page was accessed.
- 36 FTP (File Transfer Protocol)** Bruckman, Amy. "Approaches to Managing Deviant Behavior in Virtual Communities." 4 Dec. 1994. <<ftp://ftp.media.mit.edu/pub/ash/papers/deviance-chi94>>.
- 4 Dec. 1994** is the date of access; if the date of the document itself is available, add it between the title and the URL ("<ftp....").

Citation Samples

- 1 Researchers even tried to establish the medical benefits of watching TV sitcoms (Begley 77).
- 2 Ellison's well-known and strong views on race relations in America "have changed very little" (46).
- 3 One writer declares that Stevens is "dominated by two powerful . . . strains"

Explanations

- Citation shows last name of author and page number.
- Citation shows only page number because name of author is in the sentence.
- Citation shows book title as well as last name of author

(Boroff, *Wallace Stevens* 34), and she offers strong support in detailed readings of many of Stevens' major poems.

- 4 Government control of cryptography is one of many troubling issues surrounding government and technology ("Uneasy Silence").
- 5 Literary Market Place reports that New York City is still "the literary center of the country" (ix).
- 6 The United States Department of Labor had joined the movement against gender-biased language: the infamous "spokesperson" became legitimate (145).

author in Works Cited.

Citation shows only shortened version of title because no author or page is listed in Works Cited.

Citation shows only page number because authorless book title appears in sentence.

Citation shows only page number because government author appears in sentence.

Manuscript Style and Other Issues

Overall Issues

1. Academic writing has a traditional look. Pick one serif font (e.g., Bookman, Courier, Garamond, Georgia, New Century, Palatino, any version of Times), not sanserif (e.g., Arial, Avant Garde, Futura, Helvetica), and use it throughout the paper. Avoid the use of styles other than *Italic* (when appropriate; see 6) --no Shadow, Outline, etc.
2. Normal type size is 12 point.
3. The entire paper is doubled-spaced. This rule applies to everything --title, text, quotations, Works Cited. If your word processor uses "leading" instead of line-spacing, use 32-point leading.
4. Margins of one inch appear on all pages.
5. Page numbers appear on all pages, including Works Cited, Works Consulted, and Appendices.
6. In publishing, underlining is the indication to a typesetter that the words are to appear *italicized*; e.g., New York Times underlined means *New York Times*. If your word-processor has the ability to use italics, do so; if not, underline all items that should be *italicized*. (This is true in source cards and note cards as well -- underline those items that later will be *italicized*.)
7. Headings, such as the title of the paper, "Works Cited," "Works Consulted," and "Appendix" are centered near the top of the page.

First Page / Title Page

1. Instructors vary in what they want, but the first page of the paper should include title, the student name, course name, instructor name and submission date. If the instructor prefers a title page, the same information should appear there, as well as on the first page of the paper itself.
2. The title is neither underlined, *italicized*, placed in "quotation marks," nor printed in ALL CAPS; only the First Letter of the Major Words Should Be Capitalized.

Works Cited

1. "Works Cited" is the list of all works explicitly referred to in the paper. "Works Consulted" is a list of all works used by the writer, even if not explicitly referred to. Be sure to find out which one the instructor wants.
2. Both "Works Cited" and "Works Consulted" are alphabetized, appear at the end of the paper, and include page numbers.