

Stylesheet Template

Stylesheet Version 6.2; based on MLA Handbook, Sixth Edition, 2003
http://www.mta75.org/library/stylesheet_template.html

1 · BOOK (PRINT)

Author. *Title of Book*. Place of Publication: Publisher, Date of Publication.

2 · ENCYCLOPEDIA ARTICLE (PRINT)

Author. "Title Of Article." *Title of Encyclopedia*. Edition. Date of Publication.

3 · ENCYCLOPEDIA ARTICLE (ONLINE)

Author. "Title Of Article." *Title of Encyclopedia*. Online Service. Access Library, Location of Access. Date of Access <web address>.

4 · MULTIVOLUME SET ARTICLE (PRINT)

Author. "Title Of Article." *Title of Set*. Volume Number. Place of Publication: Publisher, Date of Publication, Page Numbers.

5 · PERIODICAL OR NEWSPAPER ARTICLE (PRINT)

Author. "Title Of Article." *Title of Publication* Date of Publication: Page Numbers.

6 · PERIODICAL OR NEWSPAPER ARTICLE (ONLINE)

Author. "Title Of Article." *Title of Publication* Date of Publication. Date of Access <web address>.

7 · DATABASE ARTICLE (ONLINE)

Author. "Title of Article." *Original Source* Date of Publication: Page Numbers. *Database*. Online Service. Access Library, Location of Access. Date of Access <abbreviated web address>.

8 · WEB PAGE (ONLINE)

Author. "Title of Web Page." *Site Name* Date of Publication: Sponsoring Organization. Date of Access <web address>.

9 · PODCAST (ONLINE)

Interviewee. "Title of Segment." Host. *Program*. Network. Local Station. Date of Broadcast. Date of Access <Web Address>.

FAQ

How do I write italics by hand?

Underline instead. Convert back to italics later in your word processor.

What do I do when there is no author?

Start the citation with the title.

How do I know what to put down for page numbers? The article prints differently at home than it does at school.

The "page numbers" refers to the number of pages in the original article. Do not count your printed pages. If the article does not give you the pages numbers, then skip it in your citation.

Do I need to write the whole web address? Sometimes it is really long.

You do if it is a web page. However, if it is an article from a database, then you only use the abbreviated web address. You will find examples on the stylesheet for database addresses.

I need to find the date of publication in a book. Sometimes there are a lot of dates listed. Which one should I choose?

You need to use the latest copyright date. It will either say "copyright" or have a © next to it.

If my database article doesn't have page numbers do I put a colon (:) or a period (.) after the Date of Publication?

You need to use a period. The general rule is if something is missing, use the punctuation that follows the missing item. The punctuation that comes before it should be dropped.

If my author is Dr. Anthony T. Boyle, Jr., how do I write his name in the citation?

You would write it:

Boyle, Anthony T., Jr.

In general, you omit a title, but you do include a suffix that is an essential part of the name.

EXPLANATION OF TERMS

ACCESS LIBRARY (ONLINE)

library providing database subscription (e.g., Mt. Ararat High School Lib.)

AUTHOR

LastName, FirstName

DATE OF ACCESS (ONLINE)

date you read the article

DATE OF PUBLICATION (ARTICLE):

day month year (e.g., 27 May 2005)

DATABASE (ONLINE)

database used

LOCATION OF ACCESS LIBRARY (ONLINE)

location of library providing database subscription (e.g., Topsham, ME)

ONLINE SERVICE

publisher of online database (e.g., SIRS Knowledge Source)

ORIGINAL SOURCE (ONLINE)

where article originally was published (usually magazine, newspaper or book)

TITLE OF ARTICLE

capitalize first letter of each word

WEB ADDRESS (DATABASES)

use abbreviated web address from stylesheet

WEB ADDRESS (WEB PAGES)

use full web address

