

BIBLIOGRAPHY GUIDELINES

Works Cited Format

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In order to facilitate uniformity in University High School writing and research, the following MLA works cited guidelines are recommended. For more detailed instructions on how to cite various sources, refer to the MLA Handbook for Writers of Research Papers 7th edition, or to the web sites listed at the end of this handout.

Arranging Entries:

- (1) All margins should be 1 inch, and standard 12-point fonts should be used.
- (2) The first line begins at the left margin. The next lines should be indented ½ inch.
- (3) Double-space within and between entries.
- (4) Arrange citations in alphabetical order by author's last name, or when no author is given, alphabetize by the first main word in the title.

PRINT PUBLICATIONS

Books

Author or Editor (Last Name, First Name). *Title*. Place of Publication: Publishing Company, Date. Print

Example: Smith, John. *History of Baseball*. New York: Greenwood Publishing, Inc., 2009. Print.

Encyclopedias Arranged by Volumes

Author (if given) (Last Name, First Name). "Title of Article." *Title of Encyclopedia*. Edition., Date. Print.

Example: Gorenstein, Paul. "Moon." *The World Book Encyclopedia*. 20th ed., 2008. Print.

Magazines

Author (if given) (Last Name, First Name). "Title of Article." *Title of Magazine*. Date (day month year), pages. Print

Example: Frank, Michael. "The Wild, Wild West." *Architectural Digest*. June 2001: 180-185. Print

Newspapers

Author (if given) (Last Name, First Name). "Title of Article." *Title of Newspaper*. Date, section, page. Print

Example: Tyler, Marshall. "200th Birthday of Grimm's Fairy Tales Celebrated." *Los Angeles Times*. 15 Mar. 1999, A1: 3. Print

WEB PUBLICATIONS

Internet Sites

Name of Author, Editor (if given). "Title of Work." *Title of Web Site*.
Version or edition used. Publisher or Sponsor of site, Date of
publication (day, month, and year, as available). Web. Date of
access (day, month, and year).

Example: Cruz, Maria. "Chilean Miners Rescued." *CNN.com*.
Cable News Network, 20 Oct. 2010. Web. 9 Nov. 2010.

Resources from Library Subscription Services

Online Subscription Encyclopedia Source

Author (if given) (Last Name, First Name). "Title of Article." *Title of Database*. Date of Electronic Publication (day, month and year).
Name of Subscription Service. Web. Date of access.

Example: "Memorial Day." *Encyclopedia Britannica*. 15 May 2007. Encyclopedia
Britannica Online Edition. Web. 15 June 2010.

Online Subscription Journal or Magazine

Author (Last Name, First Name). "Title of Article." *Title of Print Magazine/Journal*. Date of Electronic Publication (day, month and year). Name of Subscription Service. Web. Date of Access.

Example: Pendleton, Devon. "Gulf Goliath." *Forbes Vol. 179*. 26 Mar. 2007:
EBSCO. Web. 25 May 2010.

Internet resource for additional information on Works Cited/Bibliography formats

Duke University Libraries Page for Citing Sources:

<http://library.duke.edu/research/citing/>

A Guide for Writing Research Papers Based on MLA Documentation:

<http://www.ccc.commnet.edu/mla/index.shtml>