

# WORKS CITED MANUSCRIPT FORM 2005-6

Wallenberg (rev. 11/16/05)

**NOTE:** Many of the explanations and actual examples come from Joseph Gibaldi's MLA Handbook for Writers of Research Papers (6<sup>th</sup> edition).

**NOTE:** Leave one space after a period or other concluding punctuation mark unless your teacher prefers two spaces. Leave only one space after a colon, not two.

## BOOKS OR PAMPHLETS

### 1. *Book or pamphlet with an author (and for which you used the entire book)*

- Start with the author's name – last, first. Then write the title of the book (underlined or in italics) with a period following it.  
Next follows three “facts of publication.”
- **The first fact of publication** is the **city (NOT the state) where the book was published and a colon.**
- **The second fact of publication** is the **name of the publisher who published the book and a comma.** Shortened forms of publishers' names are allowed. According to the MLA Handbook, 6<sup>th</sup> edition (pp. 272-273), it is permissible to give “Harcourt” as the publisher's name even if the title page shows “Harcourt Brace.” You should omit articles (An, An, The), business abbreviations (Co., Corp., Inc., Ltd.), and descriptive words (Books, House, Press, Publishers). When citing a university press, however, always add the abbreviation P (Ohio State UP) because the university itself may publish independently of its press (Ohio State U).  
**Note:** For rather obscure cities or city names which appear in many different states, also include an abbreviation of the state after the name of the city.
- **The third fact of publication** is the **most recent copyright date and a period.**
- If you cannot find any of these necessary facts, bring your book to your teacher.
- After consulting your teacher and finding a fact of publication truly missing, use the appropriate abbreviation to show something is missing and that you have not forgotten it. (A special page on these abbreviations can be found later in this packet!)

Wallenberg, Linda. Fundamental Gymnastics. Minneapolis: Lerner, 1995.

### 2. *An anonymous book (one with no author)*

- If you cannot find an author, have your teacher check the book. If you still cannot find an author, simply begin the entry with the first word of the title.
- THERE IS NOT A SPECIAL ABBREVIATION TO USE FOR “NO AUTHOR.”

Seeking the Truth. Chicago: Harper & Row, 1997.

**3. A book with an editor instead of an author**

- If the book has an editor, write, “ed” after the author’s name. Make sure you put a comma before the “ed.”

Tobin, Mike, ed. [A Basketball Player’s Guide to Athletic Scholarships](#). Minneapolis: Lerner, 1995.

**4. A book with multiple authors or editors**

**TWO AUTHORS**

- If the book you’re using has two authors, list the author first whose name appears first on the title page (last name, first name) and then the next author’s name (first name, then last name). They may or may not appear alphabetically on the title page.
- If an author’s initial is given, you must also include that.

Givens, Roger, and Robert D. Novak. [The Frustration of Power](#). New York: Random House, 1971.

**TWO EDITORS**

- Put a comma and “eds.” after the second editor’s name.

Gandson, Marian, and Robert O. Bragg, eds. [Crossing the Divide](#). New York: Longman, 1971.

**THREE AUTHORS**

- If the book you’re using has three authors on the title page, list the author first whose name appears first on the title page (last name, first name) followed by the next author’s name (first name, then last name) and finally followed by the third author’s name (first name, then last name). They may or may not appear alphabetically on the title page.
- If an author’s initial is given, you must also include that.

Jakobson, Roman L., Lynda Richey, and Linda R. Waugh. [The Sound Shape of Language](#).

Bloomington: Indiana UP, 1979.

**MORE THAN THREE AUTHORS OR EDITORS**

- If there are more than three **authors**, you name only the first listed and a comma and the Latin abbreviation “et al.” **NOTE:** The [MLA Handbook](#), 6<sup>th</sup> edition (pp. 154-155), does state that you may give all names in full in the order in which they appear on the title page if you choose not to use “et al.”

Rabin, Eric, et al. [No Place Else: Explorations in Utopian Fiction](#). London: Cassell, 1983.

- If there are more than three **editors**, you name only the first listed, a comma, the Latin abbreviation “et al,” and the abbreviation “eds.”

Gilman, Sharon, et al., eds. [Hysteria Beyond Freud](#). Berkeley: U of California P, 1993.

5. **A book with a translator, compiler, or adapter**

- The MLA Handbook, 6<sup>th</sup> edition (pp. 165-166), states that to cite a translation, state the author's name first if you refer primarily to the work itself; give the translator's name, preceded by "Trans." (translated by), after the title. If the book has an editor as well as a translator, give the names, with appropriate abbreviations, in the order in which they appear on the title page.
- **NOTE:** For compilations and adaptations, follow the rules given here for translations. The abbreviation for compiler is comp. (comps.) and for adapter is adapt (adapts).
- If there is a translator but no author given, list the translator's name after the title.

Beowulf. Trans. E. Talbot Donaldson. Ed. Nicholas Howe. New York: Norton, 2001.

- If there is an author given as well as a translator, list the author's name first, followed by the book's title. Then give the translator's name after the title.

Chaucer, Geoffrey. The Canterbury Tales. Trans. R. M. Lumiansky. New York: Washington Square-Pocket, 1971.

Dostoevsky, Feodor. Crime and Punishment. Trans. Jessie Coulson. Ed. George Gibian. New York: Norton, 1964.

Andersen, Hans Christian. The Wild Swans. Adapt. Folke Hedstrom. Minneapolis: Lerner, 2004.

Hanzlik, Josef. "Serenity." Trans. Ewald Osers. Slavic Writers. Comp. and ed. Andrew Belan. Chicago: New Clarion, 1993. 90-91.

- If your citations are mostly to the translator's comments for choice of wording, begin the bibliographic entry with the translator's name, followed by a comma and the abbreviation "trans." (translator), and give the author's name, preceded by the word "By" after the title.

Paulsen, Valdemar, trans. "Thumbelina." Andersen's Fairy Tales. By Hans Christian Andersen. New York: Barnes & Noble, 1995. 24-38.

Wallentin, Axel, comp. The Cinderella Saga. Uppsala: Bernadotte, 1974.

Yemslie, Peter, and Don Ferguson, adapts. Walt Disney's The Sorcerer's Apprentice. New York: Golden, n.d.

**6. Two or more books by the same author.**

- To cite two or more books by the same author, give the name in the first entry only. Thereafter, in place of the name, type three hyphens, followed by a period and the title.

Frye, Northrop. [Anatomy of Criticism: Four Essays](#). Princeton: Princeton UP, 1957.

---. [The Double Vision: Language and Meaning in Religion](#). Toronto: U of Toronto P, 1991.

---, trans. [Beowulf](#). Lincoln: U of Nebraska P, 2000.

---, ed. [Sound and Poetry](#). New York: Columbia UP, 1957.

**Note: In the entry directly above, Northrop Frye was the editor of [Sound and Poetry](#), not the author. For the second entry, [Beowulf](#), he was the translator.**

**7. A book by a corporate author rather than a single author or several authors.**

- A corporate author may be a commission, an association, a committee, or any other group whose individual members are not identified on the title page.
- Cite the book by the corporate author, even if the corporate author is the publisher.

American Medical Association. [The American Medical Association Encyclopedia of Medicine](#). Ed.

Charles B. Clayman. New York: Random House, 1989.

**Note: For more on government publications, ask your teacher or the [MLA Handbook](#), 6<sup>th</sup> ed. (pp. 174-176).**

**8. A play**

Shakespeare, William. [The Tragedy of Romeo and Juliet](#). Ed. Edward Hubler. New York: Signet Classic-New American Library, 1969.

---. [Macbeth](#). Ed. Barbara A. Mowat and Paul Werstine. New York: Washington Square-Pocket, 1992.

**9. A pamphlet**

- Follow the same format for a regular book.

[Best Museums: New York City](#). New York: Triple A, 1993.

**10. A book that has a subtitle**

- Use the colon (and two spaces) to separate the main title from the subtitle. In the example below, Sweden was the main title and Land of the Midnight Sun is the subtitle.

Fredrickson, Elsie. Sweden: Land of the Midnight Sun. Stockholm: Kungen Royalty, 1905.

**11. A book with more than one city listed on its title page**

- Use only the first city listed!
- In the example below, the title page listed New York, London, and Tokyo. Use only New York.

Faulkner, William. The Sound and the Fury. New York: Simon & Schuster, 1929.

- For the rather obscure cities or city names which appear in many different states, write an abbreviation of the state where the city appears.

Raths, Dean. Law and the Teacher. Bloomington, IL: Simon & Schuster, 1994.

**12. Multivolume works: (used when a chapter/selection from a book has been printed in a book with second or subsequent editions and/or has several volumes.)**

- In the first example below, the anonymous poem, Beowulf, which was translated in 1966 by M. H. Abrams was used. The student who used this poem found it on pages 31-78 in the 5<sup>th</sup> edition, volume 1 of The Norton Anthology of English Literature, which was also edited by M. H. Abrams. Note that there is a space between each initial of a person's first and middle name.

Beowulf. Trans. M. H. Abrams, 1966. The Norton Anthology of English Literature. Ed. M. H. Abrams. 5<sup>th</sup> ed. Vol. 1. New York: Norton, 1986. 31-78.

- In the next example, the 4<sup>th</sup> edition of the book title was used.

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 4<sup>th</sup> ed. New York: The Modern Language Association of America, 1995.

### 13. **Citing Sacred Works**

- Do not underline or put in quotation marks the books of the Bible, the word Bible, or titles of sacred writings (Old Testament, Genesis, Talmud, Koran, etc.)
- In the example below, the 9<sup>th</sup> chapter, verses 8-11, in the book of Leviticus was used. These verses appeared on pages 103-104 in this Bible.

[Leviticus 9.8-11. The Holy Bible. New York: World Publishing, 1953. 103-104.](#)

- Underline titles of individual published editions of sacred writing, however. (The New Jerusalem Bible, The Interlinear Bible, The Teenager's Bible, The Talmud of the Land of Israel: A Preliminary Translation and Explanation) In the works cited, treat the editions of these individual published editions of sacred works like any other published book. Further clarification of this may be found in the MLA Handbook, 6<sup>th</sup> edition, pp.107-108.

[The New Jerusalem Bible. Henry Wansbrough, gen. ed. New York: Doubleday, 1985.](#)

## PART OF A BOOK (OR PAMPHLET)

### 14. A book in which you only used some of the pages

- If you only used part of the book, write the inclusive page numbers after the period at the end of the 3 “facts of publication.”
- **NOTE: DO NOT USE ANY ABBREVIATIONS SUCH AS “p.” or “pp.” FOR PAGES.**
- **NOTE: Give the inclusive page numbers of the piece you are citing. Be sure to provide the page numbers for the entire piece you used, not just for the material you used. Inclusive page numbers, usually without any identifying abbreviation, follow the publication date and a period.**

Faulkner, William. [The Sound and the Fury](#). New York: Simon & Schuster, 1929. 71-99.

### 15. Using only an introduction, preface, foreword, or an afterword in a book.

- Begin with the name of the author of the introduction (or preface, foreword, or afterword) and then give the name of the part being cited, capitalized but neither underlined nor enclosed in quotation marks.
- When the author of the introduction (or preface, foreword, or afterword) also edited the book, list this person’s name only once at the beginning of the entry.

Lumiansky, R. M. Introduction. [Chaucer’s Canterbury Tales](#). New York: Washington Square-Pocket, 1948. xiii-xxix.

Sears, Barry. Afterword. [The Jungle](#). By Upton Sinclair. New York: Signet, 2001. 343-47.

- When the author of the introduction (or preface, foreword, or afterword) did not write or edit the rest of the book, list the introduction’s author first, then the word “Introduction,” then the title of the book, and finally the word “**By**” followed by the book author’s name.

Zow, Ellen. Introduction. [Sister Carrie](#). By Theodore Dreiser. New York: Bantam, 1982. 1-11.

- If the introduction (or preface, foreword, or afterword) has a title, give the title, enclosed in quotation marks, immediately before the name of the part.

Doody, Margaret. “In Search of the Ancient Novel.” Introduction. [The True Story of the Novel](#). New Brunswick: Rutgers UP, 1996. 1-11.

**16. When you used only a titled chapter or titled article in a book or pamphlet.**

- When the author(s) who wrote/edited the book **also** wrote the article or chapter you used, do this:

Goodall, Jane. "Primate Research is Inhumane." [Is Animal Experimentation Justified?](#) San Diego:

Greenhaven, 1989. 95-100.

- When the book has an editor(s) who was **NOT** the author who wrote the article or chapter you used, do this:

Allen, Anita. "New Horizons." [Is Animal Experimentation Justified?](#) Ed. Jane Goodall. San Diego:

Greenhaven, 1989. 295-300.

More, Hannah. "The Black Slave Trade: A Poem." [British Women Poets of the Romantic Era](#). Ed. Paula

R. Feldman and Lindsay Patterson. Baltimore: Johns Hopkins UP, 1997. 472-82.

- **NOTE: Use "Ed." for multiple editors, not "Eds."**

## TEXTBOOK or ANTHOLOGY or COMPILATION

### 17. Selection from a textbook/anthology when a work was originally published independently.

- Either underline or put into quotation marks the selection's title (however it would have been done originally). Then underline the title of the anthology in which the selection is found.
- **Note: The abbreviation "Comp." or "comp." or "comps." means compiled by.**

Hansberry, Lorraine. A Raisin in the Sun. A Twentieth-Century Collection of the Work of Its Best Playwrights. Ed. Lindsay Patterson. New York: Dodd, 1971. 3-27.

Mankellin, Wilma. "Witchcraft Story." The Hopi Way: Tales from a Vanishing Culture. Comp. Mando Sevillano. Flagstaff: Northland, 1986. 33-42.

Spafford, Peter, comp. and ed. Interference: The Story of Czechoslovakia in the Word of Its Writers. Cheltenham: New Clarion, 1992.

### 18. Selection from a textbook/anthology with many editors

- In the example below, the short story was written by Richard Connell. The anthology was edited by three editors.
- **NOTE: Use "Ed." for multiple editors, not "Eds."**

Connell, Richard. "The Most Dangerous Game." Patterns in Literature. Ed. Edmund J. Farrell, Ouida H. Clapp, and Karen J. Kuehner. Glenview: Scott, Foresman, 1988. 64-70.

- In the example below, the anonymous poem Beowulf was translated by Burton Raffel. It was found in an anthology which was edited by lead editor Roger Babusci and about twenty-five other editors.

Beowulf. Trans. Burton Raffel. Literature: The British Tradition. Ed. Roger Babusci, et al. Englewood Cliffs: Prentice-Hall, 1994. 20-46.

- In the example below, only one titled section was used from this same anthology.

"The Medieval Period: 1066-1485." Literature: The British Tradition. Ed. Roger Babusci, et al. Englewood Cliffs: Prentice-Hall, 1994. 69-79.

Zhang, Jie. "Love Must Not Be Forgotten." Trans. Gladys Yang. World Literature. By Susan Wittig Albert, et al. Austin: Hol, Rinehart, Winston, 1993. 1414-1426.

## REFERENCE BOOKS: Familiar and Less Familiar

### 19. **Familiar reference books** (*almanacs, dictionaries, encyclopedias*).

- Treat an encyclopedia article or a dictionary entry as you would a piece in a collection, but do not cite the editor of the reference work
- **NOTE: If the encyclopedia or dictionary arranges articles alphabetically, omit volume and page numbers.**
- When citing **familiar reference books**, do not give full publication information. For such works, list **ONLY** the edition (if stated) and the year of publication. (HOWEVER, MAKE SURE YOU JOT THE PAGE NUMBERS DOWN. YOU WILL NEED THEM FOR YOUR PARENTHETICAL DOCUMENTATION WHICH WILL BE USED IN THE CONTEXT OF THE PAPER.)
- If the article is signed (meaning an author's name is given--usually at the end of the article), give the author first.

McGehee, Catherine. "Virginia." [World Book Encyclopedia](#). 1992 ed.

- If the article is unsigned, give the title first.

"Ginsburg, Ruth Bader." [Encyclopedia Britannica](#). 15<sup>th</sup> ed. 2002.

## DICTIONARY DEFINITIONS

- If you look up the definition of a word, give the word you looked up (in quotation marks) first. If you are citing a specific definition, among several, you must add the abbreviation "Def." ("Definition") and the appropriate designation (e.g. number, letter).
- **MAKE SURE YOU ALSO JOT THE PAGE NUMBER DOWN. YOU WILL NEED PAGE NUMBERS FOR YOUR PARENTHETICAL DOCUMENTATION WHICH WILL BE SUED IN THE CONTEXT OF THE PAPER.**

"Hero." Def. 3c. [New Collegiate Dictionary](#). 2<sup>nd</sup> ed. 1989.

**Note:** Without an author, the parenthetical documentation would look like this: ("Hero" 368). You **DO** need page numbers for parenthetical citations, so make note of them!

**20. *Less familiar reference books*** (specific dictionaries and encyclopedias for various subjects, many other books that have “ref” on the spine)

- When citing less familiar reference books, especially those that have appeared in only one edition, **give full publication information**.

Brakely, Theresa C. “Mourning Songs.” [Funk and Wagnall’s Standard Dictionary of Folklore, Mythology, and Legend](#). Ed. Maria Leach and Jerome Freid. 2 vols. New York: Crowell, 1950. 76-100.

Trainen, Isaac N., et al. “Religious Directive in Medical Ethics.” [Encyclopedia of Bioethics](#). Ed. Warren T. Reich. Vol. 4. New York: Free University P, 1978. 65-70.

## MAGAZINE ARTICLES

**21. *Article in a periodical*** (also often called a magazine)

- The entry for an article in a periodical (or magazine), like that for a book, has three main divisions:
  - Author’s name
  - Title of the article
  - Publication information
- Give the complete date (beginning with the day and abbreviating the month, except for May, June, and July), followed by a **colon** and the inclusive page numbers of the article.
- Do not give the volume and issue numbers of a magazine even if they are listed.
- **NOTE: There is no period after the title of the magazine!**
- In the example below, Mike Grant wrote the article “Building a Championship Football Program,” which appeared in [Sports Illustrated](#) magazine on November 11, 2004, on pages 15-17.

Grant, Mike. “Building a Championship Football Program.” [Sports Illustrated](#) 11 Nov. 2004: 15-17.

- If an article is not printed on consecutive pages, write only the first page number and a plus sign, leaving no intervening space. **(HOWEVER, MAKE SURE YOU JOT THE PAGE NUMBERS DOWN. YOU WILL NEED THEM LATER FOR YOUR PARENTHEICAL DOCUMENTATION WHICH WILL BE USED IN THE CONTEXT OF THE PAPER.)**
- If no author’s name is given for the article you are citing, begin the entry with the title. Ignore “A,” “An,” or “The” when you alphabetize the entry.

“Siskel and Ebert Love the Movies.” [People](#) 21 June 1994: 32-33+.

## NEWSPAPER ARTICLES

### 22. *Basic newspaper articles format*

- To cite a newspaper, give the name as it appears on the masthead but omit any introductory article (New York Times, not **The** New York Times).
- **NOTE: There is no period after the title of the newspaper!**
- If the city of publication is not included in the name of a locally published newspaper, add the city in square brackets, not underlined after the name (Sun-Sailor [Eden Prairie]). Next give the complete date (day, month, and year).
- Abbreviate the names of all months except May, June, and July.
- Do not give the volume and issue numbers even if they are listed.
- If each section is paginated separately, indicate the appropriate section number or letter.

Thomas, Vince. "Eden Prairie Shoots For Another Title." Star Tribune [Minneapolis] 2 Jan.1993: A3.

- Whenever the section designation of a newspaper is not part of the pagination, put a comma after the date and add the abbreviation sec., the appropriate letter or number, a colon, and the page number.

"Wrestling Coach Attacks Alligator." Observer [Smithfield, FL] 14 Aug. 1991, sec. 4: 5.

- Newspaper articles are often not printed on consecutive pages – for example, an article might begin on page 1 and then skip to page 16. For such articles, write only the first page number and a plus sign, leaving no intervening space (examples: 6+ or C3+).

Anderson, Sonja. "Analysis of Doyle's 'The Speckled Band' Today." USA Today 2 Mar.1996: B1+.

### 23. *An anonymous newspaper article*

- If no author's name is given for the article you are citing, begin the entry with the title. Ignore "A," "An," or "The" when you alphabetize the entry.

"Analysis of Harper Lee's To Kill a Mockingbird." Chicago Tribune 16 Mar. 1966: E3-4.

"The Decade of the Spy." Newsweek 7 May 1994: 26-27.

## INTERVIEWS

### 24. *Interview you conducted personally*

Jordan, Michael. Personal interview. 10 Dec. 1994.

O'Neil, Shaquille. Telephone interview. 11 Dec. 1994.

Rowling, J. K. E-mail interview. 8-12 May 2002.

### 25. *Interview you read or see or hear someone else conduct*

Gordimer, Nadine. Interview. New York Times 10 Oct. 1991, late ed.: C25.

**NOTE: The interviewer's name may be added if known and pertinent to your paper. See example directly below.**

Pudas, Nancy. Interview with Carly Patterson. All Things Considered. National Public Radio. MPR, Minneapolis. 14 August 2004.

Weisel, Elie. Interview with Ted Koppel. Nightline. ABC. WABC, New York. 18 Apr. 2002.

### 26. *An online interview*

Samuelson, Peter. Interview. Bold Type. Nov. 2001. 25 June 2002 <<http://www.randomhouse.com/Boldtype/1101/samuelson/interview.html>>.

## TV/RADIO PROGRAMS

### 27. *Television or radio program*

- The information in an entry for a television or radio program usually appears in the following order:
  1. Title of the episode or segment, if appropriate (in quotation marks).
  2. Title of the program (underlined).
  3. Title of the series, if any (neither underlined nor in quotation marks).
  4. Names of individuals who may be pertinent (performers, directors, narrators, etc.)
  5. Name of the network.
  6. Call letters and city of the local station (if any).
  7. Broadcast date.

“Is it Art?” Narr. Morley Safer. Sixty Minutes. CBS. WCCO, Minneapolis. 19 Sept. 1993.

“Frankenstein: The Making of the Monster.” Great Books. Narr. Donald Sutherland. Writ. Eugenie Vink. Dir. Jonathan Ward. Learning Channel. 8 Sept. 1993.

“Frederick Douglass.” Civil War Journal. Narr. Danny Glover. Dir. Craig Haffner. Arts and Entertainment Network. 6 Apr. 1993.

**Note:** If your reference is primarily to the work of a particular individual, cite that person’s name before the title.

Welles, Orson, dir. The War of the Worlds. By H.G. Wells. Adapt. Howard Koch. Mercury Theatre on the Air. CBS Radio. WCBS, New York. 30 Oct. 1938.

## SOUND RECORDINGS

### 28. *Sound recordings such as audiocassettes, LP's, CD's*

- In an entry for a commercially available recording, which person is cited first (e.g., the composer, conductor, or performer) depends on the desired emphasis.
- List the title of the recording (or the titles of the works included), the artist or artists, the manufacturer (Capitol Records, for example), and the year of issue (if the year is unknown, write n.d.).
- Place a comma between the manufacturer and the date; periods follow the other items.
- If you are not using a CD (compact disc), indicate the medium, neither underlined nor enclosed in quotation marks, before the manufacturer's name (for example: audiocassette or LP).
- Treat a spoken word recording as you would musical recording. Begin with the speaker, the writer, or the production director, depending on the desired emphasis. You may add the original publication date of the work immediately after the title (see Burnett example below).

Burnett, Frances Hodgson. [The Secret Garden](#). 1911. Read by Helena Bonham Carter. Audiocassette.

Penguin-High Bridge, 1993.

Holiday, Billie. "God Bless the Child." Rec. 9 May 1941. [The Essence of Billie Holiday](#). LP. Columbia, 1991.

Simon, Paul. [The Rhythm of the Saints](#). Warner Bros., 1990.

### 29. *Sound recording or a sound clip online*

Roosevelt, Franklin D. "Americanism." 1920. [American Leaders Speak: Recordings from the 1920 Election](#). 1996. [American Memory](#). Lib. of Congress, Washington. 19 Mar. 2002 <<http://Lcweb2.loc.gov/mbrs.nforum/9000024.ram>>.

### 30. *Music video for a song*

Springsteen, Bruce. "Dancing in the Dark." [Born in the USA](#). Columbia, 1984. Music video. Dir. Brian De Palma. VH1. 10 May 2002.

## FILMS/VIDEO RECORDINGS

### 31. *Films or video recordings*

- A film entry usually begins with the title, underlined, and includes the director, the distributor, and the year.
- Try your best to include other data that seem pertinent – such as the names of the writer, performers, and producer – between the title and the distributor.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946.

Kurosawa, Akira, dir. Throne of Blood. 1957. Macbeth. By William Shakespeare. Ed. A. R. Braunmuller. CD-ROM. New York: Voyager, 1994.

- Cite a videocassette, videodisc, slide program, or a filmstrip like a film, but include the original release date (if relevant) and the medium (videocassette, filmstrip, etc.), neither underlined nor enclosed in quotation marks, before the name of the distributor.

Engel, Martin. History through Art: The Middle Ages. Prod. Janet Schloat, Mary Wanatabe, and Matt Newman. VHS. Clearvue/eav, 1992.

Alcohol Use and Its Medical Consequences: A Comprehensive Teaching Program for Biomedical Education. Prod. Project Cork, Dartmouth Medical School. Slide program. Milner-Fenwick, 1982.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946. DVD. Republic, 1988.

### 32. *Film or film clip online*

Murnau, F.W., dir. Nosferatu. 1922. The Sync. 16 June 2004 <<http://www.thesync.com/ram/nosferatu.ram>>.

## NONPERIODICAL PUBLICATION ON CD-ROM

Cite a nonperiodical publication on CD-ROM, diskette, or magnetic tape as you would a book, but add a description of the medium of publication. Since the information provider and the publisher are usually the same for such publications, no vendor's name appears, and only one publication date is given.

### Use the following items:

- Author's or editor's or compiler's or translator's name (whatever is given).
- Title of the publication (underlined)
- Name of the editor or compiler or translator
- Publication medium (CD-ROM, diskette, or magnetic tape)
- Edition, release, or version (if relevant)
- Place of publication
- Name of publisher
- Date of publication

**NOTE: If you cannot find some of this information, cite what is available.**

“Albatross.” The Oxford English Dictionary. 2<sup>nd</sup> ed. CD-ROM. Oxford: Oxford UP, 1992.

Braunmuller, A. R., ed. Macbeth. By William Shakespeare. CD-ROM. New York: Voyager, 1994.

“Children’s Television Workshop.” Encyclopedia of Associations. Magnetic tape. Detroit: Gale, 1994.

“Ibn Hamdis.” Encyclopaedia of Islam. CD-ROM. Leiden: Brill, 1999.

Thiesmeyer, Elaine C., and John E. Thiesmeyer. Editor for the Macintosh: A Proofreading System.

Diskette. New York: MLA, 2001.

## USING NOTES FROM CLASSROOM INSTRUCTION

### 33. *Notes from information learned in a classroom*

- In a citation of material learned in the classroom, give the teacher's or the speaker's name, the topic of the class period (if known) in quotation marks; the name of the class; the location; and the date

Born, Steve. "Causes of the Civil War." American History Class. Eden Prairie High School, Eden Prairie. 10 Nov. 2004.

Olson, Rolf. "Imagery in Heart of Darkness." Advanced Placement English 12. Eden Prairie High School, Eden Prairie. 9 Feb. 2005.

## ORAL PRESENTATIONS

### 34. *A lecture, a speech, or an address*

- In a citation of an oral presentation, give the speaker's name, the title of the presentation (if known) in quotation marks; the meeting and sponsoring organization (if applicable); the location ; and the date.
- If there is no title, use an appropriate descriptive label (Address, Keynote speech, Lecture, etc.), neither underlined nor enclosed in quotation marks.

Adams, Margaret. "Silencing the Scream." Domestic Abuse Forum. Students for Change Convention. Radisson Hotel, Bloomington. 29 Dec. 1995.

## WHAT TO DO IF YOU'RE MISSING SOME FACTS OF PUBLICATION FOR PRINT SOURCES

### FOLLOW THESE STEPS:

1. Check with your teacher. Perhaps he/she can locate the information in an obscure place.
2. If there is no author listed, simply omit the information about the author and alphabetize the entry by the first important letter of the title. (Do not alphabetize "A," "An," "The.")
3. Use the following abbreviations in place of other facts of publication missing:
  - **no city of publication = n.p.** (N.p.: U of Gotham P, 2003.)
  - **no publisher given = n.p.** (New York: n.p., 2003.)
  - **no date of publication = n.d.** (New York: U of Gotham P, n.d.)
  - **no page numbers given = n. pag. or N. pag.** Note that there is a space after the "n." (New York: U of Gotham P, 2003. N. pag.)
  - **no section of newspaper = n.sec.** (New York Times 10 Oct. 1991: n.sec. 2.)

Book with a city of publication, a publisher, a date, but no pagination

Sendak, Maurice. Where the Wild Things Are. New York: Harper, 1963. N pag.

Book with no city of publication, no publisher, no date

Carlson, Jennifer. Staying on the Beam. N.p.: n.d., 3-7.

Magazine article with no page numbers listed.

Sime, Suzie. "Beatlefest." Rolling Stone 22 Dec. 1992: n. pag.

Newspaper article with a page number (page 2) but no section given

Brody, Jane E. "Multiple Cancers." New York Times 10 Oct. 1991: n.sec. 2.

**NOTE:** For missing information on Internet sites, see your teacher. You do not use the abbreviations listed above.

## REMINDERS and MSF FOR THE WORKS CITED

1. Always type your Works Cited page. Your Works Cited page always goes at the end of your paper. Type your last name and the page number in the upper right hand corner, half an inch from the top and flush with the right margin. Make sure you continue the pagination used for the text of the paper.
  2. Center the words Works Cited an inch from the top edge of the paper.
  3. Use one inch left and right margins. The bottom margin must be a minimum of one inch.
  4. Double space (DS) down after the words Works Cited.
  5. Alphabetize the entries by the author's last name.
  6. If there is no author, alphabetize by the first important word in the title (excluding articles: a, an, the).
  7. Never number the entries.
  8. Double-space within and between entries.
  9. Use hanging indentation. This means that if an entry runs more than one line, indent the second and any subsequent lines one-half inch (or 5 spaces) from the left margin.
  10. Continue your Works Cited on as many pages as necessary. The top margin is 1" on all subsequent pages. Do not repeat the title Works Cited on any of the subsequent pages, but do put your last name and the page number in the upper right.
  11. Most of the bibliographic information required is found on the title page of a book or on the back side of the title page.
  12. If two cities or more are listed, use the first one listed. NEVER put the STATE of publication rather than the city. If you cannot find the city, bring the book to the teacher.
  13. If two publication dates are given, use the most recent one.
  14. If two authors are given, use both. Do not alphabetize them. The one listed first on the title page must get "top billing." See your teacher on how to list the second author.
- Eggin, Suzanne, and Diana Slade. Casual Conversation. London: Cassell, 1997.**
15. If three authors are given, use all three in the order they are listed on the title page.

**Marquard, Henry J., Ruth M. Belan, and Christine Moran. Wrigley Field Dreams.  
Chicago: Scott Foresman, 2004.**

16. If four or more authors are given, use the first one listed followed by the Latin abbreviation et al. **NOTE:** The MLA Handbook, 6<sup>th</sup> edition (pp. 154-155), does state that you may give all names in full in the order in which they appear on the title page if you choose not to use “et al.”

**Perzsyk, Duane, et al. Humanities Hysteria. Denver: U of Colorado P, 2000.**

17. Even if the important words in an article title are not capitalized in the original source, capitalize each important word in your Works Cited.
18. Before using the abbreviations for no city, no publisher, no date, no page numbers, no section and no column, bring the source to your teacher for help finding the information. It might be in a strange place.
19. Pamphlets use the same works cited format as books.
20. When you list two sources written by the same author on your Works Cited page, do not type the author’s name twice. Instead of typing the name a second time, type **THREE** hyphens. List the source first which comes first alphabetically.

See example below.

**Grant, Mike. “Building a Champion Football Program.” Sports Illustrated 11 Nov. 1992: 15-17.**

**---. “Eagles Soar With Pride.” Sports Illustrated 10 Dec. 1994: 32-33.**

**---, ed. Support in the Stands. Minneapolis: Lerner, 2003.**

**---. Viking Dreams. Chicago: Random House, 2004. N. pag.**

**NOTE: Use the title Works Cited rather than Bibliography.**

Here is an example of a WORKS CITED page:

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Works Cited

- “Frankenstein: The Making of the Monster.” Great Books. Narr. Donald Sutherland. Writ. Eugenie Vink. Dir. Jonathan Ward. Learning Channel. 8 Sept. 1993.
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- Kurosawa, Akira, dir. Rashomon. Perf. Toshiro Mifune. Daiei, 1950.
- Merriam, Joanne. “Fresco Painting.” Encyclopaedia Britannica Online. 2002. Encyclopaedia Britannica. 8 May 2002 <<http://search.eb.com/>>.
- Rowling, J. K. E-mail interview. 8-12 May 2002.
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- Stempel, Carl. Towards a Historical Sociology of Sport. New York: Harper, 1975.
- . Winner’s Edge. New York: Scribner’s, 2003. 17-22.
- “Symbiosis.” UCMP Glossary. Ed. Allen Collins et al. 1 May 2002. U of California Museum of Paleontology, Berkeley. 15 May 2002 <<http://www.ucmp.edu/glossary/gloss5ecol.html>>.