

Mt. Ararat High School Reference Paper Stylesheet

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

1 · BOOK

Marcuse, Sibyl. *A Survey of Musical Instruments.* 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. *Database Design.* 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, editor

Boroff, Marie, ed. *A Gawain Critical Anthology.* New York: Norton, 1967.

If two editors, use **eds.** If more than two, use first author, **et al., eds.**

4 · BOOK, two or more by same author

---. *Wallace Stevens: A Man of Parts.* 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.

5 · BOOK, corporate author

Commission on the Humanities. *The Humanities in American Life: Report of the Commission on the Humanities.* 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.

6 · BOOK, no author's name given

Literary Market Place: The Directory of American Book Publishing. 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.

7 · ENCYCLOPEDIA, signed article

Caird, George B. “Paul, the Apostle.” *Encyclopedia Britannica: Macropaedia.* 15th ed. 1974.

No extra period needed after middle initial of author's name. No page number needed.

8 · ENCYCLOPEDIA, unsigned article

“Mandarin.” *Encyclopedia Americana.* 2006.

No page number needed.

9 · REFERENCE WORK (multivolume)

Jackson, Jacquelyn L. “African American Studies Programs.” *Encyclopedia of Multiculturalism.* Vol. 1. New York: Marshall Cavendish, 1994, 48-52.

This article was found in **volume 1** of the Encyclopedia of Multiculturalism 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.**”

10 · Contemporary Literary Criticism

Sipper, Ralph B. “How High the Sun and Other Tracking Clues.” *Los Angeles Times Book Review.* 25 July 1982, 6. Qtd. in *Contemporary Literary Criticism.* Vol. 62. Detroit: Gale, 1991, 255.

Criticism was found in **volume 62** of Contemporary Literary Criticism on page **255**; the criticism is quoted and cited from page **6** of the Los Angeles Times Book Review. Because **Sipper** is the authority for the material, his name leads the citation.

11 · ARTICLE, ESSAY, POEM

Lloyd, Henry. "Free Enterprise Should Be Regulated." *Capitalism: Opposing Viewpoints*. 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.

12 · GOVERNMENT PUBLICATION

United States. Dept. of Labor. Bureau of Statistics. *Dictionary of Occupational Titles*. 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*.

13 · PERIODICAL, signed article

Begley, Sharon. "A Healthy Dose of Laughter." *Newsweek* 4 Oct. 1982: 74-78.

Article was on pages 74 through 78. Customary to repeat the last two page digits (not "74-8").

14 · PERIODICAL, unsigned article

"An Uneasy Silence." *Computerworld* 28 Mar. 1983: 84.

Article was on page 84. No period after periodical titles. Alphabetize under "U" --initial "A," "An," and "The" are ignored.

15 · PERIODICAL, academic journal, continuous paging

Clark, Herbert H., and Thomas H. Carlson. "Hearers and Speech Acts." *Language* 58 (1982): 332-73.

Article appeared in volume 58 of *Language*, on pages 332 through 373. No months used in academic continuously paged journals. Customary to repeat only last two page digits (not "332-373").

16 · PERIODICAL, popular magazine, continuous paging

"Breathing on a Jet Plane -- How Fresh Is the Air?" *Consumer Reports* 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."

17 · NEWSPAPER, signed article

Dexter, Tim. "Steve Reich, A Young Turk, Approaches 50." *New York Times* 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., *Spokesman-Review [Spokane, WA]*).

18 · NEWSPAPER, unsigned article

"Rumford Quiet After Klan Visit." *Portland Press Herald* 28 Sept. 1987, sec. 1: 1.

Article appeared in section 1 of the paper, on page 1.

19 · INDIRECT SOURCE

Sheraton, Mimi. "How America Eats: A Nutritional Dilemma." *New York Times* 11 June 1980, C14. Qtd. in **Lewis Regenstein.** *America the Poisoned*. Washington: Acropolis, 1982, 267.

Article was found in Regenstein's book *America the Poisoned* on page 267; he quoted and cited Sheraton's article from section C page 14 of the *New York Times*. Because Sheraton is the authority for material, her name leads citation.

20 · SOUND RECORDING

Murrow, Edward R. *Year of Decision: 1943*. Columbia, CPS-3872, 1957.

Columbia is the record label, CPS-3872 is the serial number of the record.

21 · VIDEO RECORDING

***Jurassic Park*. 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.

22 · CD-ROM, original material

Adams, Charles J. "Islam." *Encyclopedia Americana*. CD-ROM. 1995.

Format is similar to print counterpart, with the addition of CD-ROM.

23 · TELEVISION SHOW

The First Americans. 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.

24 · 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.

25 · INTERVIEW, in print

Ellison, Ralph. Interview. "Invisible Man." *Atlantic* 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.

26 · PERIODICAL, online article

Adler, Jerry. "Doubting Darwin." *Newsweek* 7 Feb. 2005. 14 Feb. 2005 <<http://www.msnbc.msn.com/id/6884904/site/newsweek>>.

Published online in *Newsweek* on 7 Feb. 2005. Accessed online 14 Feb. 2005. Cite the web address: <<http://www.msnbc.msn.com/id/6884904/site/newsweek>>.

27 · NEWSPAPER, online article

Barnard, Anne. "Iraqis Flock to Polls." *The Boston Globe* 31 Jan. 2005. 14 Feb. 2005

<http://www.boston.com/news/world/middleeast/articles/2005/01/31/iraqis_flock_to_polls>.

Published online in *The Boston Globe* on 31 Jan. 2005. Accessed online 14 Feb. 2005. Cite the web address: <http://www.boston.com/news/world/middleeast/articles/200501/31/iraqis_flock_to_polls>.

28 · EBSCOhost

Chadwick, Michael. "Is the Lobster Fishery Going to Pot?" *Time Canada* 18 Oct.1999: 26-27. *MAS Ultra-School Edition*. EBSCOhost. Maine InfoNet. 1 April 2002 <<http://web.ebscohost.com/>>.

Originally published in *Time Canada* on 18 Oct. 1999. Accessed online through **Maine InfoNet** 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.ebscohost.com/>> in the citation.

29 · ProQuest Newspapers

Dana, Rebecca. "Forecast: Plenty of Activity on the Weather Blog Front." *The Washington Post* 15 Aug. 2004: D.01 *ProQuest*. ProQuest Newspapers. Maine InfoNet. 24 Sept. 2004 <<http://prxy2.ursus.maine.edu:2062/>>.

Originally published in *The Washington Post* on 15 Aug. 2004. Accessed online through **Maine InfoNet** on 24 Sept. 2004. For subscription services, include the database: *ProQuest*; the online service: **ProQuest Newspapers**; and the abbreviated web address: <<http://prxy2.ursus.maine.edu:2062/>> in the citation.

30 · 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.

31 · Student Resource Center - Gold (Reference)

"Weather Forecasting." *Gale Encyclopedia of Science* 2001. *Student Resource Center - Gold* Thomson Gale. 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: **Student Resource Center - Gold**; the online service: **Thomson Gale**; and the abbreviated web address: <<http://www.galenet.galegroup.com/servlet/SRC/>> in the citation.

32 · Opposing Viewpoints Resource Center

Baker, Mark. "Both India and Pakistan Have Mistreated the Kashmiri People." *The Age* 4 June 2002: 14-15. *Opposing Viewpoints Resource Center*. Thomson Gale. Mt. Ararat High School Lib., Topsham, ME. 28 Jan. 2005 <<http://www.galenet.galegroup.com/servlet/OVRC/>>.

Originally published in *The Age* on 4 June 2002. Accessed online at Mt. Ararat High School Lib. on 28 Jan. 2005. For subscription services, include the database: *Opposing Viewpoints Resource Center*; the online service: **Thomson Gale**; and the abbreviated web address: <<http://www.galenet.galegroup.com/servlet/OVRC/>> in the citation.

33 · Student Resource Center - Gold (Magazines & Journals)

Monastersky, Richard. "Deep Rock Gives Lift to Africa." *Science News* 26 Sept. 1998: 205. *Student Resource Center - Gold*. Thomson Gale. 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 - Gold*; the online service: **Thomson Gale**; and the abbreviated web address: <<http://www.galenet.galegroup.com/servlet/SRC/>> in the citation.

34 · 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.

35 · 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. 1999.

36 · 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.

37 · WORLD WIDE WEB

VanCleave, Janice. "Soup to Nuts Handbook." *Discovery Education 2007: Discovery Communications*. 22 Oct. 2007 <<http://school.discoveryeducation.com/sciencefaircentral/scifairstudio/handbook/>>.

The title of the page is **Soup to Nuts Handbook**; *Discovery Education* is the name of the site the page was part of; 22 Oct. 2007 is the date the page was accessed.

38 · PDF (portable document format)

Rael, Patrick. "A Style Sheet for History Writers." *Reading, Writing, and Researching for History*. 2004: 1-3. Bowdoin College. 8 Feb. 2005 <<http://academic.bowdoin.edu/WritingGuides/style.pdf>>.

Published as a PDF online in *Reading, Writing, and Researching for History* in 2004. Accessed online at on 8 Feb. 2005. Cite the web address: <<http://academic.bowdoin.edu/WritingGuides/style.pdf>>.

39 · PODCAST

Schlesinger, Arthur. "Arthur Schlesinger on the Cuban Missile Crisis." With Terry Gross. *Fresh Air*. NPR. WHYY, Philadelphia, PA. 16 Oct. 2002. 16 Mar. 2007

<<http://www.npr.org/templates/story/story.php?storyId=7666328>>.

Terry Gross interview of Arthur Schlesinger on *Fresh Air* on 16 Oct. 2002. Produced by **WHYY** and aired by **NPR**. Accessed online through **NPR** on 16 Mar. 2007.

CITATIONS

Citation Samples	Examples
1 Researchers even tried to establish the medical benefits of watching TV sitcoms (Begley 77).	Citation shows last name of author and page number.
2 Ellison's well-known and strong views on race "have changed very little" (46).	Citation shows only page number because name of author is in the sentence.
3 One writer declares that Stevens is "dominated by two powerful . . . strains" (Boroff, <i>Wallace Stevens</i> 34), and she offers strong support in detailed readings of many of Stevens' major poems.	Citation shows book title as well as last name of author and page number because there are two books by author in Works Cited.
4 Government control of cryptography is one of many troubling issues surrounding government and technology ("Uneasy Silence").	Citation shows only shortened version of title because no author or page is listed in Works Cited.
5 Literary Market Place reports that New York City is still "the literary center of the country" (ix).	Citation shows only page number because authorless book title appears in sentence.
6 The United States Department of Labor had joined the movement against gender-biased language: the infamous "spokesperson" became legitimate (145).	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.