

Bancroft School *Works Cited* Requirements

Bancroft's requirements for citing sources derive from the *MLA* [Modern Language Association] *Handbook for Writers of Research Papers*, 7th edition (hereinafter referred to as the *MLA Handbook*). The *MLA* standards now recommend the use of italics rather than underlining for book and periodical titles. Some sources used for research may not fall into one of the categories listed, or the required information may be hard to locate or interpret. Please ask for help when you need it. Copies of the *MLA Handbook* are available in the Library to assist you in identifying the appropriate form. Refer to "Chapter 5" in particular.

In compiling your record of sources, be sure to make note of the following:

- For books, use the title page and *verso* (reverse of the title page) to locate and identify the required bibliographic information.
- If no publication date is indicated, use the most recent copyright date.
- If there is more than one city of publication, use only the first city. It is not necessary to identify a state, province, or country after a city name.
- Use the brief form of the publisher's name; omit "Inc.," "Co.," and descriptive terms such as "Publishing" and "Press". Refer to page 247 of the *MLA Handbook* for additional information on citing publishers' names.
Exception: If the publisher is a university press, use the abbreviation "UP".
- Occasionally with print sources, and often with Internet sources, required information cannot be located. In such cases, use these abbreviations in place of the missing information **but if no author is indicated, begin cite by source title**:

n.p.	No place of publication given	n.d.	No date of publication given.
n.p.	No publisher given	n. pag.	No page number(s) given
- When information is missing in the source, but you can locate it by some other means, use brackets [1987]; if a date is approximate, use "c." for *circa* (Latin for "around") [c. 1987]; if you are not sure whether the information is accurate, add a question mark [1987?].
- You must cite the *specific* source used, such as the poem, essay or article, not just the edited work or anthology in which you found it (see below*).

BOOKS

Book by a single author

Author Last name, First name. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

Example:

Clark, Kenneth. *What is a Masterpiece?* London: Thames, 1979. Print.

Book by two or three authors [when there are more than three authors, you may give the name of the first author only, followed by "et al." (Latin for "and others"). *Example:* Gilman, Sander, et al. *Hysteria Beyond Freud*. London: Longman, 1985. Print.]

First Author Last name, First name, and Second Author First name Last name. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

First Author Last name, First name, Second Author First name Last name, and Third Author First name Last name. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

Examples:

Bollens, John, and Anne Collins. *Cloudburst*. New York: Houghton, 1993. Print.

Ebenstein, Alan D., William Ebenstein, and Edwin Fogelman. *Today's Isms*. Upper Saddle River: Prentice-Hall, 1994. Print.

Edited work [*important note: you **must** cite any specific individual pieces used, as in the "entry" examples on page 2]

Editor Last name, First name, ed. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

Examples:

Craig, Harden, ed. *The Complete Works of Stephen King*. Boston: Little Brown, 1991. Print.

Blanco, Richard, ed. *The American Revolution, 1775-1783: An Encyclopedia*. 2 vols. New York: Garland, 1994. Print.

***An entry in a single-volume edited work or anthology--when author is/is not provided**

Author Last name, First name. "Title of Poem, Essay, Play or Other Piece." *Title of Edited Work*. Ed. Editor First name Last name. Place of Publication: Publisher, Year of Publication. Page number(s). Medium of Publication.

"Title of Poem, Essay, Play or Other Piece." *Title of Edited Work*. Ed. Editor First name Last name. Place of Publication: Publisher, Year of Publication. Page number(s). Medium of Publication.

Examples:

Hall, Jim. "Winter in Texas." *Poems of the Sun*. Ed. Ruth Thomas. New York: Harper, 1995. 16-17. Print.

"Sir Gawain and the Green Knight." *Medieval Romances*. Ed. Roger Sherman Lewis and Laura Hibbard Lewis. New York: Modern Library, 1957. 324-389. Print.

***An entry in a multivolume edited work or anthology--when author is/is not provided**

[when citing only one volume of a multivolume work, include the volume number for that volume, BUT when citing more than one volume of a multivolume work, cite the total number of volumes in the work]

Author Last name, First name. "Title of Article or Other Piece." *Title of Edited Work*. Ed. Editor First name Last name. Volumes. Place of Publication: Publisher, Year of Publication. Medium of Publication.

"Title of Article, Essay, Play or Other Piece." *Title of Edited Work*. Ed. Editor First name Last name. Volume. Place of Publication: Publisher, Year of Publication. Page number(s). Medium of Publication.

Examples:

Hall, C. S. "Dreams." *Encyclopedia of Psychology*. Ed. Raymond J. Corsini. Vol. 1. New York: Wiley, 1984. 388-390. Print.

"The Decembrists." *Readings in Russian Civilization*. Ed. Thomas Riha. Vol. 2. Chicago: U of Chicago P, 1964. 295-302. Print.

A translated book

Author Last name, First name. *Title of Translated Book*. Trans. Translator First name Last name. Place of Publication: Publisher, Year of Publication. Medium of Publication.

Dostoevsky, Feodor. *Crime and Punishment*. Trans. Jessie Coulson. New York: Norton, 1964. Print.

The Bible - give the name of the specific edition, any editor(s) associated with it, followed by the publication information.

Example:

The New Jerusalem Bible. Ed. Susan Jones. New York: Doubleday, 1985. Print.

GENERAL ENCYCLOPEDIAS AND DICTIONARIES [Print Version] - Note that the only publication information required is the edition date (use most recent); page numbers and volumes are not necessary because of the alphabetical organization of these familiar reference works.

Article signed by an author The author information is generally found at the end of the article text.

Author Last name, First name. "Title of Article or Entry." *Name of Encyclopedia or Dictionary*. Edition (if stated). Year of Publication. Medium of Publication.

Example:

Balart, Albert. "Saint Lawrence River." *Encyclopedia Britannica*. 1997 ed. Print.

No author provided

"Title of Article or Entry." *Name of Encyclopedia or Dictionary*. Edition (if stated). Year of Publication. Medium of Publication.

Examples:

"Brain waves." *Collier's Encyclopedia*. 1995 ed. Print.

"Ginsburg, Ruth Bader." *Who's Who in America*. 62nd ed. 2008. Print.

MAGAZINE and NEWSPAPER ARTICLES [Print Version] - include the most specific information provided. Refer to page 235 of the *MLA Handbook* for proper abbreviations of months.

Author Last name, First name. "Title of Article." *Name of Magazine or Newspaper* [Day] [Abbreviated Month] [Year] of issue: page number(s). Medium of Publication.

Examples:

Sidney, Hugh. "President Clinton's New Policy Statements on Cuba." *Time* 12 Sept. 1996: 24-25. Print.

Tane, James. "Disenchantment Grows in Rwanda." *Boston Globe* 2 Feb. 1997: 5. Print.

MAGAZINE and NEWSPAPER ARTICLES [Online Version – from Subscription Databases] – MLA no longer requires the use of URLs because web addresses change frequently and users can find most documents via internet searches, however, if URLs are used, they should appear in angle brackets after the date of access. Refer to page 192 of the *MLA Handbook* for additional information.

Author Last name, First name. "Title of Article." *Title of Publication*. [Day] [Abbreviated Month] [Year] of issue: page number(s). *Name of Database*. Medium of Publication. Date of access. <Service's home page URL if desired>.

Examples:

Cornish, Douglas. "Soup-Kitchen Sage." *Maclean's*. 26 Aug. 2002: 46. *EBSCOhost*. Web. 10 Sept. 2002. <<http://web4.epnet.com>>.

A WORK OF VISUAL ART – refer to page 200 of the *MLA Handbook* for additional information.

Artist Last name, First name. *Title of Work*. Date of Composition. Owner, Location. *Title of Book or Other Media Where Viewed*. Author First Name Last Name. Place of Publication: Publisher, Year of Publication. Page, Slide, Figure or Plate Number. Medium of Reproduction.

Example:

Cassatt, Mary. *Mother and Child*. 1905. Wichita Art Museum, Wichita. *American Painting*. John Pearce. New York: McGraw Hill, 1964. Plate 24. Print.

MUSIC RECORDING - refer to page 195 of the *MLA Handbook* for additional information.

Performer [or Composer or Conductor] Last name, First name. "Title of Piece." *Title of Recording*. Manufacturer, Year of Issue. Medium.

Example:

Clapton, Eric. "Layla." *The Best of Eric Clapton*. PolyGram Records, 1992. CD.

FILMS, VIDEOS – refer to page 197 of the *MLA Handbook* for additional information.

Title of Film or Video. Director name. Distributor, Year of Release. Medium Consulted. [You may also include performers as in the example below]

Example:

Star Wars. Dir. George Lucas. Perf. Harrison Ford, Carrie Fisher and Mark Hamill. Twentieth Century Fox, 1977. Film.

MICROFICHE - record all the information needed and in the same format as for the original magazine or newspaper articles (see above), plus the specific information for the microfiche you use: Microfiche title, fiche # and grid #'s. Refer to page 206 of the *MLA Handbook* for additional information.

Chapman, Peter. "Protect Children." *New York Times* 14 Jan. 1996: 14. Microform. *New York Times Current Events Edition 1996*: fiche 2, grids 8-11.

WORLD WIDE WEB – the *MLA Handbook* no longer requires the use of URLs because web addresses change frequently and users can find most documents via internet searches, however, if a user is unlikely to find the source without a URL, a URL should be used and it should appear in angle brackets after the date of access. Refer to page 181 of the *MLA Handbook* for additional information.

Author Last name, First name. “Title of Article or Page.” *Title of the Overall Web Site*. Version or Edition Used (if applicable). Publisher or Sponsor of the Site, Date of Publication. Medium of Publication. Date of Access. <Web address/URL if desired>.

Examples:

Green, Joshua. “The Rove Presidency.” *The Atlantic.com*. Atlantic Monthly Group, Sept. 2007. Web. 15 May 2008.

“de Kooning, Willem.” *Encyclopaedia Britannica Online*. Encyclopaedia Britannica, 2008. Web. 15 May 2008.

EMAIL – refer to page 204 of the *MLA Handbook* for additional information.

Name of Writer. “Subject Line (if any).” Description of the message that includes the recipient. Date of the message. Medium of delivery.

Example:

Danforth, Tom. “Product news.” Message to John Smith. 16 Mar. 1997. E-mail.

INTERVIEW – refer to page 201 of the *MLA Handbook* for additional information.

Name of Person Interviewed. Type of Interview. Date of Interview.

Examples:

Spielberg, Steven. Telephone interview. 26 Sept. 1998.

Angelou, Maya. Personal interview. 7 Oct. 1998.