

**BHS WORKS CITED FORM
&
PARENTHETICAL CITATION GUIDELINES
Based upon MLA**

~ In any research you do, you must **give credit** to both the **direct words** and the **ideas** of your source. ~

PARENTHETICAL CITATION GUIDELINES

Signal Phrases:

➤ The first time you introduce a source, it's best to mention the author in the signal phrase. If you do this, you won't have to put the author's name in parentheses after the quote, you will just need to include the page number (if there is one).

Ex: John Smith claims that "[quote]" (4).

➤ If there is no author, use the article title

Ex: In an article titled, "Is the American Dream Withering?" the author states that "[quote]" (3).

➤ If the article title is cumbersome long, use the source

Ex: In a New York Times article, the author states "[quote]" (3).

➤ If it is a website, use the web site name

Ex: According to CNN Money, "[quote]."

➤ NOTE: If there is no page number (and most online sources will NOT have a page number), you do not need to put anything after the quote in parentheses if you include the source information in the signal phrase.

Parenthetical Information:

➤ For subsequent quotes from a source that you've already cited, you may choose not to use a signal phrase and just put the source info in the parentheses after the quote.

➤ As a general rule, if there is no signal phrase, what goes in the parentheses will be the first piece of information that is included for that source in your works cited list.

- Author's last name
- If an author isn't listed, use article name
- If there is no author OR article name, use the website name (not including the .com/.gov/.org, etc. – ex: CNN Money, not CNNMoney.com)

Final thoughts:

- Remember that you must also cite paraphrased material
- Books, newspapers, and websites must be italicized
- Titles of "articles" must be in quotation marks
- If, following a quote, there is no parenthetical citation (because you provided the source in the signal phrase and there is no page number), the period must go inside the quotation marks ("Twenty-five percent of African Americans live in poverty.")

WORKS CITED *FORMAT* GUIDELINES

- A. Center the title Works Cited one inch from the top of the page.
- B. Begin each entry flush with the left margin. If the entry runs more than one line, do a Hanging Indent (in GDocs: 1. Select the text you want indented. (= line 2+) You can select a single paragraph or multiple paragraphs at a time. 2. On the ruler, drag the Left Indent (light blue inverted triangle) to the right as far as you want the text to be indented.)
- C. Double space between all lines.
- D. List each entry alphabetically by author's last name, or, if none, use the first word of the title (disregard A, An, The).

SOURCES

< **CTRL** > + **click** will take you to the source, or, Scroll Down to appropriate number.

Art Work #1 Blog / Podcast #2 Book #3 Brochure #15 Chart #5 Chapter/Section #4 CQ Researcher #6 Dictionary Entry #7 DVD #8	EB Online #10c eBook #3b eLibrary #12b E-mail #9 Encyclopedia Article #10 Film #8 Image #5 InfoTrac Newspapers #14b Interview #11 Magazine Article #12	Map #5 MeL #12b Movie #8 Musical Recording #13 Newspaper Article #14 Online Database #12b Other/Not listed #18 Painting #1 Pamphlet #15 Parenthetical Reference	Photograph #5 Picture #5 Radio Program #16 SIRS Discoverer #12b Song #13 Television Show #16 Web Site #17
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< **CTRL** > + **click** will take you to the source, or, Scroll Down to appropriate number.

For more examples and information, refer to the [OnlineWriting Lab \(OWL\) of Purdue](#) or the latest MLA Handbook. See also [EasyBib](#)

WORKS CITED *EXAMPLES*

1. ART WORK / PAINTING

Artist. *Title of art work*. Date of work. *Museum/Gallery*, City. Medium.

Da Vinci, Leonardo. *Mona Lisa*. 1503. *Louvre*, Paris. Painting.

2. BLOG / PODCAST

Author, or compiler name (if available). "Posting Title." *Name of Site*. Version number (if available). Name of institution/organization affiliated with the site (sponsor or publisher). Medium of publication. Date of access.

Salmar1515 [Sal Hernandez]. "Re: Best Strategy: Fenced Pastures vs. Max Number of Rooms?" *BoardGameGeek*. BoardGameGeek, 29 Sept. 2008. Web. 5 Apr. 2009.

3a. BOOK

Author. *Title of Book*. Place of Publication: Publisher, Year of Publication. Medium of publication.

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999. Print.

3b. BOOK .. FROM THE WEB (eBOOK)

Author. *Title of Book*. Place of Publication: Publisher, Year of Publication. *eBook Service*. Medium of publication. Date of access. <URL>.

Stevenson, Robert Louis. *Treasure Island*. Boston: Roberts Brothers, 1884. *GoogleBooks*. Web. 17 Mar. 2010. <<http://books.google.com/books>>.

4. CHAPTER / SECTION / ARTICLE IN A COLLECTION / ANTHOLOGY / BOOK

Author. "Title of Chapter/Section/Article." *Title of Book*. Print. Editor Name, Ed. City: Publisher, year. Pages.)

Marshall, Margaret. "On Rereading Fitzgerald." *F. Scott Fitzgerald: the Man and His Work*. Print. Kazin, Alfred, Ed. New York: Collier Books, 1962. 112-14.

[Back to All Sources](#)

5a. CHART / IMAGE / MAP / PHOTOGRAPH / PICTURE .. IN PRINT

Artist / Photographer's Name, if given. "Name of the Image, if given." Date. *Name of Source*. City: Publisher, Year. Page. Print.

Goya, Francisco. "The Family of Charles IV." *Gardener's Art Through the Ages*. 10th ed. By Richard G. Tansey and Fred S. Kleiner. Fort Worth: Harcourt Brace, 1989. 939. Print.

Student, Suzy. "My Grandpa Joe." Personal photograph. 10 Jun 1998. Print.

5b. CHART / IMAGE / MAP / PHOTOGRAPH / PICTURE .. FROM A DATABASE

Artist / Photographer's Name, if given. "Name of the Image." Medium. *Name of Source*. Date: page. *Database Name*. Date of access. <URL>

Cifuentes, Michael S. "Hail to the Chief: America Welcomes President Barack Obama." Photograph. *Marines Magazine* Jan.-Mar. 2009: 24+. *General Reference Center Gold*. Web. 31 Mar. 2010. Web. <<http://find.galegroup.com/>>

5c. CHART / IMAGE / MAP / PHOTOGRAPH / PICTURE .. FROM THE WEB

Artist / Photographer's Name, if given. "Name of the Image." Medium. *Web Site Title*. Publisher/Sponsor, date uploaded. Web. Date of access. <URL>

"Approximately 200,000 Death Toll in Haiti Earthquake." Chart. *Trends Update*. 18 Jan. 2010. Web. 1 Apr. 2010. .<<http://trendsupdates.com>>.

6. CQ RESEARCHER ARTICLE

Author, if given. "Title of Article." *The CQ Researcher*. Date. Pages.

Burtch, Mary Ann. "Combating AIDS." *The CQ Researcher*. 21 April 1998. 345-68.

7a. DICTIONARY ENTRY.. IN PRINT

"Name of word." *Title of Dictionary*. Edition number. Year. Print.

"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997. Print.

7b. DICTIONARY ENTRY.. FROM THE WEB

"Name of word." *Title of Dictionary*. Web. Date of access. <URL>.

"Impetigo." *Dictionary.com*. Web. 2 Feb 2009. <<http://dictionary.reference.com/browse/impetigo>>

8. DVD, FILM, OR VIDEO

Title of DVD / film / video. Director. Perf. Stars' Names. Motion Picture Studio, year. Medium of publication.

The Turning Point. Dir. Herbert Ross. Perf. Anne Bancroft, Shirley MacLaine, Mikhail Baryshnikov, and Leslie Brown. Twentieth Century-Fox, 1978. Film.

Ed Wood. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. Touchstone, 1994. DVD.

9. E-MAIL

Author of E-Mail message. "Subject line of the message." Email to the author. Date of message. Medium.

Robert, Eric. "Project results." Message to the author. 2 Nov. 2009. E-mail.

10a. ENCYCLOPEDIA ARTICLE.. IN PRINT

Author. "Name of Article." *Title of Encyclopedia.* Edition. Year. Medium of Publication.

Giles, Katherine E. "Costume." *World Book Encyclopedia.* 15th ed. 2002. Print.

10b. ENCYCLOPEDIA ARTICLE.. FROM A DATABASE (EB ONLINE)

Author. "Title of Article." *Title of Encyclopedia.* Date of publication or last update. Database name. School and Library provider. Date of access. Web. <URL.>

Burch, Mary Ann. "Guitar." *Encyclopedia Britannica Online School Edition.* 2009. BHS LMC. 31 March 2009. Web. 2010 <<http://school.eb.com/eb/article-9038459>>

10c. ENCYCLOPEDIA ARTICLE .. FROM WEB

Author. "Title of Article." *Title of Encyclopedia.* Date of publication or last update. Date of access. Web. <URL.>

Simpson, E.G. "Penguin." *InfoPlease Encyclopedia.* 1992. 21 Mar. 2010. Web. <<http://www.infoplease.com/ce6/sci/A0838153.html>>

11a. INTERVIEW, PUBLISHED

Jones, Roger, Commissioner, Cleveland Public Works. "Why the Plumbing Doesn't Work." by Robert Holley. *Public Works Journal.* Spring 1978:133-35. Print.

Interviewee, Title (if applicable). "Title of Article." By Author. *Title of Magazine or Book.* Date: Pages. Print.

11b. INTERVIEW, IN-PERSON / UNPUBLISHED

Interviewee. Personal interview. Date.

Levin, Senator Carl. Personal interview. 18 February 1998. Live.

12a. MAGAZINE ARTICLE.. IN PRINT

Author(s). "Title of Article." *Title of Magazine* Day Month Year: pages. Print.

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

12b. MAGAZINE ARTICLE.. FROM A DATABASE (MAS, MeL, etc.)

Author, if given. "Title of Article." *Title of Magazine*. Date:page(s). *Database name*. Web. Date of access. <URL>.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 29 Apr. 2018: 642-44. MAS. Web. 27 May 2019.

12c. MAGAZINE ARTICLE .. FROM THE WEB

Author(s). "Title of Article." *Title of Magazine* Day Month Year. Web. Date of Access. <URL>

Rubenking, Neil J. "Lab Testing Antivirus Software." *PC Magazine*. 26 Mar 2010. Web. 5 April 2010. <http://www.pcmag.com/>

13. MUSICAL RECORDING / SONG (CD, MP3)

Artist. "Title of Song." *Title of CD/Collection*. Company, year. Medium.

Beethoven, Ludwig van. *Moonlight Sonata*. Crownstar, 2006. MP3.

Nirvana. "Smells Like Teen Spirit." *Nevermind*. Geffen, 1991. CD.

14a. NEWSPAPER ARTICLE .. IN PRINT

Author. "Title of Article." *Title of Newspaper*. Date, Edition, if given: page(s). Print.

Kowalski, Steve. "Royal Oak Weighs Medical Marijuana Outlets." *Woodward Talk*. 21 Mar 2010: A1, A3. Print.

14b. NEWSPAPER ARTICLE .. FROM A DATABASE (*NewsSource, MeL, etc.*)

Author. "Title of Article." *Title of Newspaper*. Date, Edition, if given: page(s). *Database name*. Web. Date of access. <URL>.

Smith, Dan. "State Farm Offers Banking Services to Kansas Consumers." *Kansas City Star*. 5 Sep 2009. *NewsSource*. Web. 29 March 2010. <<http://find.galegroup.com>>

14c. NEWSPAPER ARTICLE .. FROM THE WEB

Author. "Title of Article." *Title of Newspaper*. Date. Web. Date of access. <URL>

Ashenfelter, David. "Kilpatrick and Beatty surrender: pair are booked after being charged with perjury, conspiracy, misconduct." *Detroit Free Press*. 24 Mar 2008. Web. 4 April 2010. <<http://www.freep.com/article/20080324/NEWS01/303250001/Kilpatrick-and-Beatty-surrender>>

15. PAMPHLET / BROCHURE

Author or group author. *Title of Pamphlet*. City, State: date. Print.

National Clearinghouse for Alcohol Information. *Alcohol and the Elderly*. Rockville, Maryland: May 1989. Print.

16. RADIO / TELEVISION PROGRAM

"Episode Title." *Title of Program*. Network. Channel Call Letters, City where shown. Date of broadcast. Medium.

"The Blessing Way." *The X-Files*. Fox. WXIA, Atlanta. 19 Jul. 1998. Television.

"The Violence Factor." *All Things Considered*. WDET, Detroit. 24 January 1984. Radio.

"The One Where Chandler Can't Cry." *Friends: The Complete Sixth Season*. Writ. Andrew Reich and Ted Cohen. Dir. Kevin Bright. Warner Brothers, 2004. DVD.

17. WEB SITE (consider also: Blog, Book, Encyclopedia article, Film/video, Magazine article, Newspaper article --in a Web Site)

Editor, author (if available). Name of Section/Page. *Name of Site*. Name of institution/organization/sponsor of site, date of resource creation (if available). Web. Date of access. <URL>. *

"MLA Works Cited." *OWL: Purdue Online Writing Lab*. Purdue University, 2010. Web. 3 Mar. 2010. <<http://owl.english.purdue.edu/owl/resource/747/9/>>.

18. OTHER (NOT LISTED)

Author. *Title of work*. Publication facts (publisher, place, and date). Page or section reference of the source.
Medium.

For more examples and sources refer to the [Online Writing Lab \(OWL\) of Purdue](#) or the latest MLA Handbook.
See also [EasyBib](#)

* * *

When a source has no known author, use a shortened *title* of the work. Your in-text citation will correspond with an entry in your Works Cited page.

Based upon *MLA Handbook*. For more examples and information, refer to the [Online Writing Lab \(OWL\) of Purdue](#). See also [EasyBib](#) Compiled and edited by Martha Spear, Library Media Specialist, BHS. 3/1/2019

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