EPHRATA AREA SCHOOL DISTRICT

BIBLIOGRAPHIC STYLE MANUAL

2001-2002

Compiled by Filitea P. Dean, Debra E. Kachel, and Candace L. Blessing

Abbreviations used:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>abr.</td>
<td>abridged</td>
<td>Jan.</td>
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<td>comp.</td>
<td>compiled, compiler</td>
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<td>et al.</td>
<td>and others</td>
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<td>GPO</td>
<td>Government Printing Office</td>
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<td>narrator, narrated by</td>
<td>Nov.</td>
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<td>UP</td>
<td>University Press (use in publisher’s name only)</td>
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Adapted from:

Rev.09/01
1. **BOOKS AND PAMPHLETS**

**General Rules**
The list below identifies the possible components of a book entry and the order in which they are normally arranged.

1. Author’s name or corporate author or editor’s name.
2. Title of a part of the book for anthologies, collections of essays, or some reference books (*in quotation marks*).
3. Title of the book (*underlined*).
4. Name of the editor, translator, or compiler.
5. Edition used.
6. Number(s) of the volume(s) used in Arabic numerals.
7. Name of the series (*Do not underline*).
8. Place of publication: name of the publisher, and most recent date of publication.
9. Page numbers (*only for anthologies or collections of essays*).

**Basic Entry**
Author’s Last Name, First Name. *Title of Book_ underlined.*
City of Publication: Publishing Company, Copyright Date.

**Rules for Author’s Name**
In general, omit titles, affiliations, and degrees that precede or follow names; e.g., PhD, Reverend, Sir, etc. Suffixes that are an essential part of a name (Jr. or IV) appear after the given name; i.e., Rockefeller, John D., IV.

**Rules for Place of Publication**
Use the first city listed. Include the state postal abbreviation (i.e., PA) for relatively unknown or small cities.

**Rules for Publisher**
Omit articles (a, an, the), business abbreviations (Co., Corp., Inc., Ltd.) and descriptive words (Books, House, Press, Publishers). Use standard abbreviations whenever possible (Acad., Assn., Soc., UP). If the publisher’s name includes the name of a person, use only the last name (John Wiley = Wiley). If more than one publishing company is listed, use the first one.

**Rules for a Title**
Capitalize the first word, the last word, and all important words of all titles and subtitles. Important words are nouns, pronouns, verbs, adjectives, adverbs, and subordinating conjunctions (e.g., although, because, before, if, since, unless, when, etc.). Types of words that DO NOT have to be capitalized within titles include articles (a, an, the), prepositions (e.g., against, between, in, of, to, etc.), and coordinating conjunctions (e.g., and, but, or, nor, for, so, yet). Separate the title from the subtitle with a colon, unless the main title ends in a question mark, an exclamation point, or a
dash. Underline or italicize titles of works published independently such as books, audio-visuals, periodicals, and Web sites. Use quotation marks for the titles of works published within larger works. Such titles include the names of articles (in encyclopedias, magazines, newspapers, etc.), essays, short stories, short poems, songs, chapters of books, episodes of television shows, and Web pages. When citing books, use the exact title as written on the title page. Do not use the title information on the book cover or spine.

**Punctuation Rule**
Commas and periods go inside closing quotation marks, ALWAYS.

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**SAMPLE BIBLIOGRAPHIC CITATIONS**

*Note: Only reverse a person's name (Last name, First name) when it is the first item in the citation.*

**Basic entry**

Author's Last Name, First Name. Title of Book underlined. City of Publication: Publishing Company, Copyright Date.

**One author**


**Two authors**


**Two authors with same last name, no place of publication**


**Three authors, edition**


**More than three authors, edition**


**More than one entry by the same author**


No author, series

One editor

Two editors, series

NOTE: If there is a book editor and a series editor listed, use the book editor. In some works there are various levels of editors listed (managing, assistant, etc.). In that case, use only the first one listed.

Author and editor, revised edition

NOTE: “ed.” stands for editor and “eds.” stands for editors when either follows the editor(s) name(s). When listing an editor or editors after a title, “Ed.” stands for “Edited by...” and is used only in the singular as below. “Ed.” is capitalized ONLY when it follows the title.

More than three editors, selection in an anthology

NOTE: List the complete page numbers for the selection only.

Complete novel included in specially edited anthology of author’s work

Chapter in a yearbook, organizational authorship

Classics

The Bible
The Bible.

NOTE: The King James Version is assumed unless you specify another version.
US government publication, author and agency sponsorship

US government publication, no author, agency sponsorship

Book or pamphlet with little information
NOTE: When publication information is not given, supply as much of the information as you can.


2. REFERENCE BOOKS

NOTE: If you are using an article from a reference work, cite the author first (if the article is signed), the article title second, and then the rest of the entry.

General dictionary
Include the title of the article in the works cited.


The page number is unnecessary as the dictionary is arranged alphabetically.

General encyclopedia, signed article

NOTE: Signed means that the article has an author.

Author of the article (if given). "Title of Article." Name of Encyclopedia. Year of Publication.


NOTE: For a general encyclopedia, it is not necessary to include the name and location of the publisher. See page 13 for CD-ROM encyclopedia.

General encyclopedia, unsigned article

Current Biography, unsigned article

NOTE: The word "yearbook" was added to the title for volumes 1955 to date.

Dictionary of American Biography, signed article

NOTE: If the reference work arranges articles alphabetically, you may omit the specific volume used. Include only the total number of volumes.

Dictionary of American Biography, supplement

Notebook with periodically-updated pages

Single-volume reference books

NOTE: Follow the examples in BOOKS AND PAMPHLETS (pages 1-4) unless it is a general dictionary or general encyclopedia.

Specialized, multi-volume encyclopedia or reference sources, alphabetical

NOTE: Cite the author (if available) of the article and the title of the article before the title of the multi-volume work, editor or author of the entire book (if available), the total number of volumes in the set, and the publishing information.

Basic Format:
Article author. (if signed) “Article Title.” Title of Multi-volume Set. Editor(s) of Set. # vols. (in the set) City: Publisher, Copyright date.


Specialized, multi-volume reference sources, with separate volume titles

Basic Format:
Article author. “Article Title.” Volume Title. Editor(if listed). City of publication: Publisher, Copyright date. Vol. # of Multi-volume Set Title. # vols (in the set).


NOTE: If the part of the reference set being used is not a separate article with a title, follow the example below. Also, adhere to this format if you are using more than one article/section from a multi-volume reference with a separate volume title.


NOTE: If you are using several volumes from the same multi-volume set, do as follows:


3. PRINT PERIODICALS (See p. 9 for microfilm format)

NOTES: Take the author's name from the beginning or the end of the article. Do not abbreviate May, June, or July. Do not include “The” in the title of a magazine or newspaper.

The list below shows most of the possible components of an entry for an article in a periodical and the order in which they are normally arranged.

1. Author’s name (if given).
2. Title of article (in quotation marks).
3. Name of the periodical (underlined).
4. Series number or name (Do not underline).
5. Volume number (scholarly journal only)
6. Year of publication (scholarly journal only – in parentheses): OR
6. Date of publication (written day month year—i.e. 10 Dec. 2000):
7. Page numbers.

NOTE: If the pages are not consecutive in the periodical, write the starting page number...
Newspaper without name of city in title, signed article
Author’s Last Name, First Name. "Title of Article in Quotes." Name of Newspaper underlined [Place of publication, unless written in title] Date of Article: Page Number(s).


Newspaper, unsigned article, section of newspaper

Newspaper, individually paged sections (i.e. Sunday New York Times)

Magazine, signed article
Author’s Last Name, First Name. "Title of Article in Quotes." Name of Magazine underlined Date of Magazine: Pages.


Magazine, unsigned

Scholarly journal


NOTE: When no month is given and only a volume number is available, place the volume number after the name of the journal and before the year. If an issue number is given, see the second example: “42.2” signifies volume 42, issue 2. The publication year follows in parentheses.

Facts on File, Yearbook and Facts on File World News Digest

SIRS Notebooks
NOTE: Use the citations below for articles located in the SIRS notebooks. For SIRS articles printed from SIRS Knowledge Source on the Web, see citation on page 15.
SIRS-Reprint from magazine

SIRS-Reprint from newspaper

4. **JACKDAW**


5. **INTERVIEW**

To cite an interview that you conducted, give the name of the person interviewed, the kind of interview (personal, telephone), and the date.


**NOTE:** See page 10 for more on documenting television shows.

6. **PERSONAL LETTER**

Author. Letter to the author. Date.

7. NON-PRINT MEDIA (Audiovisuals)

Microfilm
When you use New York Times on microfilm, cite it as a newspaper.


NOTE: If you are citing an article that was provided by a reference source that selects periodical articles and makes them available on microfiche, begin the entry with the original publication information. Then add the following relevant information concerning the microform source from which you derived the article.
1. Title of source underlined
2. Volume number
3. Year in parentheses
4. Appropriate identifying numbers (fiche and grid)

Microfiche

NOTE: For most audiovisuals, you need only the name of the distributor and release date. You do not need a place of publication.

Purchased videorecording or DVD
List information for a purchased video or DVD in the following order:

1. Title of the Videocassette or DVD (underlined).
2. Producer, Director, Narrator and/or Performers, etc. (if listed).
3. Original release date (if relevant).
4. Medium (Videocassette or DVD).
5. Distributor.
6. Copyright date.


Taped videorecording from television


Television program
The information in an entry for a television program usually appears in the following order:
1. Title of episode or segment (in quotation marks).
2. Title of program (underlined).
3. Title of series (if any – do not underline).
4. Name of network.
5. Call letters, and city of local station (if any).
6. Broadcast date.


Videodiscs (also called laserdiscs)
“Title of Segment In Quotes.” Title of Videodisc. Videodisc. Distributor, Copyright date (Reference Number).


Sound recording
If you are not using a compact disc, indicate “Audiocassette” or “LP” (long-playing record) to indicate the medium.

Filmstrip with audiocassette

Pictures
World War II to D-Day. Picture. Documentary Photo Aids, n.d.

Slides

8. SOURCES FROM CD-ROMS

In the order listed, put as many of the following as you can find.

1. Name of author (if given).
2. Title of the part of the work (in quotation marks).
3. Title, date, and page(s) of the original source (if applicable).
4. Title of CD-ROM product (underlined).
5. For general encyclopedia only, indicate date produced followed by ed. for edition (ex: 2001 ed.).
7. City of publication (not needed for CD-ROMs that are updated regularly):
8. Date the CD was released or produced.

COIN

Electronic Encyclopedia on CD-ROM

MAS (Magazine Article Summaries)

Masterplots
McGraw-Hill Multimedia Encyclopedia of Science & Technology

9. INTERNET SOURCES

Web pages – Non-Subscription (Free)

Include as many items from the list below as are relevant and available.

1. Name of the author of portion used (if available).
2. Title of portion used from a site (in quotation marks).
3. Title of the Web site (underlined) as given on the home page. If no title is given, use “Home Page”.
4. Name of editor of the site (if any).
5. Date of creation, publication, copyright, or last date updated.
6. Name of any institution or organization sponsoring the information on the site.
7. Date you accessed the source
8. Internet address or URL of the source (in angle brackets <http://…>).

Note: If you are using the entire web site, skip items 1 and 2 above.

Scholarly Project

Professional Site

Commercial Site

Personal Site
Book

Poem

Portion of a Web Site

ONLINE SUBSCRIPTION DATABASES

1. Author’s name (if given).
2. Title of article or material (in quotation marks).
3. Name of the periodical (underlined).
4. Date of publication:
5. Number range for pages (if given).
6. Name of database (underlined).
7. Name of the subscription service (do not underline).
8. Name and location of library (see NOTE below).
9. Date of access
10. Electronic addresses or URL of database home page (if known - in angle brackets <http://…>).

NOTE: Many choose NOT to include # 8 above, particularly as many of the databases students use are now available statewide. However, in the original MLA handbook, they are included. We have chosen to not include them below as well.

Article in an Online Encyclopedia


Article in an Online Magazine

ONLINE PERIODICAL DATABASES (Magazine, Journal and Newspaper articles)

EBSCOhost Databases


Issues and Controversies


ProQuest

SIRS Knowledge Source


Today’s Science


Big Chalk Database


SIRS Discoverer


ONLINE (NON-PERIODICAL) DATABASES

1. Author’s name (if given).
2. Title of article, poem, or material (in quotation marks).
3. Name of the print source (underlined) with publication information (if given).
4. Name of the database (underlined).
5. Editor(s) (if available).
6. Edition or version (if given).
7. Date of electronic publication.
8. Name and location of library (not included below; see note on page 13).
9. Date of access
10. Electronic addresses or URL of database home page (in angle brackets <http://… >).

**Gale’s Literary Databases**


**Grove’s Databases**


**PoemFinder**


**AccuNet/AP Multimedia Archive**

1. Photographer (if given).
2. Title of photograph as listed under “Object Name” (in quotation marks).
3. Date photograph was taken listed as “Creation Date”.
4. Database (do not underline).
5. Name and location of library (not included below, see note on page 13).
6. Date of access


NOTE: Sometimes the name of the photographer is followed by the word “staff” or “stringer.” Students may think that these are part of the photographer’s name. “Stringer” is a term to refer to free lance photographers who are not on staff with AP. Do not include these terms with the photographer’s name.

11. PARENTHEtical citations

PRINT RESOURCES (Books and printed articles)

Acknowledge sources by using short parenthetical citations in the text of the paper, directly after the information cited. The citation should contain only that information necessary to enable the reader to identify fully the source used as listed in the works cited (as well as the specific pages, volume, section, etc., needed to locate the information in the source). Frequently, the last name of the author and the page number are sufficient to identify the source of the information. The author’s name may be included within the sentence itself and the page number given in the parenthetical citation, or both author and page may be given in parentheses.

If your source lacks numbering, you have to omit numbers from your parenthetical references. If your source includes fixed page numbers or section numbering (such as numbering of paragraphs), cite the relevant numbers. Give the appropriate abbreviation before the numbers: (Moulthrop, pars. 19-20).

Note: Common abbreviations are listed in the MLA Handbook, sec. 6.4.

The following examples may be used as a guide for writing parenthetical citations. In a citation, indicate only the page on which the note is found. Do not indicate all the pages you have used.

Author and location at the end of the sentence:

The aerospace industry is dependent upon titanium, which is light but strong and withstands shock, heat, and corrosion (Sugawara 1).

Author included within the sentence:

For Garraty and Gay, art is the sign of "true greatness in the life of a nation" and "the measure of a healthy society" (850).

Editor with no author:

Use the editor’s name and page number.

More than one author or editor:

(Jones and Lauber 183-84).

(Ratkin, Smith, and Olin 216).
(Rock et al. 415).

No author or editor, article title:
The results of these studies refute the theory that bacteria build up resistance to antibiotics ("Bacteriological" 67).

NOTE: If you have more than one book or article with no author and the same first word in the title, you need to include as many words as possible to differentiate between/among them.

The mid-1960s saw a great revival of interest in the folk blues, leading to the rediscovery of many very talented performers (Encyclopedia of Folk 153).

According to Donna Devall, a social worker in Washington, D.C., “music is a way to connect” and of “getting through” to people who are otherwise unreachable (Encyclopedia of Mental 259).

An unsigned work published by an organization:
In 1977, the National Academy of Science states unequivocally that all risks associated with transporting nuclear material had been eliminated (U.S. Dept. of Energy 11).

One of two or more works used by the same author:
The Baltimore American aptly described Lincoln’s style and character when it depicted him as a "very able, acute, uncouth, honest, upright man, and a tremendous wag withal" (Sandburg, Prairie 388-389).

NOTE: The information was continued from the bottom of one page to the top of the next page.

A multivolume work:
Between the years 1945 and 1972, the political party system in the United States underwent profound changes (Schlesinger 4: 323).

NOTE: The number before the colon is the volume number; the number after the colon is the page number.

Classic plays or poems
Shakespeare’s Hamlet seems resolute when he declares, “The play’s the thing/Wherein I’ll catch the conscience of the King” (2.2.633-34).

NOTE: Omit page numbers and cite by act; scene, book, or part; and line numbers separating the various numbers with periods. In the example, 2 = Act II, 2 = Scene 2, 633-34 refers to line numbers. If you did not mention the title of the play or reference to the title is not mentioned in the text, the citation would be as follows (Hamlet 2.2.633-34).
Bible
Samuel said to the people: “… serve the lord with all your heart” (1 Sam. 13:20).

NONPRINT RESOURCES (Electronic and audiovisual)

When citing nonprint resources, including electronic sources (Internet or CD-ROM), videos, television programs, recordings, or other works without page numbers, it is preferable to include the reference in the text. Do not use a parenthetical reference as used for printed sources. (See section 5.4.1 in the MLA Handbook.) Such works are usually cited in their entirety (see 5.4.1) and often by title. For any type of source, you must include information in your text that directs readers to the correct entry in the works-cited list (see the MLA Handbook, sec. 5.2). Web documents generally do not have fixed page numbers or any kind of section numbering. For a document on the Web, the page numbers of a printout should normally not be cited, because the pagination may vary in different printouts.

The following examples may be used as a guide for writing citations to nonprint resources.

Web site
William J. Mitchell’s City of Bits discusses architecture and urban life in the context of the digital telecommunications revolution.

CD-ROM
Rosemary M. Canfield Reisman tells us that all of Jane Austin’s female protagonists are admired for being intelligent, strong-willed and independent. She also states that most of the heroines are flawed in some way.

Video
The Day After takes as its premise the ultimate what-if, portraying with stark realism the catastrophe of a nuclear confrontation and its devastating effect on a group of average American citizens.

Works Cited

<http://mitpress.mit.edu/e-books/City_of_Bits>.

The Chicago Manual of Style (abbreviated in writing as CMOS or CMS, or sometimes as Chicago) is a style guide for American English published since 1906 by the University of Chicago Press. Its seventeen editions have prescribed writing and citation styles widely used in publishing. It is "one of the most widely used and respected style guides in the United States". The guide specifically focuses on American English and deals with aspects of editorial practice, including grammar and usage, as well as