

Parenthetical Citation

Always give credit for any information, ideas, or actual wording you get from another source. Do this by naming the author and page number in parentheses at the end of the sentence in which you use the author’s idea. This is called parenthetical citation.

In a parenthetical citation, include the author and page number at the end of the sentence in which you use that source. The period that ends the sentence goes AFTER the parentheses.

Example:

In the early part of the agency’s existence, “the photographers felt the immediacy of the nations rural troubles and the need for pictures to make these problems clear to the rest of the country” (Hurley 67-68).



If you are citing an article whose author is not noted: use a shortened version of the article title, followed by the page number.

Example:

This sentence was **paraphrased** from an article in an encyclopedia. The complete title of the article is “Technological Advances in the American Computer Industry”:

Even though the technology for screens has been around for decades, only in the last few years have manufacturers figured out a way to produce them cheaply for computers (“Technological Advances” 185).

Other Cases

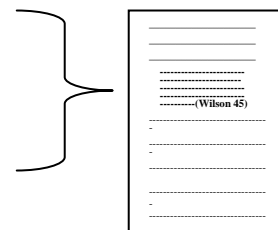
Examples

If you are citing an article written by two or three authors, list all the names.	(Wilson and Jones 137) (Wilson, Jones and Smith 22)
For a work with four or more authors, use only the first author’s name followed by “et al.” (Latin for “and others”)	(Wilson, et al. 57)
If you are using more than one work by the same author, follow the author’s name by a comma and an abbreviated title and the page number.	(Garcia, <u>Love in Time</u> 128)
If you are citing an electronic source that has no page number, use just the author’s name (or an abbreviated title if no author is listed).	(Thompson) (“Poverty in America”)

Handling Long Quotes

Generally, try to avoid quoting large blocks of information. Do this only when it is crucial to present the information in its original language. You might want to check with your teacher or librarian if you’re not sure about whether or not to quote more than a few sentences in one block. If you do include a quote of more than five lines,

- Indent the entire quote five spaces from both left and right margins
- Single space entire quote
- Use parenthetical citation according to normal rules.



Preparing a Bibliography (Works Cited Page)

A bibliography is a list of sources about a particular subject. Most teachers will ask you only for those sources you actually used in your paper. This is also called a *Works Cited* page, and it appears at the end of your paper. Follow these rules for formatting your *Works Cited* page:

- Number the page and center the title, Works Cited
- Alphabetize entries by author's last name.
- If author's name is unknown, alphabetize by the first word in the title
- Each entry starts at the left margin.
- The second and succeeding lines of an entry are indented five spaces.
- All entries are double-spaced.
- Underline titles of books, newspapers and magazines.
- Put names of articles in quotes.

Works Cited

- Fullbright, Sara. "Gangs in America." New York Times 15 March 1988, sec. 2: 15-17.
- Gray, Terry A. "Shakespeare in Education." Mr. William Shakespeare and the Internet. 10 Nov. 1999. Palomar College. 11 Nov. 2003.
<<http://daphne.palomar.edu/shakespeare/educational.html>>.
- Kluger, Jeffrey. "Epidemics: Where Now Mad Cows?" Time. 27 Jan. 1997. 24 Jan. 2004.
<http://www.timeonline.com/archive/epidemics.htm>.
- Morris, William. "The Haystack in the Floods." NineteenthCentury British Minor Poets. Ed. Richard Wilbur and W.H. Auden. New York: Dell, Laurel Edition, 1965. 265-279.

How to Cite Sources

Book by one author	Fairchild, Janet. <u>American Images and Lifestyles</u> . New York: Simon and Schuster, 1988.
Two or more authors	Hide, Elton and Margo Forset. <u>Skiing: The Sport</u> . New Jersey: Holt, 1992.
A single work from an anthology	Morris, William. "The Haystack in the Floods." <u>NineteenthCentury British Minor Poets</u> . Ed. Richard Wilbur and W.H. Auden. New York: Dell, Laurel Edition, 1965. 265-279.
Encyclopedia article (signed)	Wallis, Wilson D. "Superstition." <u>World Book Encyclopedia</u> , 2003. <i>Note: For familiar reference books like major encyclopedias, it is not necessary to give full publication information (place of publication, volume, etc.). If the article is initialed rather than signed, check in the index of authors (usually located in the opening section of each volume) for the author's full name.</i>
Encyclopedia article (unsigned)	"Melodeon." <u>Encyclopedia Americana</u> . 1992 ed.
Newspaper article (signed)	Fullbright, Sara. "Gangs in America." <u>New York Times</u> 15 March 1988, sec. 2: 15-17.
Newspaper article (unsigned)	"Gang Warfare Breaks Out." <u>San Jose Mercury News</u> 27 July 1992, sec.1: 1.
Interviews	Last Name, First Name Middle Name. Type of Interview interview (Personal, Phone, E-Mail). Date of Interview. Example: Englander, Saul, electrical engineer. Phone Interview. 21 Nov. 2004.

Citing Electronic Sources

Web Page	<p>Last Name, First Name Middle Name. "Specific Page or Article Title." <u>Title of Entire Web Site</u>. Date Web Page Was Last Revised. Sponsoring Organization. Date You Read It <URL>.</p> <p>Example: Gray, Terry A. "Shakespeare in Education." <u>Mr. William Shakespeare and the Internet</u> . 10 Nov. 1999. Palomar College. 11 Nov. 2003. <http://daphne.palomar.edu/shakespeare/educational.html>.</p>
Online Article from a Magazine	<p>Last Name, First Name Middle Name. "Title of Article." <u>Name of Magazine</u>. Date of Publication. Date You Read It <URL>.</p> <p>Example: Kluger, Jeffrey. "Epidemics: Where Now Mad Cows?" <u>Time</u>. 27 Jan. 1997. 24 Jan. 2004. <http://www.timeonline.com/archive/epidemics.htm>.</p>
Online Article from a Newspaper	<p>Last Name, First Name Middle Name. "Title of Article." <u>Name of Newspaper or Newswire</u>. Date of Publication. Date You Read It <URL>.</p> <p>Example: Messud, Claire. "Conjured by Her Characters." <u>Washington Post</u>. 19 Jan. 1997. 22 June 2002. <http://www.WashingtonPost.com/wp-srv/style/longterm/books/reviews/>.</p>
E-Mail	<p>Last Name, First Name Middle Name. "Title of E-mail (From Subject Line)." E-mail to First Middle Last Name. Date E-Mail Was Received.</p> <p>Example: Jones, Bill. "FAQs about Diabetes." E-mail to Jeremy M. Franks. 11 May 2003.</p>
CD-ROM	<p>Last Name, First Name Middle Name. "Title of article, chapter, etc." <u>Title of CD-ROM</u>. CD-ROM. Place of publication: Publisher, Copyright date.</p> <p>Example: Dickinson, Emily. "A light exists in spring." <u>The World's Best Poetry on CD</u>. CD-ROM. Great Neck, NY: Roth Publishing, 1995.</p>
Film	<p>Lehman, E. (Producer), and Nichols, M. (Director). (1966). <u>Who's Afraid of Virginia Woolf?</u> [Film]. Burbank, CA: Warner Brothers.</p>
Television Broadcast	<p>Crystal, L. The MacNeil/Lehrer News Hour. New York and Washington, DC: Public Broadcasting Service. 11 Oct., 1993</p>

Citing Online Databases (Subscription Services)

Online databases services paid for by your school library. They may contain newspaper and magazine articles, reference resources like encyclopedias, and lengthy overviews of topics you study in school. If you need a password to access a source outside of school, it's probably one of the school's subscription services. Some of the more popular of these include *Infotrac*, *SIRS*, *Discovering Collection*, *Issues and Controversies*, *Lands and Peoples*, and *Grolier's Multimedia Encyclopedia*.

The standard format for online databases is below, followed by examples from many of the databases subscribed to at San Benito High School.

Standard Format for Citing Newspaper and Magazine Articles from Online Databases

Last Name, First Name Middle Name. "Title of Article." Name of Magazine. Date of Publication. Name of Database. Name of Database Company. Name of Library. Date You Read It <URL of Service>.

Infotrac	Sanchez, Edie S. "Health Care Absent in Poor Communities." <u>Time</u> 2 Apr. 2003. <u>InfoTrac Student Edition</u> . Gale Group Databases. San Benito High School Lib., Hollister, CA. 16 Oct. 2004 < http://infotrac.galegroup.com/ >.
SIRS	Wilson, Bill. "Environmental Hazards in Monterey Bay." <u>Los Angeles Magazine</u> 11 May 2004. <u>SIRS Researcher</u> . ProQuest Information and Learning. San Benito High School Lib., Hollister, CA. 16 Oct. 2004 < http://sks.sirs.com/ >.

Standard Format for Reference Sources from Online Database

Author's Last Name, First Name Middle Name. "Article Title." Name of Encyclopedia. Edition ed. Year of Publication. Name of Database. Name of Service. Name of Library. Date You Read It <URL of Service>.

Discovering Collection	Carl, Smith. "Babe Ruth." <u>American Decades</u> . 4th ed. 2001. <u>Discovering Collection</u> . Gale Group Databases. San Benito High School Lib., Hollister, CA. 16 Oct. 2004 < http://infotrac.galegroup.com/ >.
Issues and Controversies	"Update: Campaign-Finance Reform." <u>Issues and Controversies</u> , 27 Apr. 2001. <u>FACTS.com</u> . Facts On File News Services. San Benito High School Lib., Hollister, CA. 11 Sept. 2004 < http://www.2facts.com/ >.
Grolier's Multimedia Encyclopedia	"Dolphins." <u>Grolier's Multimedia Encyclopedia</u> . 2004 ed. 2004. <u>Grolier Multimedia Encyclopedia</u> . Scholastic Library Publishing. San Benito High School Lib., Hollister, CA. . 10 May 2004 < http://gme.grolier.com/ >.

Formatting a Research Paper

All type is in 12 pt., using a standard font like Times New Roman (the font this is written in).

Title Page

The Anguish of Becoming American

Michelle Hatfield

English 11A
Mr. Allen
May 27, 2004

Title centered 3" from top of page, capitalizing all important words.

Your full name centered 1" below the title.

Name of class, name of teacher, date centered 4" below your name. Double-space between items.

Triple-space between the title and the first paragraph.

First Page

The Anguish of Becoming American

The year was 1846. The country was Ireland. The event would change the history and lives of the Irish forever. The Irish potato famine, a time in which the whole crop of potatoes, the major source of food for the Irish, was wiped out by predatory insects and a devastating fungus. (Lexicon 18) As harvests across Europe failed, prices of food soared. The Irish relied on the potato crop to sustain themselves in

Repeat title 3" from top of page

Double-space all text

Indent all paragraphs five spaces.

All Other Pages

3

Among these were "ship fever," or typhus, cholera, dysentery, and "rotten-throat." (Eiseman 36) The death rate at sea was at times as high as 15 percent. (Eiseman 36)

The potato famine lasted from 1846 to 1849 and led to the reduction of Ireland's population from eight million to five million (Zielger 18). The ships landed in New York, Boston, and Philadelphia, and these cities were where the Irish made their homes (Eiseman 37). Ireland was the fourth chief source of

Use 1" margins at the top, bottom and sides

DO NOT number page one. Number all other pages on the first line of the page in upper right hand corner at the margin.