

Our Lady of Peace School

Middle School Guide

on

Bibliographies



The majority of the information contained in this guide was obtained from the website “A Research Guide for Students” <http://www.aresearchguide.com> and is reprinted here according to the Fair Use Guidelines for students and teachers.

Additional helpful sites are:

http://owl.english.purdue.edu/handouts/research/r_mla.html and
<http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm>.

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GENERAL INFORMATION ABOUT RESEARCH PAPERS

- Use clean, good quality 8 1/2" x 11" white paper (typed) or loose-leaf , one side only.
- Reports are to be double-spaced including the heading. (see below)
- Your Title or Subject should be centered. (see below)
- If you are typing the report, use 1 inch margins on the top, bottom, left and right. Use a font size of 12 and Times New Roman.
- Indent all paragraphs 1/2" or 5 spaces from the left margin.
- A title page is NOT essential for a research paper unless specifically requested by your teacher.
- A Table of Content page is NOT essential for a research paper unless specifically requested by your teacher.
- Sheets of paper should be stapled at the upper left-hand corner.
- DO NOT write or type your paper in all capital letters. If not typing, use manuscript writing.
- Numbering your pages consecutively throughout your report is optional.
- See page 4 below for Bibliography page guidelines.

SAMPLE HEADING FOR RESEARCH PAPERS AND DAILY PAPERS

Student First and Last Name

Today's Date

Our Lady of Peace

Your Grade

Title or Subject

Example:

Anne Smith

September 15, 2005

Our Lady of Peace

Grade 6

Ancient Roman Government

WHY MUST YOU DO A BIBLIOGRAPHY?

Some reasons:

1. To acknowledge and give credit to sources of words, ideas, diagrams, illustrations, quotations borrowed, or any materials summarized or paraphrased (unless the material is widely known).
2. To show that you are respectfully borrowing other people's ideas, not stealing them, i.e. to prove that you are not plagiarizing.
3. To offer additional information to your readers who may wish to further pursue your topic.
4. To give readers an opportunity to check out your sources for accuracy. An honest bibliography inspires reader confidence in your writing.
5. Your teacher insists that you do a bibliography or your grade will be lowered.

HOW TO SET UP A BIBLIOGRAPHY PAGE

1. Begin on a new page. Start on the 6th line from the top (or 1" down from the top of the paper), center, and type **Bibliography**. Double space after the title.
2. DO NOT number entries.
3. DO NOT list citations separately by categories; i.e. do not separate citations into books, magazines, internet sources, etc.
4. List all entries in **alphabetical order** by the first word (ignore the beginning words *A* or *The*).
5. Begin the first line of each entry flush at the left margin. Keep typing until you run out of room at the end of the line. Indent 5 spaces for second and subsequent lines of the same entry.
6. Double-space all lines.

If you have any questions, please do not hesitate to ask your teacher for clarification. Do not wait until the day before or the day the report or research paper is due!

WRITING A BIBLIOGRAPHY IN MLA STYLE

Included below are some of the references used in research papers and their respective Bibliography entry formats with examples.

For a more detailed and complete list see www.aresearchguide.com. Please take notice of the commas, colons, periods, and angle brackets, as they are required in the bibliography. Notice also that the sample bibliography entries are double-spaced and the second and subsequent lines are indented.

1. Book (one author):

Author. Title. edition (if available). Place of Publication: Publisher, Year of Publication.

Example:

Murray, Donald M. The Craft of Revision. 3rd ed. Orlando: Harcourt, 1998.

2. Book (two or three authors):

Authors (in order listed on title page; only first name reversed). Title. Place of Publication: Publisher, Year of Publication.

Example:

Ford, Marjorie, and Jon Ford. Mass Culture and Electronic Media. Boston: Houghton, 1999.

3. Book (more than three authors):

First Author, et al. Title. Place of Publication: Publisher, Year of Publication.

Example:

Munger, David, et al. **Researching Online**. 2nd ed. New York: Longman, 1999.

4. Book (no author or editor):

Title. Place of Publication: Publisher, Year of Publication.

Example:

Delaware Facts. Dover, DE: Midstate, 2000..

5. Magazine:

Author. "Title." Title of Magazine Day, Month, Year of Publication: Page Number(s).

Example:

Hewitt, Ben. "Quick Fixes for Everyday Disasters." Popular Mechanics Nov. 2004: 83-88.

6. Newspaper Article:

Author. "Headline." Title of Newspaper [place] Date. Edition: Page Number(s).

Example:

Hanks, Douglas, III. "Closing the Geek Gap." News Journal [Wilmington, DE] 8 Feb. 2000. late ed.: D 1-2.

7. Interview:

Name of Person Interviewed. Specify personal or telephone interview. Date.

Example:

Smith, John. Personal interview. 22 Mar. 2004.

8. Article in an encyclopedia with an author:

If the encyclopedia is well known and articles are arranged alphabetically, it is not necessary to indicate the volume and page numbers. If the encyclopedia is not well known, you must give full publication information including **author, title of article, title of encyclopedia, name of editor or edition, number of volumes in the set, place of publication, publisher and year of publication.**

Example:

Kibby, Michael W. "Dyslexia." World Book Encyclopedia. 2000 ed.

Midge, T. "Powwows." Encyclopedia of North American Indians. Ed. D.L. Birchfield.

11 vols. New York: Cavendish, 1997.

9. Article in an encyclopedia with no author stated:

Example:

"Tajikistan." World Book Encyclopedia of People and Places. 2000 ed.

INTERNET CITATIONS IN A BIBLIOGRAPHY

Basic components of an Internet citation are:

- 1) **Author.**
- 2) **"Title of Article, Web page or site" in quotation marks.**
- 3) **Title of Magazine, Journal, Newspaper, Newsletter, Book, Encyclopedia, or Project, underlined.**
- 4) **Editor of Project.**
- 5) **Indicate type of material, e.g. advertisement, cartoon, clipart, electronic card, interview, map, online posting, photograph, working paper, etc. if not obvious.**
- 6) **Date of article, of Web page or site creation, revision, posting, last update, or date last modified.**
- 7) **Group, association, name of forum, sponsor responsible for Web page or Web site.**
- 8) **Access date (the date you accessed the Web page or site).**
- 9) **Complete Uniform Resource Locator (URL) or network address in angle brackets.**

Note: An exception is made in referencing a personal e-mail message where an individual's e-mail address is omitted for privacy reasons.

Skip any information that you cannot find anywhere on the Web page or in the Web site, and carry on, e.g. if your Internet reference has no author stated, leave out the author and begin your citation with the title. Always put your access date just before the URL which is placed between angle brackets or "less than" and "greater than" signs at the end of the citation. Generally, a minimum of three items are required for an Internet citation: Title, Access Date, and URL.

Example Bibliography entries are listed below.

1. Internet citation for an article from an online database, study guide, magazine, journal, periodical, newsletter, newspaper, online library subscription database service, or an article in PDF with one or more authors stated:

Bezlova, Antoaneta. "China to Formalize One-Child Policy." Asia Times Online.
24 May 2001. 12 Dec. 2003 <<http://www.atimes.com/china/CE24Ad02.html>>.

2. Internet citation for an article from an online encyclopedia:

Duiker, William J. "Ho Chi Minh." Encarta Online Encyclopedia. 2004. Microsoft.

28 Apr. 2004 <http://encarta.msn.com/encyclopedia_761558397/Ho_Chi_Minh.html>.

3. Internet citation for an article from an online magazine, journal, periodical, newsletter, or newspaper with no author stated:

"Childcare Industry 'Should Welcome Men'." BBC News Online: Education. 7 June 2003.

8 June 2003 <<http://news.bbc.co.uk/1/low/education/2971310.stm>>.

4. Internet citation for an online government publication:

United States. National Archives and Records Administration. The Bill of Rights.

29 Jan. 1998. 7 June 2003 <http://www.archives.gov/exhibit_hall/charters_of_freedom/bill_of_rights/bill_of_rights.html>.

5. Internet citation for an online project, an information database, a personal or professional Web site:

O'Connor, J.J., and E.F. Robertson. "John Wilkins." Dec. 1996. U of St. Andrews,

Scotland. 19 Mar. 2003 <<http://www-history.mcs.st-andrews.ac.uk/history/Mathematicians/Wilkins.html>>.

DOCUMENTING SOURCES IN THE TEXT OF YOUR PAPER

PARENTHETICAL CITATIONS

The requirement for parenthetical or in-text references in the body of your research paper will be determined by your teacher. If not required then only a Bibliography page will be necessary.

Parenthetical references are needed whenever you *quote, paraphrase, summarize, or use any idea, fact, or figure* from source material (unless the material is widely known).

Parenthetical citations are placed at the end of the sentence in parentheses and usually include the **author's last name** and the **page number** of the reference, examples, (Murray 223) and (Ford and Ford 4)

Often, for electronic sources, some or all of these elements may be missing or not known. If there is no page number, use a paragraph number. If no author's name is available for a web page or electronic source, then use a shortened version of the web page's title for the parenthetical citation, e.g. ("Childcare Industry" par. 4).

For an example of an essay with parenthetical citations and the accompanying bibliography, see <http://www.aresearchguide.com/sampleparenth.html>.

HOW TO DETERMINE IF A WEB SITE IS GOOD TO USE

The next three pages are taken from "The CyberSmart School Program" www.cybersmartcurriculum.org. It includes an evaluation form with criteria you can use to see if a site meets your needs and contains quality information.