

STEP 3: Accessing Information: Bibliography

You must always document the sources of the information you use in your research. You document your sources by compiling a bibliography. In the completed research paper, this is referred to as the ‘Works Cited.’

The Working Bibliography

As you gather sources of information, you will develop a working bibliography. A working bibliography is a set of bibliography cards that documents the potential sources of information on a topic. Include three types of sources: tertiary, secondary, and primary documents.

1. Briefly evaluate each source before adding it to your working bibliography:

- a. Scan the table of contents, chapter headings, subheadings, and titles.
- b. Skim the information to determine if it is relevant to your task.
- c. Do not take notes while skimming.



2. When you decide a source is worthwhile, create a bibliography card for that source BEFORE you start taking notes.

3. Your working bibliography should contain more sources than you will actually use for your final research. It is important to know what is available.

Preparing Bibliography Cards

Use index cards to document your sources as you develop your working bibliography. Use the Modern Language Association (MLA) format for documentation. Examples follow.

- For a source you intend to use in your research, prepare a 4x6 card with the source’s bibliographic information. You will include this information in your final Works Cited page.
- Determine the type of source you are using and refer to the examples of bibliographic formats on the following pages for proper source documentation.

Number of Source	
12	
HERTSGAARD, MARK. <u>A DAY IN THE LIFE: THE</u> <u>MUSIC AND ARTISTRY OF THE BEATLES.</u> NEW YORK: DELACORTE PRESS, 1995. PRINT.	
CA LIBRARY	
782.4216	
HER	
Location of Source	

- Number your bibliography cards in the upper right corner. This will help you keep track of where you located your information.
- For your own reference, record in the lower left corner where you found the source, including the library and call number or other identifying information.
- Organize your bibliography cards alphabetically, according to the last name of the author, or if no author, by the first word of the title. When alphabetizing by title, exclude the definite and indefinite articles, “the” and “a”.

Documenting Sources Properly: MLA

The format used at Canandaigua Academy to document sources is the Modern Language Association (MLA) format. The following examples are based on the *MLA Handbook for Writers of Research Papers*, seventh edition (2009). These are only a few of the formats that are used; for complete documentation, see the MLA Handbook. You may also use online tools, such as NoodleTools, for assistance.

General Notes:

- Always start the documentation of a source with the author's name. If there is no author, start with the title.
- Dates are entered day of the month first, followed by the month and the year, e.g. 7 Sept. 2009.
- All titles of full works are formatted in *italics* in the final bibliography; when writing titles on a bibliography card, you may underline them.
- All formats include the medium of publication; for print resources, end with the word 'Print'.
- Although the examples indicated below are presented single-spaced, as they might be prepared on a bibliography card, the finished Works Cited page should be double-spaced (see page 29).

Print Sources

Book: One Author

Author's Last Name, First Name. *Title of Book*. City of Publisher: Publisher, Year of Publication. Print.

Wilson, Suzan. *Stephen King: King of Thrillers and Horror*. Berkeley Heights: Enslow, 2000. Print.

Book: Two or Three Authors

NOTE: List multiple authors as they appear on the title page.

Neal, Valerie, Cathleen S. Lewis and Frank H. Winter. *Spaceflight: A Smithsonian Guide*. New York: Macmillan, 1995. Print.

Book: More Than Three Authors

NOTE: Use the first author's name, followed by the phrase 'et al.', from Latin meaning "and others."

Weiss, Stephen, et al. *A War Remembered*. Boston: The Boston Publishing Company, 1986. Print.

Book: One Editor [ed.]

NOTE: Use the editor's name, then the abbreviation 'ed.' to indicate an editor.

Perkins, William Eric, ed. *Droppin' Science: Critical Essays on Rap Music and Hip Hop Culture*. Philadelphia: Temple U Press, 1996. Print.

Neimark, Peninah and Peter Rhoades Mott, eds. *The Environmental Debate: A Documentary History*. Westport: Greenwood, 1999. Print.

Article: From An Anthology (Collection of Works By Different Authors)

Author's Last Name, First Name. "Title of Article." *Title of Book*. Ed. Editor's Name. City of Publisher: Publisher, Year of Publication. Page numbers. Print.

McCormick, Neil. "Digital Distribution Will Change the Music Industry." *Rock and Roll*. Ed. Laura K. Egenorf. San Diego: Greenhaven, 2002. 148-152. Print.

Parker, Dorothy. "Here We Are." *The Best American Short Stories of the Century*. Ed. John Cheever. New York: Houghton Mifflin, 2000. 127-135. Print.

Article: General Encyclopedia

NOTE: If the article is unsigned (no author is given), begin with the title of the article.

Author's Last Name, First Name. "Title of Article." *Title of Encyclopedia*, edition year. Print.

Nettels, Curtis P. "Washington, George." *Encyclopedia Americana*. 2006 ed. Print.

Article: Specialized Encyclopedia

NOTE: A specialized encyclopedia will cover a specific topic, time period, or geographic location. If no edition is indicated on the title page, assume the 1st edition.

Author's Last Name, First Name. "Title of Article." *Title of Encyclopedia*. Editor. Edition. Volume Number. City of Publisher: Publisher, Year. Print.

Salamone, Frank. "John Coltrane." *St. James Encyclopedia of Popular Culture*. Eds. Tom Pendergast and Sara Pendergast. 1st ed. Vol. 1. Detroit: St. James Press, 1999. Print.

Article: Magazine or Newspaper

Author's Last Name, First Name. "Title of Article." *Title of Magazine or Newspaper* Date of Magazine or Newspaper: Page number(s). Print.

Vogelstein, Fred. "Is It Sharing or Stealing?" *U.S. News and World Report* 12 June 2000: 38. Print.

Werde, Bill. "Defiant Downloads Rise From Underground." *New York Times* 20 Feb. 2004: C1+. Print.

Online Sources

NOTE: One of the most significant (and welcome) changes in the 7th edition of the *MLA Handbook* is the elimination of the need to provide web addresses for online resources. Because of the changeable nature of the Internet and the possibility of long, complex web addresses, URLs for online sources are often cumbersome and unreliable. With sufficient author, title, date and publication information, readers will likely be able to locate your sources using the variety of general and specialized search engines available.

All bibliographic entries must include the medium of publication; for online resources, end the citation with the word ‘Web’ and the date the source was accessed.

A Work Cited Only On The Web

This format includes sources unique to the Web, including most free web pages, blogs, wikis, discussion forums, websites sponsored by magazines and newspapers, and multimedia content (such as audio, video and Flash presentations) produced exclusively for distribution on the Web.

The bibliographic citation for online sources should include the following components:

1. Author of the article/work/webpage
2. Title of the article/work/webpage in “quotations”
3. Title of the web site, in *italics*
4. Version or edition used if provided
5. Sponsoring organization or service provider; if not available, use N.p.
6. Date of publication or last modification, in day month year format; if no date is available, use n.d.
7. Medium of publication – ‘Web’
8. Date article/work/webpage was accessed, in day month year format

Author’s Last Name, First Name. “Title of Page.” *Title of the Entire Web Site*. Version if provided. Sponsoring organization if given, Date of publication or last modification. Web. Date accessed.

Anselmo, Philip. “Canandaigua Residents Weigh In On Lakefront Hotel Plan.” *MPNnow.com*. Gatehouse Media, 22 Aug. 2009. Web. 3 Sept. 2009.

“British Invasion.” *Wikipedia: The Free Encyclopedia*. Wikimedia Foundation, 24 August 2009. Web. 3 Sept. 2009.

Fuller, Charles. “China’s Three Gorges Dam: Benefits Justify Costs.” *World Geography*. ABC-CLIO, 2009. Web. 3 Sept. 2009.

Ott, Edward. “Chaos Theory.” *Encyclopedia Americana*. Grolier Online, 2009. Web. 3 Sept. 2009.

Park, Sarah Putnam. “Dumbledoreian Ethics: How Albus Dumbledore Combines Utilitarianism and Compassion.” *Scribbulus*. The Leaky Cauldron.org, Dec. 2007. Web. 3 Sept. 2009.

“Police Use of Electro-Shock Guns.” *Issues & Controversies On File*. Facts On File News Services, 26 March 2004. Web. 3 Sept. 2009.

Tyrangiel, Josh. “Woodstock: How Does It Sound 40 Years Later?” *Time.com*. Time, Inc., 24 August 2009. Web. 3 Sept. 2009.

A Work On The Web Cited with Print Publication Data

If the online work you are citing also appeared in print, use the format for that particular type of source, with the following additions:

1. Title of the website (in *italics*)
2. Medium of publication ('Web' instead of 'Print')
3. Date of access (day month year)

For example, the citation for a book that has been scanned and made available through Google Books would begin according to the format for a book, then continue with the online information.

Elsaesser, Thomas, Alexander Horwath and Noel King, eds. *The Last Great American Picture Show: New Hollywood Cinema in the 1970s*. Amsterdam: Amsterdam University Press, 2004. *Google Books*. Web. 3 Sept. 2009.

Rich, Alan. "Ringo, Rheingold, Rave and Rancor." *New York* 16 December 1968: 41. *Google Books*. Web. 3 Sept. 2009.

Townsend, Wilma. "Traveling on the Erie Canal: 19th Century Memories." *Chronicle of the Ontario County Historical Society* Sept. 2008: 4. *Ontario County Historical Museum*. Web. 3 Sept. 2009.

A Periodical Publication in an Online Database

When citing articles from magazines, journals and newspapers reprinted in online databases, begin the citation using the format for print periodicals, omitting the 'Print' designation. Then add the following elements:

1. Title of the database (in *italics*)
2. Medium of publication ('Web' instead of 'Print')
3. Date of access (day month year)

Author's Last Name, First Name. "Title of Article." *Title of Original Publication* Original Publication Date: Page number. *Title of Database*. Web. Date Accessed.

Beach, Sara Ann and Elizabeth Harden Willner. "The Power of Harry." *World Literature Today* Winter 2002: 102. *EBSCOhost MAS Ultra – School Edition*. Web. 3 Sept. 2009.

Gilmore, Mikal. "Making Sgt. Pepper." *Rolling Stone* 12 July 2007: 74. *Proquest Platinum Periodicals*. Web. 3 Sept. 2009.

Kleinfeld, Joshua. "The Union Lincoln Made." *History Today* Nov. 1997: 24. *EBSCOhost MAS Ultra – School Edition*. Web. 3 Sept. 2009.

Murphy, Dee. "Water vs. Sports Drinks: Can Sports Drinks Beat Plain Old Water?" *Current Health* 2 April-May 2004: 18. *Opposing Viewpoints Resource Center*. Web. 3 Sept. 2009.

Wood, Daniel B. "Can A 'Day of Sharing' Save The Music Industry?" *The Christian Science Monitor* 25 February 2009: 12. *Proquest Newspapers*. Web. 3 Sept. 2009.

Media Sources

Television Broadcasts

“Title of the Episode.” *Title of the Program or Series*. Name of the network. Call letters, city of broadcast, broadcast date. Medium.

“Cracking the Code of Life.” *NOVA*. PBS. WXXI, Rochester, N.Y., 17 April 2001. Television.

Film or Video Recordings (including DVD and Blu-ray)

Title of Film or Video. Dir. Director’s Name. Year of original release. Distributor, year of medium release. Medium.

The 400 Blows. Dir. François Truffaut. 1959. Criterion, 2006. DVD.

Dr. Strangelove or How I Learned to Stop Worrying and Love the Bomb (Special Edition). Dir. Stanley Kubrick. 1964. Sony Pictures, 2009. Blu-ray.

Sound Recordings (including CDs, vinyl LPs and audiocassettes)

Author or Artist(s). *Title of Work*. Year of original release. Distributor, year of medium release. Medium.

The Beatles. *Abbey Road*. 1969. Capitol, 1990. CD.

Orwell, George. *1984: New Classic Edition*. 1949. Blackstone Audio, 2007. CD.

Published Interviews

NOTE: For published interviews, such as on television or in other media, start the entry with the name of the person being interviewed, followed by the name of the interviewer if available. Conclude with the appropriate bibliographic information for the medium.

Palin, Sarah. Interview by Katie Couric. *CBS Evening News*. CBS. WROC, Rochester, N.Y., 24 Sept. 2008. Television.

Kubrick, Stanley. Interview. *2001: A Space Odyssey (Two-Disc Special Edition)*. Dir. Stanley Kubrick. 1968. Warner Home Video, 2007. DVD.

Lennon, John. Interview by Jann S. Wenner. *Rolling Stone*. Rolling Stone, 21 Jan. 1971. Web. 3 Sept. 2009.

Original Interviews

NOTE: For interviews that you conduct yourself, give the name of the person being interviewed, the type of interview and the date.

Faccio, Richard. Personal interview. 15 Aug. 2009.

Kolb, Brian. Telephone interview. 23 Aug. 2009.

Online Digital Media

Digital media available online can be placed into one of two categories:

1. Media that exists solely online

In this case, you may use the format for **A Work Cited Only On The Web** found on page 12 of this manual.

For example, the video cited below, available at YouTube, appears to exist only at YouTube, with no information provided for the original source.

“A New Hawaiian Island.” *YouTube.com*. National Geographic, 6 August 2009. Web. 3 Sept. 2009.

This example is for a podcast available online:

“Half-Blood Prince Reactions from Pottercast.” *Pottercast: The Harry Potter Podcast*. Leakynews.com, 15 July 2009. Web. 3 Sept. 2009.

2. Media that originated in another format and was made available online

In this case, use the format for the original medium of the source (film, photograph, television program, CD, etc.), dropping the medium of original publication and adding:

1. Title of database or website (in *italics*)
2. Medium of publication (‘Web’)
3. Date of access (day month year)

For example, the episode of NOVA cited below originally aired on the television network PBS, but has been made available on Hulu.com. Start the citation with the format for **Television Broadcasts**, then add the necessary information for a website.

“Car of the Future.” *NOVA*. PBS. *Hulu.com*. Web. 3 Sept. 2009.

In this example, the original broadcast date and network is not known, so these elements are omitted.

For the example below, the song “Moment of Surrender” from the U2 album *No Line On The Horizon* is available to stream on the U2 website. Start the citation with the format for an **Audio Recording**, then add the necessary information for a website.

U2. “Moment of Surrender.” *No Line On The Horizon*. Interscope, 2009. *U2.com*. Web. 3 Sept. 2009.

This example is the citation for the film *Super Size Me* that has been made available on Hulu:

Super Size Me. Morgan Spurlock, dir. 2004. Sony Pictures. *Hulu.com*. Web. 3 Sept. 2009.

STEP 5. Synthesis: Citing Your Sources



When writing and referring to the sources you have used in your research, use the Modern Language Association (MLA) parenthetical style of reference (also called parenthetical citations). Do not use footnotes or endnotes.

You DO NOT need to cite references for information that is common or general knowledge – for instance, the years of Charlemagne’s reign as Holy Roman Emperor or the birthplace of Edith Wilson. You MUST use citations for sources from which you collect ideas, opinions and analyses – for example, a quotation from a letter Charlemagne sent to the Pope or a historian’s opinion on the role Edith Wilson took in our government after Woodrow Wilson became seriously ill.

References in your paper must clearly point to specific sources in your list of Works Cited. All of the following examples refer to citations in the Works Cited on page 29.

Place the parenthetical citation as near as possible to the material it documents. The parenthetical citation precedes the punctuation mark that concludes the sentence or phrase containing the documented material.

If the source has no page numbers (such as a web page), do not include a page reference in the citation.

CITING A SINGLE AUTHOR: Place the author’s last name in parentheses followed by the page on which the information was found.

Following the inauguration of Lincoln in March 1861, the South quickly prepared for war. Within weeks, 35,000 men responded to Jefferson Davis’s call for volunteers for military service. This rapid response affirmed the South’s strong desire to fight for the cause (Stokesbury 9).

You may also include the name of your source within the text itself, as in this example:

Following the inauguration of Lincoln in March 1861, the South quickly prepared for war. Within weeks, 35,000 men responded to Jefferson Davis’s call for volunteers for military service. Stokesbury contends this rapid response affirmed the South’s strong desire to fight for the cause (9).

In this case, you do not need to repeat the name of your source; it is clear that Stokesbury is the author, and the information cited can be found on page 9 of his book *A Short History of the Civil War*, as referenced in the list of Works Cited.

TWO OR THREE AUTHORS: (Hattaway and Jones 322-323)

MORE THAN THREE AUTHORS: List the first author’s last name, followed by the phrase ‘et al.’, from Latin meaning “and others.”

The South lost to the North not only because of the North’s superior numbers of soldiers and supplies, but also because of a flawed defensive strategy adopted by the armies of the South (Beringer et al. 424).

Beringer et al. contend that the South lost to the North not only because of the North's superior numbers of soldiers and supplies, but also because of a flawed defensive strategy adopted by the armies of the South (424).

MULTIPLE SOURCES BY THE SAME AUTHOR: Place a comma after the author's last name and add a shortened version of the title and the relevant page reference.

Lincoln was caught in the crossfire of conflicting advice. General Scott felt that he lacked the ships and men to reinforce Sumter adequately (McPherson, *Battle Cry* 267). Meanwhile, Northern Republican hawks demanded the government "do something to assert its sovereignty" (McPherson, *Ordeal* 142).

MORE THAN ONE AUTHOR WITH SAME LAST NAME: Add the initials of the first names (B. Davis 64) and (D. Davis 230-231).

CITING A TITLE WITHOUT AN AUTHOR: Shorten the title but do not use an ellipsis. If the title is underlined in your works cited, underline it in the citation and if the title is in quotations, place quotations around it in the citation.

The Civil War was a devastating conflict and ended with over 600,000 deaths, 2 percent of the American population. At Cold Harbor, 7,000 soldiers fell in battle in just 20 minutes ("The Cause").

The push west and conflict over the spread of slavery set the stage for the secession of the South and the outbreak of the American Civil War ("Civil War").

MULTIPLE SOURCES: Separate the sources with a semi-colon (Murray; Hattaway and Jones 156).

DIRECT QUOTATIONS: When using direct quotations, it is best to include the source of the quote in the text itself, as in the following examples:

While promising not to interfere with slavery where it already existed, Lincoln challenged any state's right to secede from the Union. In his first inaugural address, Lincoln appealed directly to the Southern states:

In your hands, my dissatisfied fellow countrymen, and not in mine, is the momentous issue of civil war. The government will not assail you. You can have no conflict without being yourselves the aggressors. You have no oath registered in Heaven to destroy the government, while I shall have the most solemn one to preserve, protect, and defend it.... We are not enemies, but friends. We must not be enemies. Though passion may have strained, it must not break our bonds of affection.

In the above example, the source is clearly Lincoln's first inaugural address, listed on the Works Cited page. There are no page numbers indicated in the bibliographic citation, so none are need for the parenthetical documentation.

Geoffrey Ward asserts Lincoln miscalculated the extent of secessionist feelings. "Secession, he still believed, was a plot by a small but powerful band of wealthy planters. Most white southerners had no stake in slavery and...they were sure to resist the stampede toward disunion" (33).

In this example, the source of the direct quote is clearly Geoffrey Ward; the information will be found on page 33 of Ward's book *The Civil War: An Illustrated History*, listed in the bibliography.

Sometimes you may want to include a quote from a person that is found in a book, magazine article or journal article written by someone else. In this case, refer to the original source within the text of the paper, and include the source where you found the quote in a parenthetical citation.

In 1850, Congress passed the Fugitive Slave Law, requiring all runaway slaves, in the South and the North, be returned to their owners if captured. Free blacks in the North condemned the law, including Robert C. Nell of Boston:

The Fugitive Slave Bill, (exhibited in its hideous deformity at our previous meeting,) has already in hot haste commenced its bloody crusade o'er the land, and the liability of ourselves and families becoming its victims at the caprice of Southern men-stealers, imperatively demands an expression, whether we will tamely submit to chains and slavery, or whether we will, at all and every hazard, Live and Die freemen. (D. Davis and Mintz 443)

Robert C. Nell is the original source of the quote, as indicated in the text. However, the quote can be found on page 443 of *The Boisterous Sea of Liberty* by David Brion Davis and Steven Mintz.

CITING COMMON LITERATURE

When citing a commonly studied novel, play or poem, it is helpful to provide more information than just the page number from the edition used. For example, chapter numbers would help readers locate specific passages in a novel printed in different editions.

In *The Red Badge of Courage*, Stephen Crane vividly describes the grim reality of a 19th century battlefield on which "the color bearer, gasping, lurched over in a final throe and, stiffening convulsively, turned his dead face to the ground . There was much blood upon the grass blades" (222, ch. 23).

When citing plays and poems, omit page numbers altogether and cite by division (act, scene, part) and/or line(s), with periods separating the various numbers.

For example, (*Macbeth* 5.5.9-15) would indicate Act 5, Scene 5, lines 9-15 of the play *Macbeth*.

Although Lincoln's emotional life had several features in common with Shakespeare's Macbeth's, he was never sympathetic to the Macbeth who ultimately became devoid of moral sensitivity:

I have almost forgot the taste of fears:
The time has been, my senses would have cool'd
To hear a night-shriek; and my fell of hair
Would at a dismal treatise rouse and stir
As life were in't: I have supp'd full with horrors;
Direness, familiar to my slaughterous thoughts,
Cannot once start me. (*Macbeth* 5.5.9-15)

When citing part of a poem, give the numbered line or lines of the poem:

The speaker in Whitman's "O Captain! My Captain!" mourns the passing of Lincoln, even as the end of the war is celebrated:

For you bouquets and ribbon'd wreaths—for you the shores a-crowding,
For you they call, the swaying mass, their eager faces turning;
Here Captain! dear father!
This arm beneath your head!
It is some dream that on the deck,
You've fallen cold and dead. (lines 11-16)

Step 5. Synthesis: The Works Cited Page

The works cited page is an alphabetical list of the sources used to document your research and is attached as a separate page at the end of your research paper. The MLA style is used at Canandaigua Academy to format this list. Each source is listed as a separate paragraph in hanging indentation format—the first line is not indented but additional lines are. You can use the paragraph formatting option in Microsoft Word to automatically format for hanging indentation (Format > Paragraph > Special: Hanging).

If listing multiple works by the same author, substitute the author's name with three hyphens followed by a period when listing additional works (illustrated below under the entry for McPherson, James M.).

All entries in the list of Works Cited should be double-space, as indicated.

Works Cited

- Beringer, Richard E., et al. *Why the South Lost the Civil War*. Athens: University of Georgia Press, 1986. Print.
- “The Cause (1861).” *The Civil War*. Dir. Ken Burns. 1990. PBS Home Video. 2004. DVD.
- “Civil War: Secession of the Southern States.” *Issues and Controversies in American History*. Facts On File, 24 February 2006. Web. 3 Sept. 2009.
- Crane, Stephen. *The Red Badge of Courage: an Episode of the American Civil War*. New York: D. Appleton and Company, 1917. *Google Books*. Web. 3 Sept. 2009.
- Davis, Burke. *The Long Surrender*. New York: Random House, 1985. Print.
- Davis, David Brion and Steven Mintz. *The Boisterous Sea of Liberty: A Documentary History of America From Discovery Through The Civil War*. New York: Oxford University Press, 1998. Print.
- Hattaway, Herman and Archer Jones. *How the North Won*. Urbana: University of Illinois Press, 1983. Print.
- Lincoln, Abraham. “First Inaugural Address, March 4, 1861.” *Abraham Lincoln Online*. N.p., 2009. Web. 3 Sept. 2009.
- McPherson, James M. *Battle Cry of Freedom: The Civil War Era*. New York: Oxford University Press, 1988. Print.
- . *Ordeal By Fire: The Civil War and Reconstruction*. New York: Knopf, 1982. Print.
- Murray, Jennifer. “Poor Military Strategy Lost The War For The South.” *American History*. ABC-CLIO, 2009. Web. 3 Sept. 2009.
- Shakespeare, William. *The Tragedy of Macbeth*. Boston: D.C. Heath and Company, 1915. *Google Books*. Web. 3 Sept. 2009.
- Stokesbury, James L. *A Short History of the Civil War*. New York: William Morrow and Company, Inc. 1995. Print.
- Ward, Geoffrey C. *The Civil War: An Illustrated History*. New York: Alfred A. Knopf, 1992. Print.
- Whitman, Walt. “O Captain! My Captain!” *Leaves Of Grass*. New York: Modern Library, 1921. 286. *Google Books*. Web. 3 Sept. 2009.