

## MARIST STYLE SHEET

These guidelines focus on the most common citation questions posed by Marist School students. This style sheet complies with the MLA format found in

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6<sup>th</sup> ed. New York: Modern Language Association of America, 2003.

When you present your research results, you must give proper credit to those whose work and ideas you used when gathering your information **within the text and at the end of your paper**. To do this, the text of your paper or project must include parenthetical documentation—short references to the sources of ideas, quotations, and paraphrases—that is keyed to a list of all the works you cited in the text. This style sheet will assist you in preparing both your parenthetical documentation and list of works cited. While it covers the most common situations, you should consult your teacher or the library staff if you need additional guidance.

### PARENTHETICAL DOCUMENTATION

In your text, document the source of every idea that is not your own, every quotation, and every paraphrase. This parenthetical documentation will then point to specific sources on your list of works cited.

- Place in parentheses the **first word of the source as it appears in your works cited list**, followed by the page number if there is one. Put your parenthetical reference as close as possible to the material documented, preferably at the end of the sentence after the quotation marks. **Punctuation follows the parentheses.**  
Example: “When puppy training, reinforce proper behavior with treats as a reward” (Smith 95).
- However, if you refer to the source in your text, the page number in parentheses is sufficient.  
Example: According to John Smith’s book on puppy training, using treats as a reward is a good reinforcement (95).
- For Bible passages, cite the book, chapter and verse in parentheses. You may abbreviate the name of the book.  
Example: “I will write them on their minds” (Heb. 10:16).

### CREATING A LIST OF WORKS CITED

The list of works cited will be a separate page at the end of your paper. **See page 4 of this document for an example of a properly formatted Works Cited page.**

- Create a one-inch margin all around.
- The title of the list is Works Cited. Center this title on the page horizontally.
- List the items alphabetically (excluding “A,” “An,” and “The”). Do not number the items.
- Align items flush with the left margin and indent subsequent lines for each item (this is known as a “hanging indent”).
- Double-space the entire list, both between *and* within items.
- If your list is prepared on a computer, *italicize* the titles of books, magazines, newspapers, movies, Web sites, and databases. If it is handwritten or typed on a typewriter, underline the titles.
- **If a particular piece of information (e.g., author) is not shown in your source, skip that piece of information.** This most often occurs with unsigned encyclopedia articles or websites for which no author is shown. Specific examples are given on the following pages.

## WORKS CITED FORMAT FOR PRINT SOURCES

### A BOOK

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

Axelrod, Toby. *Hans and Sophie Scholl: German Resisters of the White Rose.* New York: Rosen Publishing, 2001.

Walker, Pam, and Elaine Wood. *The Endocrine System.* San Diego: Lucent, 2003.

### AN ARTICLE REPRINTED WITH A CRITICAL EDITION OF A TEXT

**Article Author's Last Name, First Name. "Title of Article." Book Editor. *Title of Book.***

**Author of Book. City of Publication: Publisher, Date. Pages.**

Showalter, Elaine. "Representing Ophelia: Women, Madness, and the Responsibilities of Feminist Criticism." Ed. Suzanne L. Wofford. *Hamlet.* By William Shakespeare. Boston: Bedford/St. Martin's, 1994. 220-240.

### COMPILATIONS SUCH AS *CONTEMPORARY LITERARY CRITICISM*

- Use this format for information taken from the "Introduction" sections:

**"Name of Article." *Title of Publication.* Editor. Volume. City: Publisher, Copyright Date. Pages.**

"Barbara Kingsolver." *Contemporary Literary Criticism.* Ed. Jeffrey W. Hunter. Vol. 130. Detroit: Gale, 2000. 68-70.

- Use this format for citing the critical essays:

**Author's Last Name, First Name. "Title of Article." *Name of work in which it originally appeared,* Date: pages (if shown). Rpt. in *Title of Publication.* Editor. Volume. City: Publisher, copyright date. Pages.**

Klinkenborg, Verlyn. "Going Native." *New York Times Book Review,* 18 Oct. 1998: 7. Rpt. in *Contemporary Literary Criticism.* Ed. Jeffrey W. Hunter. Vol. 130. Detroit: Gale, 2000. 104.

### AN ENCYCLOPEDIA

**Author's Last Name, First Name (If stated). "Title of Article." *Title of Encyclopedia.* Edition (if stated) and year.**

McGinnis, Terri. "Dog." *World Book Encyclopedia.* 2001 ed.

**If no author's name appears with the article, begin your citation with the title of the article.**

"Metaphysics." *Columbia Encyclopedia.* 6<sup>th</sup> ed. 2000.

### A MAGAZINE OR JOURNAL

**Author's Last Name, First Name. "Title of Article." *Title of Magazine* Date of Issue: Page(s).**

Cose, Ellis. "Silver Linings from a Summit." *Newsweek* 17 Sept. 2001: 40.

### A NEWSPAPER

**Author's Last Name, First Name. "Title of Article." *Title of Newspaper* Date of issue, edition (if shown): page number.**

Pear, Robert. "U.S. Backs Florida Plan to Cut Drug Costs." *New York Times* 19 Sept. 2001, National ed.: A14.

## AN ONLINE ENCYCLOPEDIA

**Author's last name, first name. "Title of article." *Title of Encyclopedia*. Edition.**

**Publisher. Date of access <URL>.**

Klein, Marcus. "Parker, Dorothy." *World Book Online Reference Center*. 2005. World Book, Inc. 24 Jan. 2005 <www.worldbookonline.com>.

## ONLINE DATABASE ARTICLES

Because databases such as BigChalk and EBSCO reproduce full-text articles that previously appeared in print in a magazine, newspaper, or reference work, your citation must include the information for the **original publication as well as the database** in which you actually viewed the article. Your printout will usually show all the information you need for your citation.

**Author's last name, first name. "Title of article." *Name of work in which it originally appeared* Original publication date: pages. Database name. Date of access <URL of database home page>.**

Hemphill, Lex. "A Burning Passion Personified." *Salt Lake Tribune* 24 Sept. 2001:A1. *BigChalk eLibrary Curriculum*. 24 Jan. 2005 <www.proquestk12.com>.

Sellers, Patricia. "More Than a Game." *Fortune* 3 Sept. 2001: 182-186. *Ebsco MAS Ultra – School Edition*. 26 Sept. 2001 <http://search.epnet.com>.

Shenker, Israel. "Man and Machine Match Minds at M.I.T." *The New York Times* 27 Aug. 1977: A8. *ProQuest Historical Newspapers The New York Times*. 24 Jan. 2005 <www.proquestk12.com>.

## PERSONAL OR PROFESSIONAL WEB SITES

**Creator's last name, first name (if given). *Title of the site*. Name of institution or organization (if given). Date of last update. Date of access <URL>.**

Hoemann, George H. *The American Civil War Homepage*. University of Tennessee School of Information Science. 2 Sept. 2003 <http://sunsite.utk.edu/civil-war/cwarhp.html>.

## A WEB PAGE WITHIN A WEB SITE

**Author's last name, first name (if given). "Document Title." *Title of Site*. Name of institution or site owner. Date of last update. Date of access <URL>.**

"The History Behind Chickamauga and Chattanooga NMP." *National Park Guide*. National Park Service. 17 Aug. 2003. 5 Sept. 2003 <http://www.nps.gov/chch/hrs/history.htm>.

## A PHOTOGRAPH, PAINTING, OR OTHER IMAGE ONLINE

**Artist's last name, first name (if given). *Title of the work*. Date of completion of work. Name of institution or individual housing the work, city where located. Date of access <URL>.**

Van Gogh, Vincent. *Skull of a Skeleton with Burning Cigarette*. 1886. Van Gogh Museum, Amsterdam. 30 Aug. 2003 <http://www.vangoghmuseum.nl/>.

## E-MAIL

**Author's last name, first name. "Subject line of the message (if any)." Description of message that includes the recipient. Date of message.**

Klein, Liz. "Re: Book Awards." E-mail to the author. 3 July 2001.

## Works Cited

- “Barbara Kingsolver.” *Contemporary Literary Criticism*. Ed. Jeffrey W. Hunter. Vol. 130. Detroit: Gale, 2000. 68-70.
- Hemphill, Lex. “A Burning Passion Personified.” *Salt Lake Tribune* 24 Sept. 2001:A1. *BigChalk eLibrary Curriculum*. 24 Jan. 2005 <[www.proquestk12.com](http://www.proquestk12.com)>.
- “The History Behind Chickamauga and Chattanooga NMP.” *National Park Guide*. National Park Service. 17 Aug. 2003. 5 Sept. 2003 <<http://www.nps.gov/chch/hrs/history.htm>>.
- Klein, Liz. “Re: Book Awards.” E-mail to the author. 3 July 2001.
- Klein, Marcus. “Parker, Dorothy.” *World Book Online Reference Center*. 2005. World Book, Inc. 24 Jan. 2005 <[www.worldbookonline.com](http://www.worldbookonline.com)>.
- Klinkenborg, Verlyn. “Going Native.” *New York Times Book Review*, 18 Oct. 1998: 7. Rpt. in *Contemporary Literary Criticism*. Ed. Jeffrey W. Hunter. Vol. 130. Detroit: Gale, 2000. 104.
- Shenker, Israel. “Man and Machine Match Minds at M.I.T.” *The New York Times* 27 Aug. 1977: A8. *ProQuest Historical Newspapers The New York Times*. 24 Jan. 2005 <[www.proquestk12.com](http://www.proquestk12.com)>.
- Showalter, Elaine. “Representing Ophelia: Women, Madness, and the Responsibilities of Feminist Criticism.” Ed. Suzanne L. Wofford. *Hamlet*. By William Shakespeare. Boston: Bedford/St. Martin’s, 1994. 220-240.
- Van Gogh, Vincent. *Skull of a Skeleton with Burning Cigarette*. 1886. Van Gogh Museum, Amsterdam. 30 Aug. 2003 <<http://www.vangoghmuseum.nl/>>.
- Walker, Pam, and Elaine Wood. *The Endocrine System*. San Diego: Lucent, 2003.