

APPENDIX C

Forms for Working Bibliography and Works Cited Entries

The following are some basic forms for bibliographic entries. Use these forms on the bibliography cards that make up your working bibliography and in the list of works cited that appears at the end of your paper.

Whole Books

The following models can also be used for reports and pamphlets.

A. One author

Ruiz, Ramón Eduardo. Triumphs and Tragedy: A History of the Mexican People. New York: Norton, 1992.

B. Two authors

Applewhite, Harriet B., and Darline G. Levy. Women and Politics in the Age of the Democratic Revolution. Ann Arbor: U of Michigan P, 1990.

C. Three authors

Demko, George J., Jerome Agel, and Eugene Boe. Why in the World: Adventures in Geography. New York: Anchor-Doubleday, 1992.

D. Four or more authors

The abbreviation *et al.* means “and others.” Use *et al.* instead of listing all the authors.

Beringer, Richard E., et al. Why the South Lost the Civil War. Athens: U of Georgia P, 1986.

E. No author given

Literary Market Place: The Directory of the American Book Publishing Industry. 1997 ed. New York: Bowker, 1996.

F. An editor, but no single author

Nabokov, Peter, ed. Native American Testimony: A Chronicle of Indian-White Relations from Prophecy to the Present, 1492-1992. New York: Viking-Penguin, 1991.

G. Two or three editors

Harrison, Maureen, and Steve Gilbert, eds. Landmark Decisions of the United States Supreme Court. Beverly Hills: Excellent, 1991.

H. Four or more editors

The abbreviation *et al.* means “and others.” Use *et al.* instead of listing all the editors.

McFarlan, Donald, et al., eds. The Guinness Book of Records 1992. New York: Facts on File, 1991.

I. An author and a translator

Levi, Primo. Survival in Auschwitz: The Nazi Assault on Humanity. Trans. Stuart Woolf. New York: Collier-Macmillan, 1987.

J. An author, a translator, and an editor

Capellanus, Andreas. The Art of Courtly Love. Abr. ed. Trans. John J. Parry. Ed. Frederick W. Locke. New York: Ungar, 1976.

K. An edition other than the first

Janson, H. W., and Anthony F. Janson. History of Art for Young People. 4th ed. New York: Abrams, 1992.

L. A book or monograph that is part of a series

LaRusso, Carol Spenard, comp. The Green Thoreau.
Classic Wisdom Ser. San Rafael: New World
Library, 1992.

M. A multivolume work

If you have used only one volume of a multivolume work, cite only that volume.

Kimball, Warren F., ed. Churchill and Roosevelt: The
Complete Correspondence. Vol. 3. Princeton:
Princeton UP, 1984. 3 vols.

If you have used more than one volume of a multivolume work, cite the entire work.

Kimball, Warren F., ed. Churchill and Roosevelt: The
Complete Correspondence. 3 vols. Princeton:
Princeton UP, 1984.

N. A volume with its own title that is part of a multivolume work with a different title

Durant, Will, and Ariel Durant. Rousseau and
Revolution: A History of Civilization in France,
England, and Germany from 1756, and in the
Remainder of Europe from 1715, to 1789. New York:
Simon, 1967. Vol. 10 of The Story of Civilization.
11 vols. 1935-75.

O. A republished book or a literary work available in several editions

Give the date of the original publication after the title. Then give complete publication information, including the date, for the edition that you have used.

Steinbeck, John. The Grapes of Wrath. 1939. New York:
Penguin, 1976.

P. A government publication

Give the name of the government (country or state). Then give the department if applicable, followed by the agency if applicable. Next give the title, followed by the author if known. Then give the publication information. The publisher of U.S. government documents is usually the Government Printing Office, or GPO.

United States. Dept. of Education. Office of Educational Research and Improvement. OERI Publications Guide. By Lance Ferderer. Washington: GPO, 1990.

---. ---. ---. Educational Resources Information Center. Recent Department of Education Publications in ERIC. Washington: GPO, 1992.

Parts of Books

A. A poem, short story, essay, or chapter in a collection of works by one author

Cather, Willa. "Joseph and His Brothers." Cather: Stories, Poems, and Other Writings. Comp. Sharon O'Brien. New York: Viking, 1992. 859-71.

B. A poem, short story, essay, or chapter in a collection of works by several authors

West, Paul. "Pelé." The Norton Book of Sports. Ed. George Plimpton. New York: Norton, 1992. 308.

C. A novel or play in an anthology

Simmons, Alexander. Sherlock Holmes and the Hands of Othello. Black Thunder: An Anthology of Contemporary African American Drama. Ed. William B. Branch. New York: Mentor, 1992. 359-415.

D. An introduction, preface, foreword, or afterword written by the author(s) of a work

Pinson, Linda, and Jerry Jinnett. Dedication. The Woman Entrepreneur. Ed. Pinson and Jinnett. Tustin: Out of Your Mind, 1992. [iii]

E. An introduction, preface, foreword, or afterword written by someone other than the author(s) of a work

Coles, Robert. Foreword. No Place to Be: Voices of Homeless Children. By Judith Berck. Boston: Houghton, 1992. 1-4.

F. Cross-references

If you have used more than one work from a collection, you may give a complete entry for the collection. Then, in the separate entries for the works, you can refer to the entry for the whole collection by using the editor's last name or, if you have listed more than one work by that editor, the editor's last name and a shortened version of the title.

French, Warren, ed. A Companion to The Grapes of Wrath. New York: Viking, 1963.

---. "What Did John Steinbeck Know About the 'Okies'?" French, Companion 51-53.

Steinbeck, John. Their Blood Is Strong. San Francisco: Lubin, 1938. Rpt. in French, Companion 53-92.

G. A reprinted article or essay (one previously published elsewhere)

If a work that appears in a collection first appeared in another place, give complete information for the original publication, followed by *Rpt. in* and complete information for the collection.

Meier, August. "Toward a Reinterpretation of Booker T. Washington." Journal of Southern History 23 (1957): 220-27. Rpt. in The Making of Black America: Essays in Negro Life and History. Ed. August Meier and Elliott Rudwick. Vol. 2. New York: Atheneum, 1969. 125-30.

Magazines, Journals, Newspapers, and Encyclopedias

A. An article in a magazine, journal, or newspaper

Smith, Shelley. "Baseball's Forgotten Pioneers." Sports Illustrated 30 Mar. 1992: 72.

Schwartz, Felice N. "Women as a Business Imperative." Harvard Business Review 70.2 (1992): 105-13.

"Kozyrev's Mission to Washington." Editorial. Boston Globe 14 June 1992: 78.

If no author is given, begin with the article's title. If an author is given, begin with the author's name followed by the article's title. When an article continues on a different, nonconsecutive page, use a plus sign (+) after the number of the page on which it begins.

B. An article in an encyclopedia or other alphabetically organized reference work

Give the title of the article, the name of the reference work, and the year of the edition.

"Zuni." Encyclopaedia Britannica: Micropaedia. 1992 ed.

C. A review

Gutiérrez, David G. Rev. of Conquests and Historical Identities in California, 1769-1936, by Lisbeth Haas. American Historical Review 101.5 (1996): 1610-11.

If the review is unsigned, begin with *Rev. of* and the title.

Media and Other Sources

A. An interview you have conducted or letter you have received

Jackson, Jesse. Personal interview [or Letter to the author]. 15 July 1992.

B. A film

Glory. Screenplay by Kevin Jarre. Dir. Edward Zwick. Perf. Matthew Broderick, Morgan Freeman, and Denzel Washington. TriStar, 1989.

C. A work of art

Catlin, George. Four Bears, Second Chief, in Full Dress. National Museum of American Art, Smithsonian Institution, Washington.

D. A television program

Give the episode name (if applicable) and the series or program name. Include any information that you have about the program's writer and director. Then give the network, the local station, the city, and the date the program aired.

"A Desert Blooming." Writ. Marshall Riggan. Living Wild. Dir. Harry L. Gorden. PBS. WTTW, Chicago. 29 Apr. 1984.

E. A musical composition

Chopin, Frédéric. Waltz in A-flat major, op. 42.

F. A recording (compact disc, LP, or audiocassette)

If the recording is not a compact disc, include *LP* or *Audiocassette* before the manufacturer's name.

Guthrie, Woody. "Do-Re-Me." Dust Bowl Ballads. Rounder, 1988.

G. A lecture, speech, or address

Give the name of the speaker followed by the name of the speech, if available, or the kind of speech (*Lecture, Introduction, Address*). Then give the event, the place, and the date.

Benjamin, John. Address. First Annual Abolitionist
March and Rally. Boston, 18 July 1992.

Electronic Media

Because the number of electronic information sources is great and increasing rapidly, please refer to the most current edition of the MLA Handbook for Writers of Research Papers if you need more complete information.

Portable databases (CD-ROMs, videodiscs, diskettes, and videocassettes)

These products contain fixed information (information that cannot be changed unless a new version is produced and released). Citing them in a research paper is similar to citing printed sources. You should include the following:

- Name of the author, if applicable
- Title of the part of the work, if applicable (underlined or in quotation marks)
- Title of the product or database (underlined)
- Edition, release, or version, if applicable
- Publication medium (CD-ROM, videodisc, diskette, or videocassette)
- City of publication
- Name of the publisher
- Year of publication

If you cannot find some of this information, cite what is available.

Boyer, Paul S., et al. "Troubled Agriculture." The Enduring Vision: A History of the American People, Interactive Edition. Vers. 1.1. CD-ROM. Lexington: Heath, 1993.

"Steinbeck's Dust Bowl Saga." Our Times Multimedia Encyclopedia of the 20th Century. 1996 ed. CD-ROM. Redwood City: Vicarious, 1995.

"The Cold War Comes Home: Hollywood Blacklists the Kahn Family." American Stories: Videodisc. Evanston: McDougal, 1998.

Eyes on the Prize: America's Civil Rights Years. Prod. Blackside. Videocassette. PBS Video, 1986.

On-line databases

Because on-line databases may be updated or changed frequently, it is important to include complete information when citing them:

- Name of the author, if applicable
- Title of the material accessed (in quotation marks)
- Date of the material, if applicable
- Title of the database (underlined)
- Publication medium (*Online*)
- Name of the computer service or computer network (e.g., *Prodigy*, *Internet*)
- Date of access (the date you found the information on-line)

"Drought." Compton's Living Encyclopedia. Online. America Online. 18 May 1997.

"Nebraska data." 1990 Census Lookup. Online. Internet. 8 Jan. 1997.

"Great North American Prairie Ecoregion." Sierra Club Foundation. Online. Internet. 19 Dec. 1996.

Electronic texts of many literary works and historical documents are available on-line. You should be aware that not all texts are equally reliable. Try to use a text that gives the title, editor, and date of publication of the work. Include the following in your citation:

- Name of the author, if applicable
- Title of the text (underlined)
- Publication information for the printed source
- Publication medium (*Online*)
- Name of the repository of the electronic text (e.g., *Oxford Text Archive*)
- Name of the computer network
- Date of access (the date you found the information on-line)

Dickens, Charles. A Christmas Carol. London: Chapman, 1893. Online. Oxford Text Archive. Internet. 19 Sep. 1997.

Whitman, Walt. Leaves of Grass. Philadelphia: McKay, 1900. Online. Columbia U Academic Information Systems. Internet. 8 Mar. 1998.