

Bibliographic Citation Guide

Contents

What is a SOURCE or RESOURCE	2
Why cite a source.....	3
What is COPYRIGHT	3
What is a BIBLIOGRAPHY and WORKS CITED PAGE.....	4
Writing Names of People.....	4
How to Write Citations	4
Book Citation	5
Encyclopedia Citation	6
Periodical Citation.....	7
Web Site Citation	8
CITATION EXAMPLES.....	9
Bibliography Card Creation.....	11
Works Cited Page.....	12

Name _____

Teacher _____

BLUE RIBBON LESSONS

Bibliographic Citation Guide

Why cite a source?

Why is it necessary to write a bibliographic citation and create a bibliography card for a source that a writer uses to get information from? There are two valuable reasons; give credit to the source and provide information so your reader can refer to the source if they wish to.

The first valuable reason to cite a source is that it is extremely important to give credit to the person or people (source) that provided the writer with the information the writer used. If the writer does not give credit to the source, the writer is stealing the ideas of others. There is a term for this and the term is plagiarizing. Plagiarizing means that the writer stole the ideas or words from the source because proper credit was not provided by citing the source. Plagiarism can cause a student to get a failing grade and a paid writer, such as someone that works for a newspaper, to lose their job. Plagiarism is a very serious offense in the writing world.

The second reason for citing a source is so that the reader can refer to the source for more information if they wish. The writer will not share all of the information they learned from the source so citing the source tells the reader where to look for the source that was used. Just consider citing a source as a good way to share information.

Each time you do the right thing and cite your source you are giving credit to the source for the information you used and you are assisting your reader in finding good materials to learn from. A good writer always cites the sources used.

What is COPYRIGHT?

Copyright means that a person or a company has ownership of the material and that nobody else may copy the material without getting permission or without paying the owner of the material to copy the material. If materials are copied illegally, the copyright law has been broken.

To determine if a source is protected by the copyright law look for the word copyright or for the copyright symbol. The copyright symbol looks like this. © Both the word copyright and the symbol will be followed by a year and that is the copyright date. The copyright information can usually be found at the beginning of printed materials or at the bottom of a web page.

Of course, the simplest way to not break copyright law is to not copy something. Always cite a source appropriately or create your own original work.

Bibliographic Citation Guide

What is a BIBLIOGRAPHY and WORKS CITED PAGE?

A bibliography and a works cited page will look exactly the same. They both include the bibliographic citations for the project. The difference between the two is that a bibliography, often called a working bibliography, will include *all of the resources* a writer referred to but didn't necessarily include in their final project. On the other hand, a works cited page will include *ONLY the resources used/cited in the final project*. (MLA 5.3.1)

Bibliography = all resources used during the project

Works cited = only the resources used/cited in the final project

Refer to page 12 to see an example of a works cited page.

Writing Names of People

Rules for writing names of authors and editors for your citation can often be pesky problems. Here are some examples for some common occurrences of names of authors and editors. Remember that names of people are ALWAYS INVERTED. That means the last name will come first, followed by a comma to show the names are inverted, and then the first and middle names are in the proper order.

Amy Moorehead »»» Moorehead, Amy = Last, First

Michael Carl Brookes »»» Brookes, Michael Carl = Last, First Middle

Timothy R. Means »»» Means, Timothy R. = Last, First Middle

S. Marie Cook »»» Cook, S. Marie = Last, First Middle

John R. Washington, III »»» Washington, John R., III = Last, First Middle, Suffix

Edited by Janet Adams »»» Adams, Janet, ed. = Last, First, ed.

Chris Cole and Misty Bridges »»» Cole, Chris and Misty Bridges = Last, First and normal

How to Write Citations

Each type of source will have a citation format that will need to be followed. The following pages of this guide will provide a list of the items needed, the location where each item can be found, and an example of how each item should be written in the citation with the appropriate type of punctuation.

In addition to the helpful lists, 2 examples will be provided. The first example restates the items needed in the citation format. The second example shows a realistic representation of a citation. Be sure to look carefully at the examples as you write your citation.

Bibliographic Citation Guide

Imagine the process of citing sources to be a puzzle. Look at the list of items needed. Look at the examples before writing your source information. Follow these steps and you will easily solve your puzzle and write a good citation with the proper punctuation for each puzzle piece. Always double check your work to ensure you have every item on the list and the correct punctuation required for that item.

One final but important item is that all citations will have a hanging indent. This is just the opposite of writing a paragraph. Hanging indentation means the first line is not indented but all other lines of the citation are indented. Here is an example.



Jones, Tricia. Learning to Ride and Fix Your Bike. Washington, MO: Perfectly Printed for Kids, 2009. Print.

Book Citation

A bibliographic citation for a **book** includes:

1. Author (title page) Last, First M. or Last, First.
2. Title (title page) Important Words Capitalized and Underlined.
3. Place of publication (title page or copyright page) City, State:
4. Publisher (title page or copyright page) Name of Company,
5. Year published (title page or copyright page) 2010.
6. Print. (State the medium of publication)

Examples:

Author. Title. Place of publication: Publisher, publication date. Print.

Abbott, Blake M. Magic Tricks Anyone Can Do. Boston: Gold Publishers, Inc., 2008. Print.

Write a bibliographic citation for a book. Important items to remember include indenting properly, punctuation marks for each item, and always spell correctly.

Bibliographic Citation Guide

Encyclopedia Citation

A bibliographic citation for an encyclopedia article includes:

1. Author of article (beginning or end of article) Last, First.
2. Title of article (beginning of article) "Article Title in Quotes."
3. Name of encyclopedia (title page) Capitals and Underline.
4. Edition information (title or copyright page) 10th ed. or 2007 ed.
5. Year published if not the same as edition information
(title or copyright page) 2004.
6. Print. (State the medium of publication)

Examples:

Author. "Title of Article." Name of Encyclopedia. Edition. Year Published. Print.

Simpson, Tori M. "Horses and Ponies." A Child's Encyclopedia. 22nd ed. 2003.
Print.

Finder, Cody. "The Study of the Ocean." Encyclopedia of Learning.
2010 ed. Print.

"Skateboarding Basics." Student Encyclopedia. 2009 ed. Print.

Write a bibliographic citation for an encyclopedia article. Refer to the examples above. Remember hanging indentation and to use the examples above to ensure correct punctuation.

Bibliographic Citation Guide

Periodical Citation

A bibliographic citation for a **periodical** article includes:

1. Author of article (beginning or end of article) Last, First.
2. Title of article "Article Titles in Quotes."
3. Title of magazine Underline Titles (no punctuation after this!!!)
4. Date of magazine (day month year) 31 May 2010:
5. Inclusive pages of article or if the article is not printed on consecutive pages, write the first page number and a plus sign. 11-14. 22+.
6. Print. (State the medium of publication)

Example:

Author. "Title of Article." Name of Periodical Date of Periodical: Page number(s).
Print.

Miller, Kate. "Surfing California." National Geographic World
October 2010: 24-26. Print.

Goodwin, Quinn, Jr. "Teach Puppies to Walk on a Leash." Canine
World 30 April 2009: 15+. Print.

"Sailing Fun." Boating Magazine November/December 2010 : 14-18. Print.

Write a bibliographic citation for a periodical article. Remember to indent properly and check all of the punctuation!!!

Bibliographic Citation Guide

Web Site Citation

A bibliography for a **WEB SITE** includes:

IMPORTANT: If you cannot find the information anywhere on the web page or web site, skip it and go on to the next item. *A minimum of 4 things are required for an Internet citation and they are: #4 the title of the web site, #5 the publisher of the web site, #6 Web, and #7 the date you accessed the web site.*

1. Name of author, editor, director, or compiler (beginning or end of web page, possibly in the "About Us") Last, First.
2. Title of article or page title (top of page) "Article Title in Quotes."
3. Title of web site (top of page usually with special letters)
Capitals and Underline.
4. Publisher or sponsor (institution, association, company) responsible for web page or web site. (About Us) Write it as you see it. Blue Ribbon Lessons,
5. Date of electronic publication (near the beginning or end of the article) day month year. 16 Feb. 2009.
6. Web. (State the medium of publication)
7. Access date (the date you accessed the web page or site) day month year. 18 Aug. 2010.

Example:

Author. "Title of Article." Title of Web Site. Publisher, Date of Electronic publication.
Web. Access Date.

Wood, Cynthia. "Why School is Cool." Education's Gold Standard. College for Educators, 2010. Web. 6 July 2010.

Write a bibliographic citation for a web page. Most items end with a period except for the publisher which is followed by a comma. Also, hanging indenting will probably happen with this long bib citation.

Bibliographic Citation Guide **CITATION EXAMPLES**

BOOKS

Author. Title. Place of publication: Publisher, publication date. Print.

BOOK – ONE AUTHOR

Wilson, James, Jr. Becoming an Actor. New York: Rainbow Publishing, 2009. Print.

BOOK – TWO AUTHORS

Adams, Betsy and Carla Cook. Hiking America's Trails. Union, MO: Public Printing Press, 2010. Print.

BOOK – THREE OR MORE AUTHORS

Cline, Benjamin, et al. Big Buildings in Big Cities. Chicago: Kelsey Press, Inc., 2008. Print.

BOOK – EDITOR INSTEAD OF AUTHOR

Strake, Clifford, ed. Trains and Planes: History of Transportation in the United States. Des Moines, IA: Sanford & Taylor, 2010. Print.

BOOK – CORPORATE AUTHOR

Educators United. Games That Teach. Chicago: Happy Tales Publishing, 2007. Print.

ENCYCLOPEDIA or other REFERENCE BOOK with ARTICLES

Author. "Title of Article." Name of Encyclopedia. Edition. Year Published. Print.

SIGNED ARTICLE IN AN ENCYCLOPEDIA (without an edition number)

Unger, Miles P. "Atlantic Ocean." Student Encyclopedia. 2010. Print.

SIGNED ARTICLE IN AN ENCYCLOPEDIA (with an edition number)

Unger, Miles P. "Atlantic Ocean." Student Encyclopedia. 5th ed. 2010. Print.

UNSIGNED ARTICLE IN AN ENCYCLOPEDIA

"Pacific Ocean." Student Encyclopedia. 2007 ed. Print.

MAGAZINE ARTICLE

Author. "Title of Article." Name of Periodical Date of Periodical: Page number(s).
Print.

SIGNED MAGAZINE ARTICLE

Jefferson, Brian and Theresa Harrison. "Skills for a Future President." Future Vision Apr. 2010: 4+. Print.

UNSIGNED MAGAZINE ARTICLE

"Learning to Communicate." Writer's Journal 28 Feb. 2009: 35-40. Print.

Bibliographic Citation Guide

WEB SITE

Author. "Title of Article." Title of Web Site. Publisher, Date of Electronic Publication.
Web. Access Date.

Dowshen, Steven. "What is Plagiarism?" KidsHealth. Nemours Foundation, May 2008. Web. 6 July 2010.

"Evaluating Web Pages: Techniques to Apply & Questions to Ask." Finding Information on the Internet: A Tutorial. UC Berkeley Library, 23 April 2010. Web. 14 August 2010.

Ray, Deborah S. and Eric J. Ray. "Analyzing the Anatomy of URLs." For Dummies. Wiley Publishing, Inc., 2010. Web. 14 August 2010.

ONLINE IMAGES

Name of the creator of image. Title of Image. Date work created. Institution or Association or Organization. Web. Date of access.

Lincoln Abraham. WPClipart. Web. 6 March 2012.

da Vinci, Leonardo. Mona Lisa. 1503-1506. Louvre. Web. 23 Mar. 2010.

ONLINE SOUNDS

Name of the creator of sound. Title of sound. Date work created. Institution or Association or Organization. Web. Date of access.

Veer, Joi. I Wished. Freeplaymusic. Web. 11 Apr. 2009.

Bibliographic Citation Guide

Bibliography Card Creation

The image shows two examples of bibliographic citation cards. Each card is a rectangular box with horizontal lines. The first card is labeled with a circled '1' in the top right corner. It contains the following text: 'MLA Handbook for Writers of Research Papers. 7th ed. New York: Modern Language Association of America, 2009. Print.' Below this, it says 'Washington Middle School Library REF 808 MLA'. Callouts point to the circled '1' (saying 'First resource or source used so it has the number one.'), the citation text (saying 'Citation for the first source used.'), and the library location (saying 'Place to find this resource in case you need it again.').

The second card is labeled with a circled '4' in the top right corner. It contains the following text: '"Evaluating Web Pages: Techniques to Apply & Questions to Ask." Finding Information on the Internet: A Tutorial. UC Berkeley Library, 23 April 2010. Web. 14 August 2010.' Below this, it says 'http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html'. Callouts point to the circled '4' (saying 'Fourth resource or source used so it has the number four.'), the citation text (saying 'Citation for the fourth source used.'), and the URL (saying 'Place to find this resource in case you need it again.').

If you take a note from a source, even if it is only one note, you **MUST** create a bibliographic citation. One of the easiest ways to do this is called a bib card. The bib card should have 3 items. These items are noted above on the 2 examples provided. This includes:

1. The number of the resource that you have taken notes from.
2. The proper citation for the source you are using.
3. The location where you found this source. (very important in case you need to refer to that source again.)

These bib cards will be extremely valuable when you create the citation page of your research paper. (Writing 24-26)

Bibliographic Citation Guide

Works Cited Page

Below is an example of a works cited page. A bibliography or a works cited page is found at the end of a research paper. The difference between the two is that a bibliography, often called a working bibliography, will include *all of the resources* a writer referred to but didn't necessarily include in their final project. On the other hand, a works cited page will include *ONLY the resources used/cited in the final project*. (MLA 5.3.1)

Bibliography = all resources used during the project

Works cited = only the resources used/cited in the final project

Kuddes 12

Works Cited

MLA Handbook for Writers of Research Papers. 7th ed. New York:

Modern Language Association of America, 2009. Print.

Writing Research Reports. Evanston, Illinois: McDougal Littell, 2001. Print.