

C o l e g i o B o l i v a r



S t y l e G u i d e



*B a s e d o n t h e M . L . A . S t y l e G u i d e
P r o d u c e d b y t h e C o l e g i o B o l i v a r
E n g l i s h D e p a r t m e n t a n d L i b r a r y*

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Authors: Thomas Rompf
 Teacher

Jennifer Post
Teacher

Karen Huxter
Teacher

Mary Downey
Teacher

Angie Duff
Teacher

Carol Cayford
Teacher

Project Support: Anne Johnston
 Teacher

David Kent
Teacher-Librarian

Typist: Susan Henao
 Primary Computer Specialist

Desktop Publishing: Tom Rompf

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1.01

Goals

- This style guide codifies for the Colegio Bolivar student the format of citations in a research paper, i.e.:
 - Parenthetical References
 - Bibliography
- This guide is not intended to be a complete manual for researching, writing, and formatting a research paper. For further assistance, please consult your current English teacher.
- This book is based on the MLA Style Guide.

N.B. Some word processing programs feature automated footnoting which may vary in format from the prescriptions given here. Students who wish to use such features should consult their teacher.

Also, you are encouraged to use the Bibliography Helpers in the Reference Room as a guide to writing some of the more common types of bibliographies.

1.02

The Big Six of Problem Based Learning

1) Task Definition

What is your assignment for this class?

What kind of product or performance is required?

Often your teacher will use key words in assignments, such as:

Analyze, Compare, Contrast, Define, Describe, Discuss, Evaluate, Explain, Illustrate, Relate, Summarize. If you find these words in the assignment, they will help you define your task.

In traditional research papers task definition is selecting a topic, finding background information, identifying issues, and narrowing the topic, which then allows you to formulate research questions related to a hypothesis.

2) Information Seeking Strategies

First, determine a range of possible sources and select search terms to use in catalogs and indexes. There are two basic categories of sources of information: text and human. Text includes books, magazines and CDROM. Human sources include television, radio, speeches, and interviews.

In our library we have mostly text sources. From these, some resources have been set aside in a reserve collection for use in the reference room. Think about what kind of information you will need: facts, opinions, statistics, etc. and what kinds of sources would be most appropriate for your particular need.

There are two types of support: primary and secondary. The names refer to the degree of "distance" to the topic:

A primary source is an original document or account that is not about another document or account but stands on its own. For example, any novel, poem, play, diary, letter, or other creative work is a primary source. The data from a research study also constitutes a primary source because it comes straight from the participants' replies. Interviews, not of experts but of people actually experiencing something "on the scene," are also primary sources. If you were doing a paper on the emotional effects of job loss, talking to someone who just lost their job would be about as close to your topic as you could get. That's what we mean by distance.

Secondary sources are ones that interpret primary sources or are otherwise a step removed. A journal article or book about a poem, novel, or play or a commentary about what an interview signifies is a secondary source. Your paper will likewise become a secondary source.

3) Location and Access

Once you have determined what the best sources would be, the next step is to find them. For books, you need to find the relevant Dewey decimal classification numbers. You will need to search the OPAC for books, CDROM indexes for magazine articles, and the Internet for the most current information. The key to accessing the sources you need is the vocabulary you use in your search.

4) Information Use

Use of information involves the application of information to meet your defined task. Once you have found the sources, you will need to extract relevant information. The most common form of extracting information is note taking. You can also highlight (on copies from your books), photocopy or download to a floppy diskette or the network server. Be sure to document the source of the information. Later you will need the source information for citing or creating a bibliography.

5) Synthesis

Synthesis is the integration of information drawn from multiple sources. Once you feel you have enough information, begin to organize for your final product or performance. Presentations may be written, visual or oral (report, video, poster, speech, etc). Your presentation format may be determined by the teacher as part of the beginning task definition.

6) Evaluation

Evaluation is making a judgment based on a set of pre-established criteria. It is important that you make two judgments:

- 1) Determine how effectively the original task, as defined, was met through your work, essay, project, etc, and
- 2) Assess the efficiency of the entire information problem solving process. Both the ends, as well as the means, are important. You evaluate both the product and the process you used to create it.

1.03

Plagiarism

“Not giving credit to the creator of an idea...is very much like lying”

Harris, Robert.

“Anti-Plagiarism Strategies for Research Paper”. Vanguard University of Southern California. <http://www.vanguard.edu/rharris/antiplag.htm> (2 Oct. 2000).

What is Plagiarism?

Simply put, plagiarism is improperly using someone else’s words or ideas in your work, “The wrongful act of taking the product of another person’s mind and presenting it as one’s own.” (Lindey 4)

Remember, you can often strengthen your arguments and illustrate your ideas more effectively by supporting them with quotations and support from other sources, but you **must** use footnotes/endnotes and parenthetical references in order to avoid academic dishonesty.

You are Guilty of Plagiarism and/or Academic Dishonesty if You Do Any One of the Following without Citing the Source:

- Download essays or research papers from the internet and submit them as your own work
- Do an assignment or write an essay/paper for another person
- Copy someone else’s homework or allow someone to copy yours
- Allow another student or individual to write an essay or do an assignment for you
- Copy an article from the internet and submit it, or parts of it, as your own work
- “Cut and paste” from the internet into your own work
- Purchase an essay or research paper over the internet
- Use illustrations, diagrams or statistical tables in your work without acknowledging your source
- Paraphrase, or reword, a text without proper citation to indicate it is an indirect reference (by using a footnote/endnote or parenthetical reference)

- Do not acknowledge help you received on an assignment, such as editing and proofreading
- Properly cite only part of a quotation and imply that the rest of the quotation is your own idea
- Use “concepts, ideas or conclusions that are not intuitively obvious and are not your own.”
(<http://www.chem.uky.edu/courses/common/plagiarism.html>)
- “[Submit] someone else’s computer input/output as your own...copying another student’s files or printouts is plagiarism. If you work on [an] assignment with a lab partner, you must BOTH have made a contribution to the work done on the computer- one person can not do it and simply give it to his/her partner.”
(<http://www.chem.uky.edu/courses/common/plagiarism.html>)

What do I have to lose by cheating? It’s easy and sometimes I just don’t have the time to do all the work that teachers give us...

- Plagiarism shows you don’t care about learning
- Time management and the ability to find, document and interpret data are critical skills in the work place and in universities. If you don’t learn these skills NOW, when will you?
- It suggests you don’t respect yourself, your classmates or your teacher
- Often, the essays and other papers available over the internet are of inferior quality
- Your teachers know you and they know how you write: why risk getting caught?
- Trust is fragile; when you become known as a cheater people lose trust in you
- Plagiarism is stealing and it’s illegal
- Teachers may be unwilling to write letters of recommendation for you

- You may become dependent on cheating, as you haven't developed your own skills, and at many universities the consequence is expulsion
- Citing sources shows you have done research and can support your ideas

What are the Penalties for Plagiarism at Colegio Bolivar?

- Please consult the Colegio Bolivar Student Handbook and the Honor Code for specific information on procedures and penalties for plagiarism at the Colegio Bolivar.
- *Remember that in many schools and MOST universities, the first time you are caught plagiarizing you will be asked to leave.*

Bibliography for this Section

Colegio Bolivar Student Handbook for High School. Footnote/Endnotes.:Colegio Bolivar. n.d.

Harris, Robert. "Anti-Plagiarism Strategies for Research Papers". Vanguard University of Southern California , October 2, 2000.
www.vanguard.edu/rharris/antiplag.html (April 30, 2001)

Toreki, Rob. "Plagiarism: Definitions, Examples and Penalties." The University of Kentucky Department of Chemistry. December 12, 1998.
www.chem.uky.edu/courses/common/plagiarism.html (May 11, 2001)

University of Manitoba Office of Student Advocacy. "Academic Honesty, Cheating, Plagiarism and Fraud." April 16, 1998.
www.umanitoba.ca/student/advocacy/ACADEMIC_HONESTY.html (May 11, 2001)

1.04**The Formal Essay**

The analytical paper can take many forms depending on the discipline for which you are writing the paper. As well, the bibliographic and footnote/parenthetical reference format you use will be different for English and Spanish papers. Please discuss the format of your paper, including bibliographic references, with your teacher BEFORE you get started. The following will provide you with an overview of a generic analytical essay, and, on the back, some sample portions of a student essay:

In General

The analytical essay generally has three parts. All classical essays choose an existing controversy within a particular field to investigate. The focus of the paper is to defend one side in this controversy. Your statement of opinion, stating which side you will be defending, is called the Thesis Statement. The Thesis is defended by using specific arguments, which will be developed in the different sections of your paper (see below) and supported by specific support from the sources you acquire through your investigation.

As well please keep in mind the following:

- always write in third person;
- always write in present tense;
- avoid unsubstantiated (and inflammatory or dramatic) opinion;
- do not refer to the process of writing the paper in the paper;
- clearly proofread.

Part One

The first part of the paper is your introduction. You should begin with a broad statement which refers to your topic and then narrow to the specifics of your particular focus. Next you offer any relevant background information and define any specific terminology that you may use in the paper. This is also the time to introduce and define your arguments without specifically referring to any support

from the texts. Finally, you should conclude this paragraph with your Thesis Statement which also includes your main arguments. (i.e. Hence, The Scarlet Letter is a romance novel because it contains a strong sense of beauty in the world, a vivid imagination that can construct fantastic dream worlds, an interest in ancient legends and traditions, and a deep sympathy for obscure or humble people.)

This section is only one paragraph; however, it is vital to the development and understanding of your paper. Please note, however, that you should begin your research with a Thesis Statement but you will be modifying it as your research and understanding of the controversy unfolds.

Part Two

The second part of your paper is the body of the paper. Here you will be presenting the arguments you have which defend your Thesis Statement and the research which supports those arguments. Remember your writing classes, and don't forget clear topic and concluding sentences (which summarize the argument, refer back to the thesis and provide transitions between ideas), integration of support, a thorough examination of your support's relevance, parenthetical references and a bibliography, using transitions between ideas and staying focused throughout the essay.

This section is the major part of your paper and should be 75% to 80% of your essay. Also, make sure you develop each separate point in its own paragraph.

Part Three

The final part of your essay is your conclusion. This will begin with a restatement of your thesis followed by a summary of your major arguments and support. The last part of your conclusion may offer a personal reflection on the topic (but still done in third person), but this should not monopolize the paragraph. You may want to end the

Introduction to Research

The Formal Essay - Structure

1.04

The Formal Essay – Sample Formal Essay

1.04a

conclusion with a quote or a question which causes the reader himself/herself to reflect upon this topic.

The conclusion is one paragraph, as well. At this point, you should step back from the specifics of your subject and relate it to the world as a whole; this makes your topic relevant to the reader. Remember that this is the last thing your reader will read; therefore, a restatement of your Thesis Statement, a summary of your arguments and some thoughtful reflection is vital to leave the reader with a good impression.

Footnotes and Bibliography

Please refer to this Style Guide (for papers in English) and the ICONOTEX Standards (for papers in Spanish) for information on footnotes, parenthetical references, and a bibliography.

Keep in mind, nonetheless, that you should be keeping track of your resources as you research. Don't try to "go back" to resources later to find this information.

1.04a

Sample Formal Essay

The Introduction

Your introduction should begin with a broad opening statement of not more than two or three sentences. It should introduce the topic in a general way.

"Romanticism was a cultural and literary movement characterized by freedom of form and spirit."

The body of your introduction should introduce and define your argument topics. You should explain the argument topics and definitions EXACTLY the same way that you will use them in the paper; however, you should use NO specific examples from the text

in the introductory paragraph. Your definitions should be decided AFTER you have done your research - let the text define your terms for you (DO NOT use a dictionary).

“Romance can be defined as a strong sense of beauty in the world. A strong sense of beauty means that the author uses similes of nature. It also means that there is pathetic fallacy used in the descriptions. In addition, personification is used to create an effect. Also, supernatural occurrences are used to show that there is a strong sense of beauty. Romance may also be described as a vivid imagination that can construct fantastic dream worlds. A vivid imagination signifies the presence of symbolism in the work. In addition, it also means the use of allegory. Finally, it can also be taken to mean that there are nature-related fantasies used in the writing.....

Finally, the last sentence in your introduction should be your thesis statement. Make sure it is specific and refers to the overall topic as well as the specific argument topics you plan on using in the paper.

Hence, The Scarlet Letter is a romance novel because it contains a strong sense of beauty in the world, a vivid imagination that can construct fantastic dream worlds, an interest in ancient legends and traditions, and a deep sympathy for obscure or humble people.

NOTE: You should continue to use the same wording throughout the course of the paper for your argument topics and your definitions.

The Body

Please note the characteristics of the body (clear topic and concluding sentences { which summarize the argument, refer back to the thesis and provide transitions between idea }, integration of support, a thorough examination of your support’s relevance, parenthetical references and a bibliography, using transitions

between ideas and staying focused throughout the essay) in this sample.

A strong sense of beauty in the world can be seen very clearly in *The Scarlet Letter*. As noted earlier, a strong sense of beauty means that the author uses similes of nature. In the book, certain characters are compared to objects in nature. Pearl, the little young girl, is compared to various things in nature. Sometimes the author refers to her as an elf child, by giving titles to chapters, such as “The Elf-Child and The Minister.” (Hawthorne chapter 6) Likewise, Hester says to Dimmesdale that, “Our Pearl is a fitful and fantastic little elf sometimes.” (Hawthorne 176) Pearl is also called a “wild flower” Hawthorne (81) and the Governor calls her, “Pearl? ... or Red Rose, at the very least, judging from thy hue.” (Hawthorne 96) Based on this red hue she possesses, other names such as Ruby and Coral (Hawthorne 95) are also associated with her, which are all similes of nature. As if that weren’t enough, Pearl is also considered by people in the story, as well as by the author, to resemble a light, little bird. The old Mr. Wilson, upon seeing the girl, exclaims, “What little bird of scarlet plumage may this be?” (Hawthorne 96) And Hawthorne himself describes Pearl as “uneasy, fluttering up and down like a bird on the point of tasking flight.” (Hawthorne 202) Another character associated with objects in nature is Roger Chillingworth. Chillingworth is referred to a leech (Hawthorne 101) by the people in town as well as Hawthorne. He also openly refers to himself as “a fiend” (Hawthorne 148), in other words, an evil spirit in nature. So Chillingworth is also associated with things in nature. Thus, similes of nature are used by the author to describe characters and to create images, which, taken together, create a strong sense of beauty in the novel, one aspect of romance.

The Conclusion

Your conclusion should begin with a restatement of your thesis. Present your thesis again, attempting to use different

wording (NOT WORDS), as well as listing your argument topics again.

Therefore, because it contains the romantic characteristics of a strong sense of beauty in the world, a vivid imagination that can construct fantastic dream worlds, an interest in ancient legends and traditions, and a deep sympathy for obscure or humble people, The Scarlet Letter is a romance.

The body of the paragraph should summarize your arguments using the same definitions that you used in the introductory paragraph and throughout the paper. You should consider giving one sentence of summary to each paragraph in the paper. Unlike the introduction, however, you should refer to the book directly here but WITHOUT giving exact quotations.

A strong sense of beauty in the world meant that the author uses similes of nature, for example, when both Pearl and Chillingworth are described as various animals and other natural things. It also meant that the author used pathetic fallacy, for instance, when Pearl and Hester are illuminated by light during different parts of the book as explained above.....

Finally, your paper should end with some sort of reflection, something of your own, a quote or comment, which will allow the reader to think further about the topic.

According to John Keats, “Truth is beauty and Beauty truth,” meaning that within romance there is a sense of beauty and therefore truth. This is clearly expressed in the moral of the novel, “Be true, be true, be true...,” and is, in fact, the basis of many religions throughout the world. In fact, Hinduism states that “Sa-cha-may Jay-ya-thi” meaning that the truth will always triumph.

Introduction to Using Support

Introduction

2.01

Direct Quotations

2.02

2.01

Introduction

- A research paper represents the result of a search for information on a particular aspect of a subject. The pattern of research involves locating, collecting, organizing and presenting information. The element of originality in your paper comes from the selection, evaluation and presentation of the material.
- It is essential to acknowledge information taken from external sources by a parenthetical reference in your paper. Such information may be in the form of either a direct quotation or an indirect quotation.
- Quotations explain, illustrate or support statements you have made in your research paper. Quotations should be used in expository essays only when the quotation is essential to your paper, is taken from a reliable source, or is used to define or interpret terminology. For literary research papers, quotations are generally essential.
- All sources used must be listed in a bibliography at the end of the paper.
- For further assistance, consult your teacher or teacher-librarian.

The following gives you information on using Direct and Indirect Quotations in your research work:

2.02

Direct Quotation

- A direct quotation may consist of:
 - the exact words of another person
 - statistical tables
 - diagrams
 - illustrations.
- Be sure to transcribe direct quotations completely and accurately.

Introduction to Using Support

Direct Quotations - Integrated

2.02a

Direct Quotations – Block

2.02b

2.02a

Integrated Quotation

- An integrated or short quotation consists of fewer than four lines.
- Enclose it in quotation marks within the text of the paper:

A covenant is defined as “a formal agreement or treaty between two parties with each assuming some obligation.” Even though the covenant was not written down, everyone knew and adhered to the terms and obligations.

2.02b

Block Quotation

- A block or long quotation consists of four or more lines.
- Leave a line between your essay text and the quotation you want to insert.
- Indent the entire quotation 5 spaces from the left and right margin of the text.
- Single-space the quotation.
- Do not use quotation marks:

Developments in automation and transportation have dramatically altered the face of the working world:

A Multinational might carry out product research in Japan, design in California, styling in Italy, and manufacturing of various components in Korea, Taiwan, and Singapore before assembly in Mexico for delivery to Colombia.

Business and industry cannot compete with any of these countries.

Introduction to Using Support

Direct Quotations - Omission

2.02c

Direct Quotations – Insertion

2.02d

2.02c

Omission

- Ellipsis points (. . .) indicate that a word, phrase, sentence or paragraph has been deleted from the quoted passage.
- *The Original:*

Puccini didn't invent the idea of killing off the major characters at the end of the opera. Handel, Mozart, Wagner, Verdi and a whole slew of others had thought of it before him. (Sometimes they wanted to kill off the performers, too.) But what he lacked in originality, Puccini made up for in consistency. He perfected the idea of the dying diva to something of an art form.

- *Quotation Inserted in Essay:*

“Puccini didn't invent the idea of killing off the major characters at the end of the opera. He perfected the idea of the dying diva to something of an art form.”

2.02d

Insertion

- Brackets [] indicate that the comment is made by the writer of the paper to explain, clarify, or correct information or grammar or syntax given in a quoted passage. If you want to include a comment in your quotations, use square [] brackets; do not use parentheses () for insertions:

“During this [entrepreneurial phase], most new businesses scramble to find a successful pattern, develop a better product, deliver exceptional service, and uncover the most effective marketing strategy.”

Introduction to Using Support

Direct Quotations – Quotation within a Quotation

2.02e

Indirect Quotations

2.03

2.02e

Quotation within a Quotation

- When you quote material that is already a quotation in your source document, use single quotation marks (‘ ’) to enclose it within an integrated quotation:

“Few people buy a perfume advertised as ‘a lovely blend of deer-gland secretions, alcohol and pine resin’ but they would buy a scent that promises to attract the opposite sex.”

- Use double quotation marks (“ ”) to enclose a second quotation within a block quotation.

Athletes who put winning ahead of sportsmanship have used drugs for thousands of years:

The marriage between drugs and competition dates back millennia. Whenever winning has mattered, athletes have sought an edge over their rivals, never pausing to distinguish between the “natural” and the “artificial.”

2.03

Indirect Quotation

- An indirect quotation is a paraphrase of another writer’s words, ideas or opinions in your own words.
- *Original:*

A virus is not really a living organism but rather genetic material surrounded by a shell of protein. In order to survive and reproduce themselves, they have to enter a living cell and use its machinery to produce thousands of copies of themselves. The new viral particles kill the infected cell as

they leave it on the way to infecting new cells, spreading the infection.

- ***Paraphrase:***

If a virus is to survive, it must enter a living cell in order to make more copies of itself. This process results in the reproduction of the virus and the death of the host cell.

3.01

Elements of a Bibliography

- A bibliography is a list of all sources used in a research paper. Its purpose is to let the reader locate your sources.
- Take the information for a print source (e.g. a book) from the front and back of the inside publication page. For non-book items see section 9, NON-BOOK MEDIA. Not every source will have all the standard elements.
- As you use each source in your paper, record the appropriate data, as follows. Include as many of the following as apply in exactly the same order as given in the source:

a) Author

- Give the last name first.
 - If the source has more than one author, cite the names in the order in which they appear on the title page, not in alphabetical order.
 - For more than two authors, list the first two and then use the abbreviation, **et al.**

Gundlach, Bernard H.

Olson, Mary W. and Susan P. Homan.

Eckersley, Richard, Richard Angstadt et al.

b) Title

- Give the title, followed by any subtitles.
 - Separate the title from the subtitle by a colon and one space.
 - Capitalize the first word of the title and subtitle of separately published works, such as books, pamphlets, magazines, newspapers, videotapes or television series.

A Muslim Primer: Beginner's Guide to Islam

Journal of Pediatric Health Care

History Topics for the Mathematical Classroom

- Put quotation marks around titles of parts of a published work such as a chapter of a book, a magazine article or an episode from a television series.

“H.P.O. May Be Facing Extinction.”

“The History of Numbers and Numerals”

c) Volume, Edition, Medium Designation

- Give the volume, edition statement, and any medium designation immediately after the title and any subtitle.

Physician’s Desk References. 48th ed.,

Compton’s Encyclopedia. 1987 ed.

Journal of Pediatric Health Care. 7:6 (November - December)

d) Place of Publication

- If more than one city is listed, give the first. For city names that are little known or ambiguous, add the province or state (in Canada and the United States, respectively) or country.

Westminster, MD:

Chicago :

Washington :

e) Publisher

- If more than one publisher is listed, give the first.

Westminster, MD: Wakefield Editions,

Chicago : University of Chicago Press,

Washington : National Geographic Society,

f) Date

- Give the date of publication. If no date of publication is listed, give the most recent copyright date of the edition or revision. Do not use the date of a reprint.

Westminster, MD: Wakefield Editions, 1992

Chicago : University of Chicago Press, 1987

Washington : National Geographic Society, 1984

g) Page References (Print sources)

- Give page numbers only when the source is part of a larger work such as a chapter in a book or an article in a journal, magazine or newspaper.

Elliot, Michael. "The Failed Nations." Newsweek, January 3, 1994, 56-57.

Holaday, Bonnie, Anne Turner-Henson, et al. "Chronically Ill Children in Self-Care: Issues for Pediatric Nurses." Journal of Pediatric Health Care. 7:6 (November - December): 256-263.

Cordova, Mary Ann. "H.P.O. May Be Facing Extinction." The Marshall Islands Journal (Majuro, MH), February 4, 1994, 11.

3.02

Bibliography Format

a) Standard Bibliographic Entry:

AUTHOR (last name, first name) TITLE SUBTITLE

two spaces

two spaces

Conn, Peter. Literature in America: An Illustrated

comma period

colon

PLACE OF PUBLICATION PUBLISHER PUBLICATION DATE

two spaces

two spaces

History. New York: Cambridge University Press, 1989.

period

colon

comma period

b) Punctuation

- Use punctuation as it appears in the example above.

c) Alphabetical Order

- Arrange the citations in alphabetical order by author's last name or by title if no author is given. Ignore the articles *the*, *a*, *an* at the beginning of a title.

d) Page Format

- List all bibliographic entries on a separate page at the end of the paper.
- Center the heading **BIBLIOGRAPHY** (in capital letters) on the 13th line (5 cm) from the top of the page.
- Begin the first line of a bibliographic entry at the left margin. Tab in 5 spaces on the second line of an entry, if necessary.

Introduction to Documenting Sources

References

3.03

Footnote/Endnote

3.04

3.03

References

- A reference identifies the source of your direct and indirect quotations. A reference may be either a note (footnote/endnote) or parenthetical reference.
- Use one method consistently throughout your research paper.

The Colegio Bolivar English Department expects
that you use

ONLY PARENTHETICAL REFERENCES

NOT FOOTNOTES OR ENDNOTES

in your work.

3.04

Notes (Footnote/Endnote)

a) Numbering

- Within the text, place the note number slightly above the line at the end of the quotation to which it refers.
- No period follows the number.
- Number notes consecutively throughout the paper. Do not begin numbering from number one for new chapters, sections, etc.

6 William Nelles, "A Bibliography of Bibliographies Appearing in Style." Style 19 (1994) : 492.

7 Abner J. Mikva, "Goodbye to Footnotes: Relinquishing a Tradition." Trial 22.8 (1986) : 48-49.

8 George Woodcock, ed., "Publishing in Canada: a Symposium." Canadian Literature 33 (1967) : 46.

b) Standard Footnote/endnote Citation

- Since the bibliography gives the details of all source material, the first reference need provide only the following data in this order:
 - footnote/endnote number
 - author’s name
 - title (italicized/underlined), omitting subtitle
 - page number(s) (print sources only)

<i>NOTE</i>			<i>PAGE</i>
<i>NUMBER</i>	<i>AUTHOR</i>	<i>TITLE</i>	<i>NUMBER</i>
1.	Peter Conn,	<u>Literature in America,</u>	p. 210.
<i>period</i>	<i>comma</i>		<i>comma period</i>

- For subsequent references, use the author’s last name and page(s) cited:

<i>Note</i>		<i>Page</i>
<i>Number</i>	<i>Author</i>	<i>Number</i>
2.	Conn,	p.29.
<i>period</i>	<i>comma</i>	<i>period</i>

c) Footnote Format

- Place the footnote at the bottom of the page on which the reference is made.
- Separate the footnote(s) from the text by a line 16 spaces (5cm) long beginning at the left margin.
- Begin the footnote 6 spaces from the left margin with the number followed by a period and one space.

- Single-space the footnote. Leave a line between footnotes.
- Leave a 2.5 cm margin between the footnote(s) and the bottom of the page.
- Use 8 point font

¹ Frank Feather, Canada's Best Careers Guide 2000 (Los Angeles: Warwick Publishing, 2000) 152-153.

² Jerry White, ed. Death and Taxes: Beating One of the Two Certainties in Life (Toronto: Warwick Publishing, 1998) 7-8.

³ R.D. Hogg and Michael G. Mallin, Preparing Your Income Tax Returns: 2001 Edition for 2000 Returns (Toronto: CCH Canadian Limited, 2001) 969:519.

d) Endnote Format

- Place the endnotes in numerical order on a separate page at the end of the research paper preceding the bibliography.
- Center the heading **ENDNOTES** (in capital letters) 2.5 cm from the top of the page.
- Begin the endnote 5 spaces from the left margin with the number followed by a period and one space.
- Begin subsequent lines of the endnote at the left margin.
- Single-space the endnote.
- Leave a line between endnotes.

1. Frank Feather, Canada's Best Careers Guide 2000 (Los Angeles: Warwick Publishing, 2000) 152-153.

Introduction to Documenting Sources

Footnote/Endnote

3.04

Parenthetical References

3.05

2. Jerry White, ed. Death and Taxes: Beating One of the Two Certainties in Life (Toronto: Warwick Publishing, 1998) 7-8.

3. R.D. Hogg and Michael G. Mallin, Preparing Your Income Tax Returns: 2001 Edition for 2000 Returns (Toronto: CCH Canadian Limited, 2001) 969:519.

3.05

Parenthetical Reference

- Identify the source immediately following the quotation.
- Give in parentheses:
 - author's last name or corporate author
 - the page number(s) (print sources only).

PAGE
AUTHOR NUMBER
(Wynne-Jones 45)

- If you cite more than one work by the same author, add the date of publication to distinguish between them.

PAGE
AUTHOR DATE NUMBER
(Wynne-Jones 1991, 45)

comma

- If there is no author given, include in parentheses:
 - title, or shortened version of title (italicized/underlined)
 - page number(s) (print sources only)

PAGE
TITLE NUMBER
(Official Rules 97)

- For an explanation and illustration of the parenthetical reference, see below:

The Many Facets of Taboo

The World Book Encyclopedia defines Taboo as "an action, object, person, or place forbidden by law or culture" (**Dundes 45**). An encyclopedia of the occult (**Occultopedia 46**) points out that another word for taboo is "tabu" a Polynesian word meaning that which is banned. It also points out that taboo is found among many other cultures including the ancient Egyptians, Jews and others.

Mary Douglas has analyzed the many facets and interpretations of taboos across various cultures. In her view, taboos could be considered a kind of "brain-washing" ("**Taboos, Myths and Other Folklore**" WWW) as they are transmitted to individuals along with an entire cultural system made up of a pattern of values and norms.

In reference to Freak Shows at circuses, an interesting observation is made that people who possess uncommon features and who willingly go out in public to display such oddities to onlookers are acting as "modern-day taboo breakers" by crossing the "final boundary between societal acceptance and ostracism." (**Rothenberg 45**)

A rather unusual explanation offered by a psychiatrist (**Rothenberg 1978, 768**) on using the ultimate taboo of our time as excuse is worth examining.

4.01

Abbreviations

- You may use the following abbreviations in your citations:

compiler	comp.
compiled by	comp.
edition(s)	ed.
edited by	ed.
editor(s)	ed(s).
and others	et al. (Latin “et alii”)
no date of publication given	n.d.
no place of publication given	N.p.
no publisher given	n.p.
page(s)	p.(pp.)
revised	rev.
second	2 nd
third	3 rd
fourth	4 th
translator	trans.
translated by	trans.
translation	trans.
volume(s)	v.

- Retain any abbreviations in the original text if they are used (e.g. St. John, B.).

<u>Citation Samples</u>	
Citation Samples	5.01
<u>Books: Single Volume Works</u>	
Books: Single Volume Works	6.01

5.01

Introduction

The citation samples are divided into five sections:

Books: Single Volume Works	6.01 – 6.17
Books: Multivolume Works	7.01 – 7.04
Other Print Sources	8.01 – 8.07
Non-Book Media	9.01 – 9.17
Other Sources, Including Internet	10.01 – 10.06

6.01

Books: Single Volume Works

- Take all information for the footnote/endnote, parenthetical reference, and bibliographic entry from the title page and inside publication page.

Books: Single Volume Works

One Author	6.02
Two Authors	6.03
Three or More Authors	6.04

6.02

One Author

Footnote/Endnote	1. Peter Conn, <u>Literature in America</u> , p.17.
Parenthetical Reference	(Conn 17)
Bibliographic Entry	Conn, Peter. <u>Literature in America: An Illustrated History</u> . New York: Cambridge University Press, 1989.

6.03

Two Authors

Footnote/Endnote	2. Edward Oakley and Doug Krug, <u>Enlightened Leadership</u> . Denver: Stone Tree Publishing, 1992.
Parenthetical Reference	(Oakley 65)
Bibliographic Entry	Oakley, De, and Doug Krug. <u>Enlightened Leadership</u> . Denver: Stone Tree Publishing, 1992.

6.04

Three or more authors

- Give the first author's name, followed by "et al." or "and others."

Footnote/Endnote	3. Geoffrey Lean, et al., <u>Atlas of the Environment</u> , p. 49.
Parenthetical Reference	(Lean 49)
Bibliographic Entry	Lean, Geoffrey, et al. <u>Atlas of the Environment</u> . New York: Prentice- Hall Press, 1990.

Books: Single Volume Works

Editor, Compiler, or Translator in place of Author	6.05
Author and Editor Given	6.06
Edition Other Than the First	6.07

6.05

Editor, Compiler, or Translator in place of “Author”

Footnote/Endnote	4. C.A. Patrides, ed. <u>The Complete English Poems of John Donne</u> , p.97.
Parenthetical Reference	(Patrides 97)
Bibliographic Entry	Patrides, C.A., ed. <u>The Complete English Poems of John Donne</u> . London: J.M. Dent & Sons Ltd., 1985.

6.06

Author and Editor Given

Footnote/Endnote	5. T.S. Eliot, <u>Collected Poems</u> , p. 79.
Parenthetical Reference	(Eliot 79)
Bibliographic Entry	Eliot, T.S. <u>Collected Poems 1909-1962</u> . edited by Sandra Gilbert. New York: Harcourt, Brace & World, Inc., 1970.

6.07

Edition Other Than the First

Footnote/Endnote	6. Stephen Overbury, <u>Finding Canadian Facts Fast</u> , p. 108.
Parenthetical Reference	(Overbury 108)
Bibliographic Entry	Overbury, Stephen. <u>Finding Canadian Facts Fast</u> . 2nd ed. Toronto: McGraw-Hill, 1989.

Books: Single Volume Works

Anthology	6.08
No Author Given	6.09
Institution, Association, etc. as Author	6.10

6.08

Anthology

- A text or part of a text written by one author in a work edited or compiled by another person

Footnote/Endnote	7. Helen Cooper, "An Opening: The Knight's Tale," p. 126.
Parenthetical Reference	(Cooper 126)
Bibliographic Entry	Cooper, Helen. "An Opening: The Knight's Tale." In Geoffrey Chaucer's <u>The Knight's Tale</u> , p. 115-134. Edited by Harold B Bloom. New York: Chelsea House Publishing, 1988.

6.09

No Author Given

- Give a shortened version of a long title in the footnote/endnote and parenthetical reference.

Footnote/Endnote	8. <u>Directory</u> , p. 166.
Parenthetical Reference	(<u>Directory</u> 166)
Bibliographic Entry	<u>Directory of Community Services in Metropolitan Toronto</u> . 1991 Edition. Toronto: Community Information Centre of Metropolitan Toronto, 1991.

6.10

Institution, Association, etc., as "Author"

- Give a shortened version of a long name in the footnote/endnote and parenthetical reference.

Footnote/Endnote	9. <u>Pollution Probe</u> , The
Parenthetical Reference	(Pollution Probe 105)
Bibliographic Entry	The Pollution Probe Foundation. <u>The Canadian Green Consumer Guide</u> . Toronto: McClelland & Stewart, 1989.

Books: Single Volume Works

Government Document	6.11
Modern Play	6.12
Play by a Well-known Playwright	6.13

6.11

Government Document

- Omit the publisher in the bibliographic entry.

Footnote/Endnote	10. Canada Dept. of Employment and Immigration, <u>Immigration Statistics</u> , p.16.
Parenthetical Reference	(Canada Dept. of Employment and Immigration 16)
Bibliographic Entry	Canada Dept. of Employment and Immigration. <u>Immigration Statistics</u> . Ottawa, 1988.

6.12

Modern Play

Footnote/Endnote	11. August Wilson, <u>The Piano Lesson</u> , p. 15.
Parenthetical Reference	(Wilson 15)
Bibliographic Entry	Wilson, August. <u>The Piano Lesson</u> . New York: Penguin, 1990.

6.13

Play by a Well-known Playwright

- In the citation for a work by a well-known author, such as Shakespeare, provide the following data in this order:
 - author's name (optional)
 - title (italicized/underlined if the work is published as a separate volume or as part of a collection)
 - act (upper case roman numerals)
 - scene (lower case roman numerals)
 - lines (Arabic numerals)
- Include edition statement, where given, in the bibliographic entry.
See example on following page

Books: Single Volume Works

**Play by a Well-known Playwright
Bible**

**6.13
6.14**

Footnote/Endnote	12. Shakespeare, William, <u>Julius Caesar</u> , IV.iii.263-280. OR... 12. <u>Julius Caesar</u> , IV.iii.263-280.
Parenthetical Reference	(<u>Julius Caesar</u> IV.iii.263-280)
Bibliographic Entry	Shakespeare, William. <u>Julius Caesar</u> . Oxford School Shakespeare. Edited by Roma Gill. Oxford: Oxford University Press, 1979.

- If you are referring to only one play, use the Parenthetical Reference form for the first reference. Give only act, scene and lines in parentheses for subsequent citations.

(IV.iii.263-280)

6.14

Bible

- Provide the following data for the footnote/endnote and parenthetical reference in this order:
 - book from which the reference is taken (use the abbreviation given in the version of the Bible cited)
 - chapter and verse(s)
 - version of the Bible consulted (e.g. *The Jerusalem Bible* (JB), *New English Bible* (NEB), etc.)

Footnote/Endnote	13. Jos. 9:3-15 (JB).
Parenthetical Reference	(Jos. 9:3-15 [JB])
Bibliographic Entry	<u>The Jerusalem Bible</u> . New York: Doubleday and Company, 1966.

Books: Single Volume Works

Secondary Source of Quotation	6.15
Introduction, Preface or Epilogue	6.16
Dictionary or Encyclopedia (Single Volume)	6.17

6.15

Secondary Source of Quotation

Footnote/Endnote	14. Morton D. Zabel, <u>Craft and Character in Modern Fiction</u> , quoted in Richard Kelly, <u>Graham Greene</u> , p. 25.
Parenthetical Reference	(Zabel 25)
Bibliographic Entry	Zabel, Morton D. <u>Craft and Character in Modern Fiction</u> . Quoted in Richard Kelly. <u>Graham Greene</u> . New York: Frederick Ungar Publishing Co., 1984.

6.16

Introduction, Preface, Foreword or Epilogue

Footnote/Endnote	15. George Ryga, preface to <u>The Collected Plays of Gwen Pharis Ringwood</u> , p. xvii.
Parenthetical Reference	(Ryga xvii)
Bibliographic Entry	Ryga, George. Preface to <u>The Collected Plays of Gwen Pharis Ringwood</u> . Edited by Enid D. Rutland. Ottawa: Borealis Press, 1982.

6.17

Dictionary / Encyclopedia (Single Volume)

Footnote/Endnote	16. "Coup," <u>The Canadian Dictionary for Schools</u> .
Parenthetical Reference	("Coup")
Bibliographic Entry	"Coup." <u>The Canadian Dictionary for Schools</u> . N.p.: Collier Macmillan Canada, Inc., 1981.

Books: Multivolume Works

Books: Multivolume Works	7.01
Dictionary or Encyclopedia (Multivolume): Author Given	7.02a
Dictionary or Encyclopedia (Multivolume): No Author Given	7.02b

7.01

Books: Multivolume Works

- Take all information for the footnote/endnote, parenthetical reference, and bibliographic entry from the title page and inside author page.

7.02a

Dictionary / Encyclopedia (Multivolume) **Author Given**

- Give the year of the edition instead of the date of publication.

Footnote/Endnote	17. John W. Poston, "Radiation," <u>The World Book Encyclopedia</u> , v. 16, p. 76.
Parenthetical Reference	(Poston 16:76)
Bibliographic Entry	Poston, John W. "Radiation." <u>The World Book Encyclopedia</u> . 1989 ed.

7.02b

Dictionary / Encyclopedia (Multivolume) **No Author Given**

Footnote/Endnote	18. "French-English Relations," <u>The Junior Encyclopedia of Canada</u> , v. 2, p. 209
Parenthetical Reference	("French-English Relations" 2:209)
Bibliographic Entry	"French-English Relations." <u>The Junior Encyclopedia of Canada</u> . 1990 ed.

Books: Multivolume Works

Multivolume Work with a General Title	7.03
Multivolume Work with a General Title, but with Separately Titled Volumes	7.04

7.03

Multivolume Work with a General Title

Footnote/Endnote	19. "Elie Wiesel," <u>Contemporary Literary Criticism</u> , v. 37, p. 451.
Parenthetical Reference	("Elie Wiesel" 37:451)
Bibliographic Entry	"Elie Wiesel." <u>Contemporary Literary Criticism: Excerpts from Criticism of the Works of Today's Novelists, Poets, Playwrights, Short Story Writers, Scriptwriters, and Other Creative Writers</u> . Detroit: Gale Research Inc., 1989.

7.04

Multivolume Work with a General Title, but with Separately Titled Volumes

Footnote/Endnote	20. "The Impressionists in Paris," <u>Great Artists II</u> , v. 5, <u>Post-Impressionism</u> , p. 98.
Parenthetical Reference	("The Impressionists in Paris" 5:98)
Bibliographic Entry	"The Impressionists in Paris." <u>Great Artists of the Western World II</u> . V. 5, <u>Post-Impressionism</u> . London: Marshall Cavendish, 1987.

Other Print Sources

Other Print Sources

8.01

Journal Article

8.02

8.01

Other Print Sources

- Follow instructions given for each sample. Data for the footnote/endnote, parenthetical reference and bibliographic entry are found in different locations in the publication depending on the source.

8.02

Journal Article

- Provide a full description of a journal article in both the footnote/endnote and bibliographic entry. Include the following data in this order:
 - author's name (if given)
 - title of the article (in quotation marks)
 - volume and issue number
 - date and page number(s)
 - omit "p" for page number(s)

Footnote/Endnote	21. Maureen Moore, "Female Lone Parenting Over the Life Course," <u>The Canadian Journal of Sociology</u> 14, 3 (Summer 1989): 337.
Parenthetical Reference	(Moore 337)
Bibliographic Entry	Moore, Maureen. "Female Lone Parenting Over the Life Course." <u>The Canadian Journal of Sociology</u> 14, 3 (Summer 1989): 335-350.

Other Print Sources

Magazine Article	8.03
Magazine Article – Author Given	8.03a
Magazine Article – No Author Given	8.03b

8.03

Magazine Article

- Provide a full description of a magazine article in both the footnote/endnote and bibliographic entry. Include the following data in this order:
 1. author’s name (if given)
 2. title of the article (in quotation marks)
 3. name of the magazine (italicized / underlined)
 4. date of issue (day month year)
 5. page number(s)

8.03a

Magazine Article

Author Given

Footnote/Endnote	22. Barry Came, “Colliding Cultures,” <u>MacLean’s</u> , 12 August 1991, p.11.
Parenthetical Reference	(Came 11)
Bibliographic Entry	Came, Barry. “Colliding Cultures: The Claims of Quebec Natives Clash with the Province’s Need to Develop Its Hydro Potential”, <u>MacLean’s</u> , 12 August 1991, p.10-12.

8.03a

Magazine Article

No Author Given

Footnote/Endnote	23. “A Composer in His Time,” <u>The UNESCO Courier</u> , July 1991, p. 35.
Parenthetical Reference	(“A Composer in His Time” 35)
Bibliographic Entry	“A Composer in His Time.” <u>The UNESC Courier</u> , July 1991, p. 34-35.

Other Print Sources

Newspaper Article	8.04
Newspaper Article – Author Given	8.04a
Newspaper Article – No Author Given	8.04b

8.04

Newspaper Article

- Give the name of the newspaper as it appears on the masthead (the top of the newspaper).
- If the city name is not part of the name of the newspaper, give it in brackets (e.g. *El Pais* [Cali]).
- Since many newspapers are made up in sections that have separate pagination, include the section designation and page number.

8.04a

Newspaper Article

Author Given

Footnote/Endnote	24. Al Emid, “Winning Fund Concentrates on Small Firms,” <u>The Globe and Mail</u> [Toronto], 21 November 1991, p. C1.
Parenthetical Reference	(Emid C1)
Bibliographic Entry	Emid, Al. “Winning Fund Concentrates on Small Firms.” <u>The Globe and Mail</u> [Toronto], 21 November 1991, p. C1-C2.

8.04b

Newspaper Article

Author Given

Footnote/Endnote	25. “Pan Am Grounded, Ending Era in U.S.,” <u>The Toronto Star</u> , 5 December 1991, p. B1.
Parenthetical Reference	(“Pan Am Grounded” B1)
Bibliographic Entry	“Pan Am grounded, Ending Era in U.S.” <u>The Toronto Star</u> , 5 December 1991, p.B1, B2, B3.

Other Print Sources

Pamphlet, Brochure, Fact Sheet, Leaflet, etc. – Author Given	8.05a
Pamphlet, Brochure, Fact Sheet, Leaflet, etc. – No Author Given	8.05b
Musical Score	8.06

8.05a

Pamphlet, Brochure, Fact Sheet, Leaflet, etc.

Author Given

Footnote/Endnote	26. Geraldine Acker, <u>What to Eat and Why</u> , p. 2.
Parenthetical Reference	(Acker 2)
Bibliographic Entry	Acker, Geraldine. <u>What to Eat and Why</u> . N.p.: University of Illinois, 1989.

8.05b

Pamphlet, Brochure, Fact Sheet, Leaflet, etc

No Author Given

Footnote/Endnote	27. <u>Changing Climate</u> , p. 3.
Parenthetical Reference	(Changing Climate 3)
Bibliographic Entry	<u>Changing Climate: A Guide to the Greenhouse Effect</u> . Washington, D.C.:World Resources Institute, n.d.

8.06

Musical Score

- Treat a book of musical scores as a book (see 6.01-7.04).
- Treat sheet music as a pamphlet (see 8.05).
- Treat the composer as the author.

Footnote/Endnote	28. Andrew Lloyd Webber, “I Don’t Know How To Love Him,” <u>Jesus Christ Superstar</u> , p. 5.
Parenthetical Reference	(Lloyd Webber 5)
Bibliographic Entry	Lloyd Webber, Andrew. “I Don’t Know How to Love Him,” <u>Jesus Christ Superstar</u> . Willowdale, Ont.: Leeds Music (Canada), 1970.

Other Print Sources

Review of Book, Film, Performance, etc.

8.07

8.07

Review of Book, Film, Performance, etc.

- In a first footnote/endnote reference, provide the following data in this order:
 - name of the reviewer (if given)
 - title of the review in quotation marks (if given)
 - phrase “review of” followed by title and author of the work reviewed
 - work in which the review was published (italicized or underlined)

Footnote/Endnote	29. Muriel Whitaker, “Satire & Romance,” review of <u>The Lyre of Orpheus</u> , by Robertson Davies, <u>Canadian Literature</u> 127 (Winter 1990): 167.
Parenthetical Reference	(Whitaker 167)
Bibliographic Entry	Whitaker, Muriel. “Satire & Romance.” Review of <u>The Lyre of Orpheus</u> , by Robertson Davies. 127 (Winter 1990): 166-168.

- For subsequent footnote/endnote references, give only the name of the reviewer, the title of the review, and page number.

Footnote/Endnote	30. Whitaker, “Satire & Romance,” p. 168.
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Non-Book Media

Non-Book Media
Art Original

9.01
9.02

9.01

NON-BOOK MEDIA

- Include in citations for non-book media the same information as for books. Add the medium in brackets, e.g. [video recording] immediately after the title. Give the medium designation in the singular form (e.g. [slide]), even if the item is a set of several similar parts. Non-book media frequently lack an author, a place of publication (N.p.) or a date (n.d.). Take the information for a citation from the item itself (e.g. a video disk or a computer diskette) or its container if the item lacks detailed information.

9.02

Art Original

- Treat the artist as the author. Provide the following data for the bibliographic entry in this order:
 - title of work (italicized / underlined)
 - year of its creation (if available)
 - medium designation in brackets
 - permanent location of the item (e.g. an art museum)
 - city

Footnote/Endnote	31. Lawren Harris, <u>Old Houses, Toronto, Winter</u> 1919 [art original].
Parenthetical Reference	(Harris)
Bibliographic Entry	Harris, Lawren. <u>Old Houses, Toronto, Winter</u> 1919 [art original]. Art Gallery of Ontario, Toronto.

Non-Book Media

Art Reproduction	9.03
Chart	9.04
Computer File (Not CD-Rom)	9.05

9.03

Art Reproduction

- Treat the artist as the author.

Footnote/Endnote	32. Robert W. Pilot, <u>Quebec from Levis</u> [art reproduction].
Parenthetical Reference	(Pilot)
Bibliographic Entry	Pilot, Robert W. <u>Quebec from Levis</u> [art reproduction]. Ottawa: Fine Art Prints, 1985.

9.04

Chart

Footnote/Endnote	33. Roger E. Riendeau, <u>History of Canada</u> [chart].
Parenthetical Reference	(Riendeau)
Bibliographic Entry	Riendeau, Roger E. <u>History of Canada</u> [chart]. Toronto: Hedgerow House, 1986.

9.05

Computer File (Not CD-Rom)

- Use for any information obtained from a computer source, e.g. from a computer game, database, etc. An edition of a program is sometimes referred to as a “version.”

Footnote/Endnote	34. <u>PC Globe</u> [computer file].
Parenthetical Reference	(PC Globe)
Bibliographic Entry	<u>PC Globe</u> [computer file]. Version 3.0. Tempe, Ariz.: PC Globe Inc., 1989.

9.06**Databases on CD-Rom**

- To cite material accessed from a periodically published database on CD-ROM, use the following model:

Footnote/Endnote	34. Angier, <u>New York Times Ondisc</u> [CD-Rom]
Parenthetical Reference	(Angier)
Bibliographic Entry	Angier, Natalie. "Chemists Learn Why Vegetables are Good for You." <u>New York Times</u> 13 Apr. 1993, late ed.: C1. <u>New York Times Ondisc</u> . [CD-ROM] UMI-Proquest. Oct. 1993.

- If the material on the CD-ROM does not exist in a printed version, use the following model:

Footnote/Endnote	35. "U.S. Population by Age: Urban and Urbanized Areas." [CD-Rom]
Parenthetical Reference	(U.S. Population)
Bibliographic Entry	"U.S. Population by Age: Urban and Urbanized Areas." <u>1990 U.S. Census of Population and Housing</u> . [CD-ROM] US Bureau of the Census. 1990.

- For a nonperiodical publication on CD-ROM (that is, material that is published one time, without obvious plans for periodic updating):

Footnote/Endnote	35. "Albatross" [CD-Rom]
Parenthetical Reference	(Albatross)
Bibliographic Entry	"Albatross." <u>The Oxford English Dictionary</u> . 2nd ed. [CD-ROM] Oxford: Oxford

If you cannot find some of the information required for a CD-ROM citation -- for example, the city and name of the publisher -- cite what is available.

Non-Book Media

Board Game	9.07
Kit	9.08
Map	9.09

9.07

Board Games

- Example: board game. For computer games, see 9.05

Footnote/Endnote	36. <u>Trivial Pursuit</u> [game].
Parenthetical Reference	(Trivial Pursuit)
Bibliographic Entry	<u>Trivial Pursuit</u> [game]. Genus ed. Downsview, Ont.: Horn Abbot, 1981.

9.08

Kit

- Two or more pieces presented together

Footnote/Endnote	37. Achim K. Krull and Murray Shukyn, <u>Reciprocity to Free Trade - A History</u> [kit].
Parenthetical Reference	(Krull)
Bibliographic Entry	Krull, Achim K. and Murray Shukyn. <u>Reciprocity to Free Trade--A History</u> [kit].Scarborough, Ont.: Ethos, 1990.

9.09

Map

- Include the medium designation, even if the word “map” occurs in the title.

Footnote/Endnote	38. <u>Ontario, Canada 1992/93 Official Road Map</u> [map].
Parenthetical Reference	(Ontario)
Bibliographic Entry	<u>Ontario, Canada 1992/93 Official Road Map</u> [map]. Downsview, Ont.: Ministry of Transportation, 1992.

Non-Book Media

Microform	9.10
Motion Picture	9.11
Picture	9.12

9.10

Microform

- Examples: Microfilm, microfiche; usually microreproductions of textual material.
- Give the citation for the original published version (e.g. newspaper article, see 8.04)

9.11

Motion Picture

Footnote/Endnote	39. <u>Charles and Francois</u> [motion picture].
Parenthetical Reference	(<u>Charles and Francois</u>)
Bibliographic Entry	<u>Charles and Francois</u> [motion picture]. N.p.: National Film Board, 1988.

9.12

Picture

- Examples: photograph, postcard, poster, study print. For a reproduction of an artwork, see 9.03.

Footnote/Endnote	40. <u>Parliament Buildings, Ottawa</u> [picture].
Parenthetical Reference	(<u>Parliament Buildings</u>)
Bibliographic Entry	<u>Parliament Buildings, Ottawa</u> [picture]. N.p.: Nepean Press, 1987.

Non-Book Media

Slide	9.13
Sound Recording	9.14
Technical Drawing	9.15

9.13

Slide

Footnote/Endnote	41. <u>Toronto Landmarks</u> [slide].
Parenthetical Reference	(<u>Toronto Landmarks</u>)
Bibliographic Entry	<u>Toronto Landmarks</u> [slides]. Mississauga, Ont.: Audiovisual Features Inc., 1990.

9.14

Sound Recording

- Examples: cassette, compact disc, vinyl LP, minidisk, MP3. Include the publisher's serial number, if available.

Footnote/Endnote	42. Cole Porter, <u>Anything Goes</u> [sound recording].
Parenthetical Reference	(<u>Porter</u>)
Bibliographic Entry	Porter, Cole. <u>Anything Goes</u> [sound recording]. Hayes, England: EMI 7498482, 1989.

9.15

Technical Drawing

- Examples: blueprint, elevation. Treat as an art original (see 9.02). Provide the following data:
 - architect (architectural firm); date on the item; location of item

Footnote/Endnote	43. Russocki & Zawadzki, <u>Proposed New Catholic Secondary School</u> [technical drawing].
Parenthetical Reference	(Russocki & Zawadzki)
Bibliographic Entry	Russocki & Zawadzki. <u>Proposed New Catholic Secondary School: Mary Ward Catholic Secondary School Scarborough, Ontario</u> 17 August 1989 [technical drawing]. Planning Centre, Metropolitan Separate School Board, Willowdale, Ont.

Non-Book Media

Transparency
Videorecording

9.16

9.17

9.16

Transparency

Footnote/Endnote	44. <u>Energy and the Environment</u> [transparency].
Parenthetical Reference	(<u>Energy</u>)
Bibliographic Entry	<u>Energy and the Environment</u> [transparency]. St. Louis, Mo.: Milliken Publications, 1990.

9.17

Videorecording

- Examples: videocassette, videodisc, DVD

Footnote/Endnote	45. <u>Great Lakes, Fragile Seas</u> (videorecording).
Parenthetical Reference	(<u>Great Lakes</u>)
Bibliographic Entry	<u>Great Lakes, Fragile Seas</u> (videorecording). Washington, D.C. : National Geographic Society, 1991.

Other Sources and The Internet

Other Sources and The Internet	10.01
Interview	10.02
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10.01

Other Sources and the Internet

- Citations must also be made for other sources of information, some of which are not in a fixed form, such as those described previously. Such sources may be transient and have no basis for documentation beyond your own notes. Included here are unpublished interviews, lectures, manuscript materials, radio and television broadcasts, theatrical performances, as well as the Internet. If the source is recorded by one of the media included in 9.01-9.17 (e.g. a privately-recorded cassette tape of an interview), treat it as unpublished and describe as follows in 10.02

10.02

Interview

- In person or by telephone. If the interviewee is not well-known, add his or her affiliation to the institution or organization concerned (e.g. Consulate General of the United States, Bogotá).

Footnote/Endnote	46. Timothy Findley, personal interview.
Parenthetical Reference	(Findley)
Bibliographic Entry	Findley, Timothy. Personal interview, 22 January 1991.

10.03

Lecture or Speech

- Provide the following data for the bibliographic entry in this order:
 - speaker's name; title of the lecture (in quotation marks); title of lecture series, if given (italicized / underlined); sponsoring organization (if any); location; date

Footnote/Endnote	47. Helen Moulton, "The Heroine and the Frontier Thesis."
Parenthetical Reference	(Moulton)
Bibliographic Entry	Moulton, Helen. "The Heroine and the Frontier Thesis." Series: <u>Canadian Literature and Feminism</u> . York University, Toronto, 10 May 1992.

Other Sources and The Internet

Manuscript

10.04

Radio or Television Broadcast

10.05

10.04

Manuscript

- Holograph and typescript: unpublished textual material often found in archives.
- Provide the following data for the bibliographic entry in this order:
 - author or institution responsible
 - title (supply descriptive title if necessary) neither italicized / underlined nor in quotation marks
 - date on the item
 - name of collection and reference number (if available)
 - location of the item

Footnote/Endnote	48. Louis St. Laurent, Letter to Leslie Frost, 28 March 1955.
Parenthetical Reference	(St. Laurent)
Bibliographic Entry	St. Laurent, Louis. Letter to Leslie Frost, 28 March 1955. Leslie Frost Papers 55-1002, Archives of Toronto, Ontario.

10.05

Radio or Television Broadcast

- Provide the following data (if given) for the footnote/endnote and bibliographic entry in this order:
 - Program segment or episode title (in quotation marks)
 - program or series title (italicized/underlined)
 - network or local station with city
 - date of broadcast
- Include other information in the bibliographic entry if it is important to your discussion of the broadcast in your paper.

Footnote/Endnote	49. "Sovereignty and Its Cost," <u>The Journal</u> , CBC Toronto, 25 September 1991.
Parenthetical Reference	("Sovereignty")
Bibliographic Entry	"Sovereignty and Its Cost." Commentary by Bill Cameron. <u>The Journal</u> . CBC Toronto, Ontario, 5 September 1991.

Other Sources and The Internet

Theatrical Performance

10.06

The Internet

10.07

10.06

Theatrical Performance

- Provide the following data in this order:
 - author or playwright or composer
 - title (italicized/underlined)
 - theater
 - city
 - date (month, year)
- For a performance given only once, use the complete date (day month year).
- Include other information if it is important to your discussion of the performance.

Footnote/Endnote	50. Michel Tremblay, <u>Les Belles Soeurs.</u>
Parenthetical Reference	(Tremblay)
Bibliographic Entry	Tremblay, Michel. <u>Les Belles Soeurs.</u> Directed by Marti Maraden. Avon Theatre, Stratford, Ontario, August 1991.

10.07

The Internet

- Provide the following data in this order for most entries:
 - Author's Last Name, Author's First Name
 - "Title of Document"
 - Title of Complete Work/Site (if applicable)
 - Version or File Number (if applicable)
 - Document date or date of last revision
 - Protocol and address, access path or directories
 - Date of access in parentheses.

The pages that follow give specific examples, following this format. Please bear in mind, however, that, like the Internet itself, the information sources are in a constant state of flux and, therefore, this work will also need to change as the sites themselves proliferate and adapt to the new era of electronic print.

Other Sources and The Internet

World Wide Web Sites – <http://www....>

10.08

FTP (File Transfer Protocol) Sites – <ftp://ftp....>

10.09

10.08

The World Wide Web – <http://www...>

- To cite files available for viewing/downloading via the World Wide Web, give the following information:
 - the author's name (if known)
 - the full title of the work/site in quotation marks
 - the document date, if known, and if different from the date accessed
 - the full http address
 - the date of visit in parentheses.

Footnote/Endnote	52. L. Burka, "A Hypertext History of Multi-User Dimensions." WWW
Parenthetical Reference	(Burka WWW)
Bibliographic Entry	Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." The MUDdex. 1993. http://www.apocalypse.org/pub/u/lpb/mud dex/essay/ (5 Dec. 1994)

10.09

FTP (File Transfer Protocol) Sites – <ftp://ftp....>

- To cite files available for downloading via ftp, give the following information:
 - author's name (if known)
 - the full title of the paper in quotation marks
 - the document date if known and if different from the date accessed
 - the address of the ftp site along with the full path to follow to find the paper
 - the date of access in (parentheses)

See next page for example

Other Sources and The Internet

FTP (File Transfer Protocol) Sites – ftp://ftp....

10.09

Telnet Sites

10.10

Footnote/Endnote	51. A. Bruckman, "Approaches to Managing Deviant Behavior in Virtual Communities." FTP
Parenthetical Reference	(Bruckman FTP)
Bibliographic Entry	Bruckman, Amy. "Approaches to Managing Deviant Behavior in Virtual Communities." Apr. 1994. ftp://ftp.media.mit.edu/pub/asb/papers/deviance-chi94.txt (4 Dec.1994).

10.10

Telnet Sites

- To cite files available for viewing/downloading via telnet, give the following information:
 - the author's name or alias (if known)
 - the title of the work (if shown) in quotation marks
 - the title of the full work if applicable in italics
 - the document date if known and if different from the date accessed
 - the complete telnet address, along with directions to access the publication
 - the date of access in (parentheses)

Footnote/Endnote	52. L. Burka, "DaedalusMOO Purpose Statement." Telnet
Parenthetical Reference	(Traci Telnet)
Bibliographic Entry	traci (#377). "DaedalusMOO Purpose Statement." DaedalusMOO. telnet://daedalus.com:7777 , help purpose (30 Apr. 1996).

Other Sources and The Internet

Synchronous Communications (Moos, Muds, IRC, Chat, etc.)

10.11

Gopher Sites (Information Available Via Gopher Search Protocols)

10.12

10.11

Synchronous Communications (Moos, Muds, IRC, Chat, etc.)

- To cite information via synchronous communication, give the following information:
 - the name of the speaker(s)
 - the type of communication (i.e., Personal Interview)
 - the address, if applicable
 - the date of access in (parentheses)

Footnote/Endnote	53. Pine Guest, Moo
Parenthetical Reference	(Pine Guest MOO)
Bibliographic Entry	Pine_Guest. Personal interview. telnet://world.sensemedia.net 1234 (12 Dec.1994).

10.12

Gopher Sites (Information Available Via Gopher Search Protocols)

- For information found using gopher search protocols, give the following information:
 - the author's name (if known)
 - the title of the paper in quotation marks
 - the date of publication if known and if different from the date accessed
 - any print publication information
 - the gopher search path followed to access the information
 - the date that the file was accessed in (parentheses)

See examples on following page

Other Sources and The Internet

Gopher Sites (Information Available Via Gopher Search
Protocols)

10.12

E-Mail, Listserv, And Newlist Citations

10.13

Footnote/Endnote	54. "The Netoric Project," GOPHER
Parenthetical Reference	("The Netoric Project" GOPHER)
Bibliographic Entry	"The Netoric Project." gopher://kairos.daedalus.com:70 (13 Jan. 1996).

10.13

E-Mail, Listserv, And Newlist Citations

- For information found using E-mail, Listserv, and Newlist Citations, give the following information:
 - the author's name or alias (if known)
 - the subject line from the posting in quotation marks
 - the date of the message if different from the date accessed
 - the address of the listserv or newlist
 - the date of access in (parentheses)
 - *For personal e-mail listings, omit the e-mail address.*

Footnote/Endnote	55. Seabrook, Email
Parenthetical Reference	(Seabrook Email)
Bibliographic Entry	Seabrook, Richard H. C. "Community and Progress." cybermind@jefferson.village.virginia.edu (22 Jan. 1994).

Scientific Publications

Scientific Publications
Parenthetical References

11.01
11.02

11.01

Scientific Publications

- The method of citation described in this document is correct for all research papers. Your teacher may, however, require you to use special citation features for scientific publication. In this case, model your citations on the following examples.
- The important difference from standard format is the position of the date.
- If you refer to two or more works by the same author in the same year, distinguish between them by adding the letters of the alphabet, e.g. 1991a, 1991b.
- In the bibliography, arrange two or more works by the same author chronologically by date of publication.
- Use the parenthetical reference rather than a note (footnote/endnote).

11.02

Parenthetical References

- Provide the following data in this order:
 - author's last name
 - year of publication
 - page(s) (print sources only)

Parenthetical Reference

(Weiser 1991, 99)

- When using the author's name in the text of the paper, provide only the date and page in parentheses.

Weiser (1991,99) foresees microprocessor badges with an infrared transmitter that will automatically “open only to the right name and have rooms greet people by name.”

Scientific Publications

Bibliographic Entry - Book

11.03a

Bibliographic Entry - Periodical

11.03b

11.03a

Bibliographic Entry

Book

- Provide the same data as described in 6.01-7.04. The date appears after the author's name.

Edey, Maitland A. and Donald C. Johnson. 1989. Blueprints: Solving the Mystery of Evolution. Boston: Little, Brown and Company.

11.03b

Bibliographic Entry

Periodical

- Use the same format for scientific articles in both journals and magazines.
- Provide the following data in this order:
 - author's name
 - year of publication
 - title of article (omit quotation marks; capitalize only the first word and proper names)
 - title of the publication, abbreviated (not italicized/underlined)
 - volume
 - issue number (in parentheses)
 - page number(s)

Weiser, Mark. 1991. The computer for the 21st century. Sci. Am. 265 (3) : 94-104.

11.03c

**Bibliographic Entry
Non-book Media**

- Provide the data as described in 9.01-10.06. The date appears after the medium designation.

**Volcano! [videorecording]. 1989. Washington D.C.:
National Geographic Society.**

Scientific Publications

Abbreviations

11.04

- See note in Section 4.01. The following is a list of abbreviations commonly found in scientific periodicals.

Abstr.	Abstract(s)	Magn	Magnetic
Alm.	Almanac	Math.	Mathematics
Am.	American	Mech.	Mechanics
Annu.	Annual	Med.	Medical
Appl.	Applied	Mem.	Memoirs
Astron.	Astronomy	Met.	Metal
At.	Atomic	Metall.	Metallurgy
Atmos.	Atmospheric	Misc.	Miscellany
		Mol.	Molecular
Bibliogr.	Bibliography	Mon.	Monthly
Biochem.	Biochemistry	Microbio.	Microbiology
Biol.	Biology		
Br.	British	Natl.	National
		Nat.	Nature, Natural
Cal.	Calendar		
Can.	Canadian	Obs.	Observations
Chem.	Chemistry	Opt.	Optional
Chron.	Chronicle(s)	Org.	Organic
Circ.	Circular		
Comm.	Communication(s)	Phys.	Physics
Comput.	Computational	Physiol.	Physiology
Contr.	Contribution(s)	Plant.	Planetary
Cour.	Courier	Publ.	Publication(s)
Cryst.	Crystal		
		Q.	Quarterly
Dig.	Digest		
		Radiat.	Radiation
Electr.	Electrical	Rec.	Record(s)
Electrochem.	Electrochemistry	Ref.	Reference
Electron.	Electronic	Rep.	Report(s)
		Res.	Research(es)
For.	Forest(ry)	Rev.	Review(s)
Gen.	General	Sci.	Scientific
Genet.	Genetics		Science(s)
		Ser.	Series
Ill.	Illustrated	Soc.	Society
Inf.	Information	Stand.	Standard(s)
Inorg.	Inorganic	Stat.	Statistics
Int.	International	Tech.	Technical,
			Techniques
J	Journal	Technol.	Technology
		Trans.	Transactions
Lett.	Letters	Transl.	Translation
Mag.	Magazine	Zool.	Zoology

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