

Regular Print Book or Website

Author(s) (last, first middle).	•
“Chapter, Section, or Article Title.”	“ ” •
<i>Title of Book or Website,</i>	,
Publisher,	,
Publication date,/. (If you are using the whole book, end this line with a period. If using a chapter or section, use a comma and include page numbers. If it’s a website, use a comma here and continue to the URL.)	,/. .
Page number(s) or URL.	pp. •

Almond, Steve. “A Top-Secret Chocolate Situation.” *Candyfreak: A Journey Through the Chocolate Underbelly of America*, Harcourt, Inc., 2004, pp. 51-55.

Vanian, Johnathan. “Why Brain Scanning Headsets May Play a Big Role in Health Care.” *Fortune*, Time Inc., 3 May 2017, <http://fortune.com/2017/05/03/neurotech-brainstorm-health-headset-electricity/?xid=timehp-category>.

Databases – available from the Capital High Library homepage Print Reference Books

Author(s) (last, first middle).	•
“Chapter, Section, or Article Title.”	“ ” •
<i>Title of Source</i> (This may be a reference book, newspaper, magazine, academic journal, etc.) <i>or Reference Book,</i>	,
Editor(s), (first middle last)	edited by ,
Edition	ed. ,
Volume and/or Number,	vol. , no. ,
Publisher,	,
Publication date,	,
Page number(s). (If using a print reference book, end at this line.)	pp. •
<i>Name of Database,</i>	,
URL or Document Number.	,

Taylor, Ralph B., and Janis B. Bishop. “Ecology of Crime.” *Encyclopedia of Crime and Justice*, edited by Joshua Dressler, 3rd ed., vol. 2, Macmillan Reference USA, 2002, pp. 573-582. *Gale Virtual Reference Library*, GALE|CX3403000101.

Hints and Tips

Multiple authors

Two authors: Moss, Julianne, and Gregory Smith.

Three authors: Moss, Julianne, Gregory Smith, and Peter B. Jones.

More than three authors: Moss, Julianne, et al.

Multiple editors – (Identified on a reference book's title page)

Two editors: edited by Barry F. Colberg and Marcia G. Anderson,

Three editors: edited by Barry F. Colberg, Marcia G. Anderson, and Philip L. Dashiell,

More than three editors: edited by Barry F. Colberg, et al.

Edition – (If a book has been reprinted, it will be identified on the title page.)

Use ordinal numbers: 2nd ed. 3rd ed. 4th ed. 5th ed.

Database – Accessed only if your school pays the subscription fee; they are not freely available to the public.

The preferred online sources for research.

Capital High databases require the password **bruins** if you want to use them from home.

In-Text or Parenthetical Citations – found in the body of your paper to connect the reader to each source's entry on your Works Cited page. Page numbers are included only if your source has physical pages. Pay attention to the punctuation and formatting in the following examples:

If your source has an author, use the author's last name (Brown 14).

If your source has two authors, use both last names (Moss and Smith).

If your source has three authors, use each last name (Moss, Smith, and Jones).

If your source has more than three authors, use the first author's last name and et al.: (Moss, et al.).

If your author has provided more than one source, use the last name, a comma, and the first 2-3 words of each article's title in quotation marks: (Green, "Like Pale Gold") (Green, "Was Gatsby Great?")

If your source does not have an author, use the first 2-3 words in the article title in quotation marks ("Salute to Hollywood"). Do not use A, An, or The as the first word – use the next 2-3 words.

If you must use the title and another article has the same title, include the title of source too. The article title is in quotation marks with a comma inside and the title source is in italics.

("Benjamin Franklin," *World Biographies*) and ("Benjamin Franklin," *Encyclopedia of Biography*)

Publication Date – always use the most recent date

A book's publication date will be on its copyright page. Look for this symbol © followed by a year.

Website or databases have special formatting rules: day month year (22 May 2017)

All months are abbreviated using the first three letters except for May, June, and July.

Jan. Feb. Mar. Apr. Aug. Sep. Oct. Nov. Dec.

URL or Document Number

MLA 8 does ask for URLs

Use bitly.com to shorten a long URL (teacher preference)

Use a database's Document Number instead of its extremely long URL

Website Evaluation – a checklist to verify if a site on the internet is acceptable for academic purposes.

Wikipedia is not acceptable

Databases do not require this step

Capital High Library provides a website evaluation checklist

Works Cited Page – organized in alphabetical order with hanging indents. Do not number or bullet the entries!