

**Cocalico High School
Documentation Format Guide**

2007-2008
School Year

This Style Guide was designed to help Cocalico High School students and teachers by providing them with a consistent, functional, and correct bibliographical format for written assignments requiring documentation.

Many bibliography styles are available such as APA (American Psychological Association), MLA (Modern Language Association), and Turabian. To keep in line with the format used throughout the school district and to use a format generally accepted in colleges, the examples in this booklet are a modified version of the *Publication Manual of the American Psychological Association* (5th. ed.). The modifications were made so that examples are consistent with the standard rules of grammar and usage.

Teachers of freshmen will use this guide to familiarize students with a consistent format. Students should make sure they understand the requirements as put forth by their teacher before creating an assignment bibliography.

The first example for each of the following is the bibliography format (B), and the second example is the parenthetical documentation format (N). Italics should be used for titles of sources when a bibliography is computer generated using a word processing program, otherwise, all italicized titles should be underlined. Bibliography references should be single-spaced; double space between references. Included at the end of this document is a sample page demonstrating the incorporation of parenthetical documentation in a student paper.

Books

Format:

Author. (Copyright Date). Title. Place of Publication: Publisher.

one author

B Golding, W. (1962). *Lord of the Flies*. New York: Coward-McCann.

N (Golding, 1962, p. 14)

two authors with edition statement

B Strunk, W., Jr., & White, E. B. (1979). *The Elements of Style*. (3rd ed.). New York: Macmillan.

N (Strunk & White, 1979, p. 42)

three or more authors

B Valette, J., Valette, R., & Hanley, T. (1988). *Spanish for Mastery*. Lexington: D.C. Heath & Company.

N (Valette, Valette & Hanley, 1988, p. 54)

corporate author

B American Psychological Association. (2001). *Publication Manual of the American Psychological Association*. (5th ed.). Washington, DC: Author.

N (APA, 2001, p. 34)

edited, compiled, or translated

B Moses, M. (Ed.). (1941). *Dramas of Modernism*. Boston: Heath and Company.

N (Moses, 1941, p. 5)

multi-volume work

B Anderson, G. K. (1951). *The World in Literature* (Vol. 2). Chicago: Scott, Foresman, and Company.

N (Anderson, 1951, p. 21)

article or chapter from book

B McDonough, A. (2001, September/October). The United Nations Should Lead the Fight Against Terrorism. In L. K. Egendorf (Ed.), *Terrorism: Opposing Viewpoints* (pp. 153-156). San Diego: Thomson Gale.

N (McDonough, 2001, p. 155)

Encyclopedias or Similar Reference Works

Format:

Author of Article. (Copyright Date). Article Title. *Encyclopedia Title* (Volume, pages). Place of Publication: Publisher.

signed print article

B Chase, P. D. (1999). George Washington. *The World Book Encyclopedia* (Vol. 21, pp. 90-108). Chicago: World Book, Inc.

N (Chase, 1999, p. 99)

unsigned print article

B Uranium. (1994). *Encyclopedia Americana* (Vol. 27, pp. 796-799). Danbury, Connecticut: Grolier, Inc.

N (Uranium, 1994, pp. 798-799)

Magazine, Journal & Newspaper Articles

Format:

Author. (Date of Issue). Article Title. *Periodical Title*, Pages.

signed, article continued later in magazine

B Raloff, J. (1998, May 30). Soya-nara, Heart Disease. *Science News*, pp. 348-349, 370-373.

N (Raloff, 1998, p. 349)

unsigned

B Crossroads for Civil-Rights Policy. (1985, June 28). *Atlanta Constitution*, p. A22.

N (Crossroads, 1985, p. A22)

World Wide Web

Format:

Author. (Copyright or Date of last update). *Title of Document*. Retrieved month, day, year, from URL

signed page

B DiStefano, V. (1996, January 9). *Guidelines for Better Writing*. Retrieved September 20, 1999, from <http://www.usa.net/~vinned/home/better-writing.html>

N (DiStefano, 1996, Jan. 9)

unsigned, undated page

B *Questions and Answers About Avi*. (n.d.). Retrieved October 2, 1999, from <http://avi-writer.com/QandA.html>

N (Questions, n.d.)

personal e-mail communication

B Anthony, P. (Personal Communication, September 5, 2000).

N P. Anthony. (personal communication, September 5, 2000)

Note: The Web address should appear all on one line. Do not break the address in the middle. This means that you may have to start a new line before the previous line is full, as seen in the *Questions and Answers* example above. Also, punctuation is not used at the end of a Web address unless it is actually part of the address.

On-line Subscription Resources

Format:

Author. (Copyright / Publication Date / Date Last Modified). Article Title. Source Title, pages. Retrieved month, day, year, from Specific On-line Database.

ABC-CLIO

B Afghanistan: Constitution. (2004). *World Geography: Understanding a Changing World*. Retrieved August 18, 2005, from ABC-CLIO.

N (Afghanistan, 2004).

AccessScience

B McKhann, G. M. (2000, April 10). Multiple Sclerosis. *AccessScience@McGraw Hill*. Retrieved August 17, 2001, from AccessScience@McGraw Hill.

N (McKhann, 2000)

AP Multimedia Archive

B Phillip, D. J. (2005, September 1). Hurricane Katrina Economy. *AP Multimedia Archive*. Retrieved September 6, 2005, from AP Multimedia Archive.

N (Phillip, 2005)

Auto Repair Reference Center

B Steering and Suspension: Power Rack and Pinion Steering Gear. (2004). *2000 Chevrolet Camaro*. Retrieved September 8, 2004, from Auto Repair Reference Center.

N (Steering, 2004)

Biography Reference Bank

B John Forbes Kerry. (2002). *2001-2002 Official Congressional Directory: 107th Congress*. Retrieved August 31, 2004, from Biography Reference Bank.

N (John Forbes Kerry, 2002)

Bridges

B Librarian. (2005). *Bridges-CX Online*. Retrieved August 26, 2005, from Bridges-CX Online.

N (Librarian, 2005)

Contemporary Authors

B Margaret (Munnerlyn) Mitchell. (2003). *Contemporary Authors*. Retrieved January 2, 2005, from Contemporary Authors.

N (Margaret Mitchell, 2003)

CultureGrams

B ProQuest Information and Learning. (2006). Peru. *CultureGrams World Edition*. Retrieved May 19, 2006, from CultureGrams Online.

N (Proquest, 2006)

EBSCOhost - article with author

B Beale, B. (2000, May 16). Waking a Sleeping Tiger. *Bulletin with Newsweek*, p. 42. Retrieved September 8, 2000, from MasterFILE Premiere.

N (Beale, 2000, p. 42)

EBSCOhost – no author

B Lunch Prices Hold the Line. (2004, September 2). *The Washington Post*, p.VA22. Retrieved September 7, 2004, from Newspaper Source.

N (Lunch, 2004, p. VA22).

Note for EBSCOhost resources: When completing the “retrieved” part of the bibliography, list the name of the database used within EBSCOhost, such as MasterFILE Premiere in the first example and Newspaper Source in the second example. Use the name of the database given in the heading of each article.

Facts For Learning

B Teenage Athletes in Professional Sports. (2004, May 28). *Issues & Controversies on File*. Retrieved January 9, 2006, from Facts For Learning.

N (Teenage, 2001)

Gale Virtual Reference Library

B Edelman, R. (2002). Drive-In Theater. *Bowling, Beatniks, and Bell-Bottoms: Pop Culture of 20th-Century America* (Vol. 2, pp. 497-499). Retrieved August 29, 2004, from Gale Virtual Reference Library.

N (Edelman, 2002)

Grove Art Online

B Wied, A. (2005). Pieter Bruegel I. *Grove Art Online*. Retrieved January 29, 2005, from Grove Art Online.

N (Wied, 2005)

Grove Music Online

B Raumberger, C., & Ventzke, K. (2005). Saxophone. *Grove Music Online*. Retrieved March 30, 2005, from Grove Music Online.

N (Raumberger & Ventzke, 2005)

LitFinder

B Frost, R. (2005). Stopping by Woods on a Snowy Evening. *LitFinder*. Retrieved March 12, 2005, from LitFinder.

N (Frost, 2005)

netLibrary

B Brouns, F. (2002). *Essentials of Sports Nutrition*. (2nd ed.). New York: John Wiley & Sons. Retrieved September 10, 2004, from netLibrary.

N (Brouns, 2002, p. 72)

NoveList

B Estes, S. & Rochman, H. (1998, September 15). Dystopias. *Booklist*. Retrieved August 20, 2004, from NoveList.

N (Estes & Rochman, 1998)

Oxford Reference Online

B Stalactite. (1999). *A Dictionary of Earth Sciences*. Retrieved September 15, 2004, from Oxford Reference Online.

N (Stalactite, 1999)

SIRS Knowledge Source – SIRS Researcher, Renaissance, Government Reporter, & Discoverer

B Hook, M. (2004, February/March). The Real CSI: Are Crime Victims Being Re-Victimized by Filmmakers? *International Documentary*, pp. 45-48. Retrieved August 24, 2005, from SIRS Renaissance.

N (Hook, 2004)

streamed Patient Education Solution

B wired.MD. (2001). ACL Injuries. streamed Patient Education Solution. Retrieved October 5, 2004, from streamed Patient Education Solution.

N (wired.MD, 2001)

Student Resource Center / GaleNet – no author

B Maya Angelou. (2003). *Discovering Authors*. Retrieved August 16, 2005, from Student Resource Center.

N (Maya Angelou, 2003)

Student Resource Center / GaleNet – excerpts from books or magazines with author

B Arensberg, L. K. (1976, December). Death as Metaphor of Self in 'I Know Why the Caged Bird Sings.' *CLA Journal*, pp. 273-91. Retrieved September 12, 2001, from Student Resource Center.

N (Arensberg, 1976, p. 280)

World Book Online Reference Center

B Walter, H. S., Jackson, K. A., Perkins, K. J., & Decalo, S. (2005). Africa. *World Book Online Reference Center*. Retrieved September 1, 2005, from World Book Online Reference Center.

N (Walter, Jackson, Perkins, & Decalo, 2005)

CD-ROM

Format:

Author. (Copyright/Publication Date). Article Title. Source Title [CD-ROM]. Place of publication: Publisher.

Elements Explorer

B Cooley, W. E. (1998). Gold. *Elements Explorer* [CD-ROM]. McGraw-Hill Co.

N (Cooley, 1998)

CD-ROM encyclopedia article (unsigned)

B Constellations. (1995). *Grolier Multimedia Encyclopedia* [CD-ROM]. Grolier, Inc.

N (Constellations, 1995)

Twayne's English Authors on CD-ROM

B Nelson, C. C. (1997). British Women Fiction Writers of the 1890's. *Twayne's English Authors on CD-ROM* [CD-ROM]. New York: G. K. Hall & Co.

N (Nelson, 1997)

Twayne's United States Authors on CD-ROM

B Rouit, E. (1997). Ernest Hemingway. *Twayne's United States Authors on CD-ROM* [CD-ROM]. New York: G. K. Hall & Co.

N (Rouit, 1997)

Interview

B Farquharson, R. W. (Personal Interview, May 26, 1988).

N (R. W. Farquharson, personal interview, May 26, 1988)

Pamphlet or Brochure

B Educaid. *Guide To The Federal Stafford Student Loan* [pamphlet].

N (Educaid, Stafford Loan)

Videotape/Disc, Filmstrip, Slide Program

B Maas, J. B. (Producer), and Gluck, D. H. (Director). (1979). *Deeper into Hypnosis* [Film]. Englewood Cliffs, NJ: Prentice-Hall.

N (Maas, 1979)

Television or Radio Program

B NBC News. (1989, March 21). *The First Americans* [Television Program]. KNBC, Los Angeles.

N (NBC News, 1989)

CD Recording

B Enya. (1997). Caribbean Blue. On *Paint the Sky with Stars* [CD]. Burbank, California: Reprise Records.

N (Enya, 1997)

Cassette Recording

B Clark, K. B. (Speaker). (1976). *Problems of Freedom and Behavior Modification* (Cassette Recording No. 7612). Washington, DC: American Psychological Association.

N (Clark, 1976)

Government Publication

B Johnson, R. P. (1981). *Statistical Tables for Medical Research* (USPHS Publication No. 37). Washington, DC: U.S. Government Printing Office.

N (Johnson, 1981, p. 2)

Bible

B Psalm 23: 4-6.

N (Psalm 23: 4-6)

For further information not covered in this booklet, see the *Publication Manual of the American Psychological Association, Fifth Edition (808.02 PUB)* in the Cocalico High School Library.

Common Abbreviations

Comp.	Compiler	Trans.	Translator(s)
ed.	edition	p. or pp.	page or pages
Rev. ed.	revised edition	Vol.	volume (as in Vol. 4)
2nd ed.	second edition	vols.	volumes (as in 4 vols.)
Ed. or Eds.	Editor or Editors	Suppl.	supplement

Rules for Creating a Bibliography Page

1. Alphabetize entries according to last name of authors. If no author is given, use the first key word in the title.
2. Don't number the entries.
3. The first line of each entry should start at the left margin. Indent the all additional lines for each entry one-half inch.
4. Center the title "Bibliography" at the top of the page. See example below.

Bibliography

Chambers, S. (1999, January/February). How Any Person on the Street Can Help a Street Person. *Humanist*, p. 21+. Retrieved October 16, 2002, from MasterFILE Premiere.

Department of Health and Human Services. (2001, August 30). *Profile of Homelessness*. Retrieved October 11, 2002, from <http://aspe.hhs.gov/progsys/homeless/profile.htm>

Hombs, M. E. (1994). *American Homelessness: A Reference Handbook*. Santa Barbara, California: ABC-CLIO.

Homeless Crisis in the 1980s. (2003). *Discovering U. S. History*. Retrieved August 15, 2005, from Student Resource Center.

Jencks, C. (1994). *The Homeless*. Cambridge, Massachusetts: Harvard University Press.

Lewit, E. M., & Baker, L. S. (Fall 1996). Homelessness is a Problem Among Women and Children. In J. A. Hurley (Ed.), *The Homeless: Opposing Viewpoints* (pp. 39-44). San Diego, California: Greenhaven Press.

Citation of Quoted & Paraphrased Sources

At the end of the sentence: Close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with the period or other punctuation outside the final parenthesis. (See example # 1.)

Example 1:

Appallingly, the son, representing the progressive generation, seizes the opportunity to throw this situation in her face. "The event emphasizes his conviction that the world has changed and implies that his mother cannot retain her old identity in that world" (Brittain & Driskell, 1971, p. 106).

At the end of a block quote: Cite the quoted source in parentheses followed by the final punctuation mark. (See example # 2.)

Example 2:

He began to imagine various unlikely ways by which he could teach her a lesson. He might make friends with some distinguished Negro professor or lawyer and bring him home to spend the evening. He would be entirely justified by her blood pressure would rise to 300. He could not push her to the extent of making her have a stroke, and moreover, he had never been successful at making any Negro friends. He had tried to strike up an acquaintance on the bus with some of the better types, with ones that looked like professors or ministers or lawyers (O’Conner, 1988, p. 494).

In midsentence: End the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence. Use no other punctuation unless the meaning of the sentence requires punctuation. (See example # 3.)

Example 3:

He prefers to engage in conversation with the African-American man about such subjects as politics or art, subjects “that would be above the comprehension of those around them” (Hoffman, 1966, p. 35), but the man to whom Julian is speaking remains behind the paper.

With author’s name in content: Put the date of the publication after the author’s name in the context of the sentence and the page number at the conclusion of the quote. Be sure to apply the previous three rules regarding punctuation. (See example # 4.)

Example 4:

As Joan T. Brittain and Leon V. Driskell (1971) note, “Like so many of Miss O’Conner’s characters, Julian is brought face to face with his weakness and the moment of truth can offer nothing but hope” (p. 106).

Multiple citations from one source plus a citation from an additional source: Cite the first source in parentheses immediately after the quoted or paraphrased passage. If the same source is quoted or paraphrased again, and no other source has yet been cited, cite the source again in parentheses, indicating only the page number of the source. Any additional sources should be cited in the appropriate manner. If the first source is cited again, after other sources have been cited in the same paragraph, the first source must again be cited completely in parentheses immediately after the quoted or paraphrased passage. (See example #5.)

Example 5:

Homelessness, as a complex, recognized social problem in the United States, was thrust into the public eye in the early 1980s (Hombs, 1994, p. 53). There are many varying definitions of homelessness, but the one that will serve as the basis of this discussion is provided by the Department of Housing and Urban Development, “a person is homeless if his or her residence at night is in public or private emergency shelters, which take a variety of forms... or in the streets, parks, subways, bus terminals, railroad stations... or any of the public or private space that is not designed for shelter” (p. 4). By 1987, President Reagan signed the Stewart B. McKinney Homeless Assistance Act into law (Homeless, 2003). This groundbreaking law authorized \$1 billion in federal money to attack homelessness through financial aid in the form of funds for shelters, health care, and job training (Homeless, 2003). The most disparaging view of homelessness, though, is that of the homeless women and children. Statistics concerning homeless female single parents and their children are staggering, as are the trends that can be inferred from the data. In 1991, 2.5 million single parent households had personal incomes below 51% of the poverty line. That translates to \$4,996.00 annually, or \$425.00 per month (Lewit & Baker, 1996, p. 41). As a result, these families are often sheltered in “rented spaces in rundown buildings in dangerous areas” (Hombs, 1994, p. 60).