

The Writing Center & Reading/Study Skills Lab presents:

Tip Sheet on: Documenting Sources

English language expert Diana Hacker, English teacher and author of several handbooks, offers helpful information in The Bedford Handbook on documenting sources for research papers. Hacker notes that a “Works Cited” page appears on a separate sheet at the end of a research paper. It includes publication information *for each source cited*. The “Works Cited” page lists sources in alphabetical order by last names of the authors or, if the case may be, by editors. If a work has no author or editor, it is alphabetized by the first word of the title other than A, An or The. The Modern Language Association (MLA), to which Hacker refers, recommends the following formats for a listing of works cited in a research paper.

1. **Book with one author** – include author’s name, last name first; the book title (and subtitle if applicable) underlined or italicized; and publication information including place, publisher and copyright date (the most recent) Example:

Miller, William Lee. Arguing about Slavery: The Great Battle in the United States Congress. New York: Knopf, 1996.

2. **Book with two or three authors** – Name the authors in the order in which they are presented on the title page; reverse only the name of the first author. Example:

Elders, Joycelyn, and David Chanoff. Joycelyn Elders: From Sharecropper’s Daughter to Surgeon General of the United States of America. New York: Morrow, 1996.

3. **Encyclopedia or Dictionary** – Articles in dictionaries and encyclopedias are handled in abbreviated form. List the author of the article if there is one, the title of the article, the title of the reference book, the edition number, if any, and the date of the edition. Example:

“Botswana.” Encyclopedia American. 1996.

4. **Magazine Article** - This listing includes the article title as well as magazine title; it also includes the issues’ month and year as well as page numbers on which the article appears. Example:

Kaplan, Robert D. “History Moving North.” Atlantic Monthly Feb. 1997: 21+.

- continued on reverse side -

- Documenting Sources, cont. -

5. **CD – ROM Database** – For this material, cite publication information (such as author, title, and date of publication), *plus* the database title, the medium (“CD-ROM”), the name of the company that produced the CD – ROM, and the date of electronic publication. Example:

Bohlen, Celestine. “Albania Struggles to Contain Dissent over Lost Investments.” New York Times 11 Feb. 1997, late ed.: A9
InfoTrac: General Periodicals ASAP. CD – ROM. Information Access.
13 Feb. 1997.

6. **Online Database Material from a Computer Service** - (America Online, CompuServe, Dialog, NEXIS, etc.) For this material, cite publication information given in the source *plus* the database title, the medium (“Online”), the name of the computer service, and the date on which you accessed the material. Example:

Bass, Alison. “Women Just as Spatial as Men.” Boston Globe 22 Feb. 1993, 3rd ed.: 25. Boston Globe – File 631. Online. Dialog. 6 Feb. 1995.

7. **Online Material from the Internet** – For this material, cite publication information given in the Internet source, the number of pages or paragraphs of the material (followed by “p.”, or “par.”, or “n. pag.” for no pagination). Then give the medium (“Online”), the network (“Internet”), and the date that you accessed the material. Finally, if the instructor wants the electronic address of the source, place it after the word “Available”. Example:

Haynes, Cynthia. “Inside the Teaching Machine: Actual Feminism and (Virtual) Pedagogy.” Computers, Writing, Rhetoric, and Literature 2.1 (1996): n. pag. Online, Internet. 10 Mar. 1997. Available
<http://www.en.utexas.edu/~cwrl/v2nl/haynes/index.html>.

Please note: There are several other sources for material, including anthologies, conference proceedings, editorials, government publications, interviews, maps, musical compositions, pamphlets, television programs and more. Please consult a handbook for specific instructions on citing these sources. We suggest The Bedford Handbook, Fifth Edition, by Diana Hacker, Bedford Books, 1998.

MCC offers a Writing Center & Reading/Study Skills Lab at both the Bedford and Lowell campuses. Tutoring is available weekdays and some evenings, at no charge. Schedules are posted on the doors. Drop in or make an appointment.

In Bedford: AR 214, Tel: 781-280-3727 or 3728.

In Lowell: City Campus Room 406, Tel: 978-656-3364 or 3365.