

# SAMPLE CITATIONS

The following are sample citations for many types of resources. Use the correct form for the source you used in writing your report. Ask the media specialist or teacher for help.

Note that an additional line(s), should a citation require it, is *indented* five spaces. This is called a “hanging indent.”

Note also that some resources (internet, in particular) do not provide all of the information noted here; in such cases, include what information is available, in the correct order.

Use punctuation correctly. **All citations end with a period.**

## BOOK, REFERENCE, OR PAMPHLET

### *Essential information (in order):*

Name of author(s)/editor(s) -- (*last, first; reverse for second/third authors, followed by a period*)

Title of book/pamphlet -- (*underlined, followed by a period*)

Place of publication -- (*followed by a colon*)

Publisher -- (*followed by a comma*)

Date of publication -- (*followed by a period*)

Date of access (*if applicable*) and web address -- followed by a period

### *Example:*

-if no author/editor is given, start with the title

Carson, Thomas, et. al.

-four or more authors

Jones, Thomas ed.

-editor

Carson, Thomas, ed. and Mary Bonk. Gale Encyclopedia of U.S. Economic History. Detroit, Gale Group, 1999.

-if from an online source (*Infotrac's Junior Reference Collection, for example*),  
add online information at the end of the citation.

Junior Reference Collection. Thomson Gale. William Annin Middle School. 22 June 2006  
<<http://www.infotrac.galegroup.com/itweb/wamslib>>.

## MAGAZINE OR NEWSPAPER ARTICLE

Note that there may be a difference between what is found at Time.com and what is published in Time magazine. Web sites have content, which may be unique and are treated separately.

There may also be a difference between what you see in a magazine and what you get from an online database, such as Infotrac or EBSCO. Online information must be included when obtaining magazine or newspaper articles from databases.

### *Essential information (in order):*

Name of author(s) -- (*last, first; reverse for second/third authors*)  
followed by a period  
Title of article -- (*in quotes*) followed by a period  
Name of magazine/newspaper -- (*underlined*)  
Date of publication followed by a colon  
Section and/or page number(s) followed by a period  
Date of access (*if applicable*) and web address -- followed  
by a period

#### MAGAZINE

-see previous example for multiple authors

-a monthly magazine's date would include only the month and year

Case, John. "Divorce in American Families." Time 12 June 1999: 40-45.

Infotrac. 2006. Gale Group. date of access <<http://www.infotrac.galegroup.com/itweb/wamslib>>.

-if from a data base source (*Infotrac*, for example), add online information at the end of the citation

#### NEWSPAPER

For magazines and newspapers...

-if no author is given, start with the title of the article

-some newspapers label each section with letters and page numbers, such as B2, D3. Other newspapers may identify sections differently or not at all.

Weinberger, Eric. "Surf's Up in Sydney." New York Times 6 March 1994, Sec. A: 22.

Proquest 2006 <<http://proquest.umi.com/pqdweb>>.

-if from a data base source (*Proquest*, for example), add online information at the end of the citation

# ENCYCLOPEDIA -- PRINT, DIGITAL, AND ONLINE

## *Essential information (in order):*

Name of author(s) -- (*last, first; reverse for second/third authors*) followed by a period

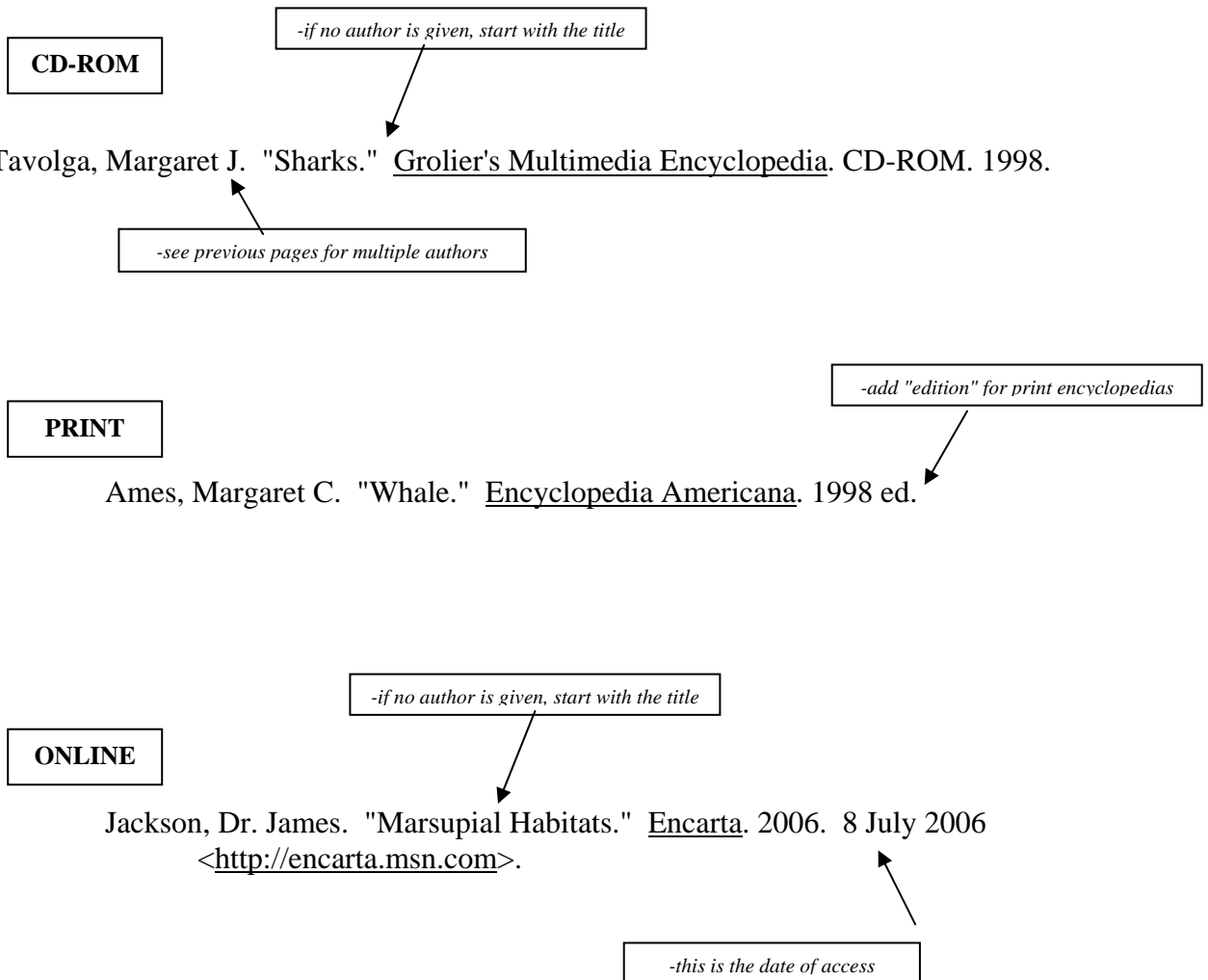
Title of article -- (*in quotes*) followed by a period

Name of encyclopedia -- (*underlined*) followed by a period

Year of publication -- (*the letters ed. stand for edition*) followed by a period

Format of encyclopedia, if different from printed version

Date of access (*if applicable*) and web address -- followed by a period



# WEBSITES

## *Essential information (in order):*

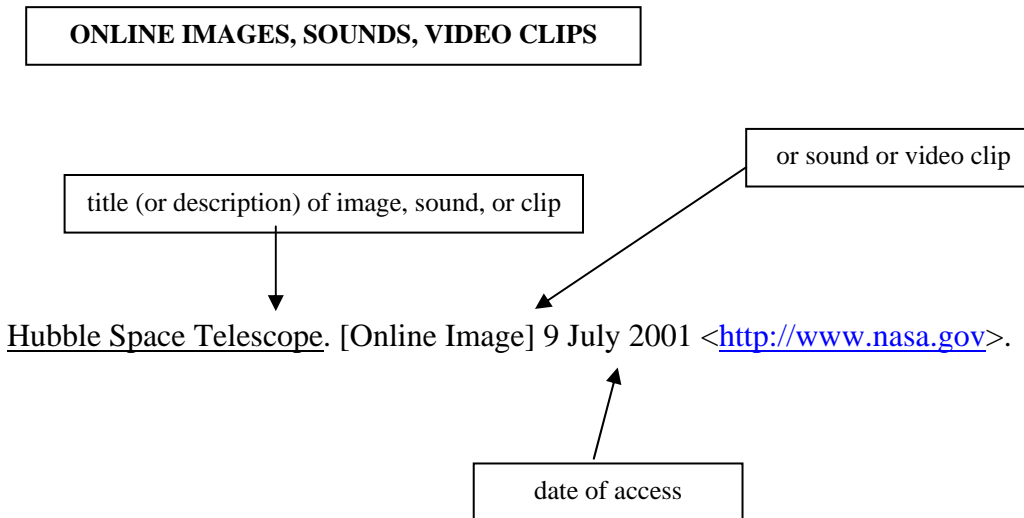
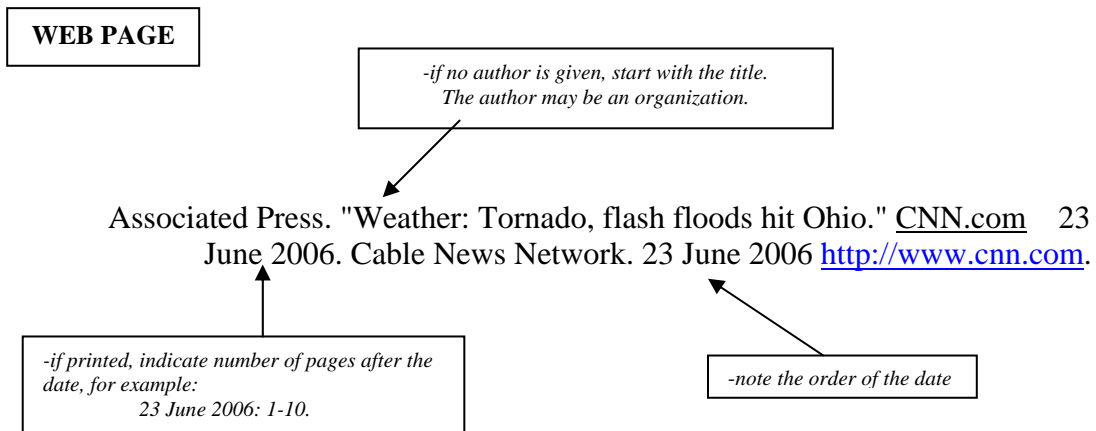
Name of author(s) -- (*last, first; reverse for second/third authors*)  
followed by

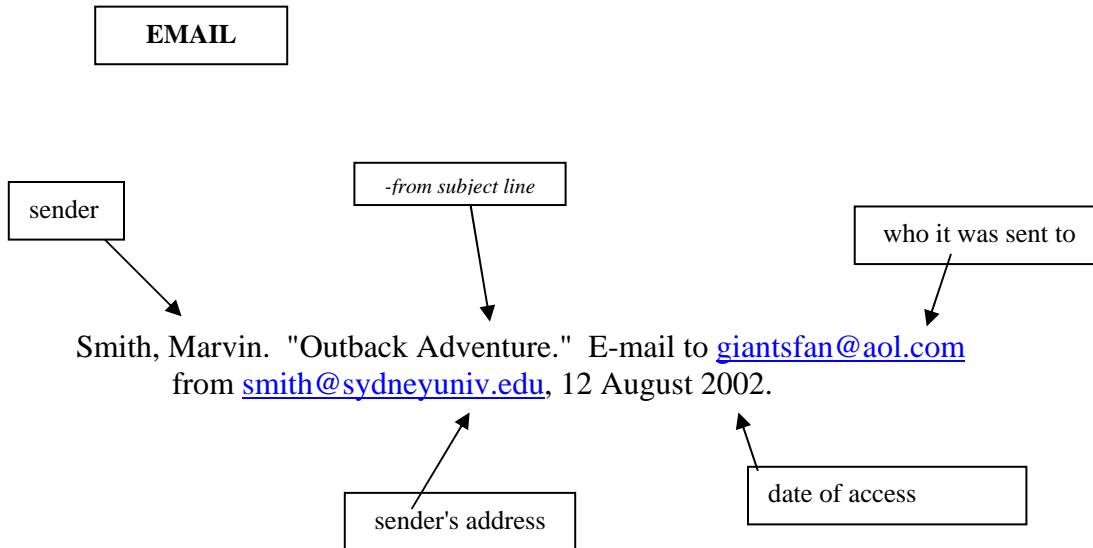
Title of article or web page -- (*in quotes*)

Name of web site -- (*underlined*)

Date of publication -- (*day, month, year*)

Online information including –date of access and web address (*for online database\_samples, see book/magazine/newspaper entries*)





### Additional Works Cited Examples

#### **BOOK OR PAMPHLET WITH EDITOR, COMPILER, TRANSLATOR AS AUTHOR** (Use abbreviations of ed., comp., trans., respectively)

Gardiner, Michael ed. Biographies of Famous Scientists. New York: Oxford University Press, 1995.

#### **SEPARATELY TITLED VOLUME IN A MULTIVOLUME WORK WITH A GENERAL TITLE AND ONE AUTHOR**

Durant, Will. Our Oriental Heritage. New York: Simon and Schuster, 1942.  
Vol. 2 of The Story of Civilization. 10 vols. 1942.

#### **GOVERNMENT DOCUMENT - STATE OR LOCAL**

New Jersey. Department of Public Works. Annual Report. Trenton, New Jersey: Stateside Press, 2006.

#### **PERSONAL INTERVIEW**

Foreman, Ann. Personal Interview. 12 May 2005.

## **COMPACT DISC - REFERENCE**

"Article Title." UXL Biography 2.0. CD-ROM. Detroit: UXL, 2006.

## **COMPACT DISC - MUSIC**

Simon, Paul. "Under African Skies." Graceland. CD-ROM. Warner, 1986.

## **TELEVISION OR RADIO PROGRAM**

"The Hero's Adventure." Moyers: Joseph Campbell and the Power of Myth.

Prod. Catherine Tate. PBS. WNET, New York. 23 May 1988.

## **TELEVISION PROGRAM EPISODE IN SERIES**

"The Bomb: Man's Deadliest Weapon". Prod. James Smith. Nova. WNET,

23 October 2000.

## **FILMS**

The Last Emperor. Dir. Bernardo Bertolucci. With actors John Lone and Peter O'Toole.

Columbia, 1987.

## **CASSETTES (AUDIO AND VIDEO)**

The Many Sides of a Trial Lawyer. Videotape. CBS News Resource Library, 1979.