

Research Helper

Library Catalog – Destiny

- Icon on all school computers
- Through Media Center homepage from HS main page

Log-in to search all materials, databases and E-books

- Use your Power school username/ password
- Use khsstudent for username & password (all lowercase)

Username & Password for all databases – colts

How to use word for Citations

- Reference tab
- Select style
- In-text
 - o Place curser where you want citation
 - o Click insert citation
 - Choose from list,
OR
 - Add new source
 - Choose type of source
 - Fill in the blanks (insert as much info as possible)
- Works Cited

If you inserted sources as you wrote paper

- o On new page
 - o Click on bibliography
 - Select format you want
- Citation page will be generated

**If you didn't add sources while writing paper, use "manage sources"

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Databases:

ProQuest – Username & Password- khscolts

- *Journal, Magazine & newspaper articles*

World Book Username & Password: Colts1

- *Encyclopedia articles*

Gale Username & Password: colts

- *Gale Virtual Reference Library* – 500+ Reference E-Books
- *LitFinder* – Works from 26th century BC to present, including Biographies, Primary sources, Literary works, Multi-media and work overview and more
- *Student Resource Center JR*- Academic Journals, Magazines, Newspapers, Primary sources, Multi-media and reference books
- *Opposing Viewpoints*- Academic Journals, Magazines, Newspapers, Primary sources, Multi-media and reference books

Facts on File / Infobase Learning Username & Password: colts

- Ferguson's Career Guidance Center
- Issues & Controversies
- Today's Science
- Curriculum Resource Center
- World Geography and Culture Online
- African-American History Online
- American History Online
- American Indian History Online
- American Women's History Online
- Ancient and Medieval History Online
- Modern World History Online
- Bloom's Literature
- Health Reference Center
- Science Online
- Today's Science

EBSCO Username & Password: colts

- EBSCOhost Web
- Searchasaurus
- Student Research Center
- Kids Search
- Literary Reference Center
- Points of View
- Business Searching Interface
- HomeImprovement Reference Center
- Novelist K-8
- NoveList

Book

MLA Last, First M. *Book*. City: Publisher, Year Published. Medium.

Ex: Carley, Michael J. 1939: *The Alliance That Never Was and the Coming of World War II*.
Chicago: Dee, 1999. Print.

Chapter/Anthology

MLA Last, First M. "Section Title." *Book/Anthology*. ^{Book Editor} Ed. First M. Last. ^{Ex: 5th ed.} Edition. City:
Publisher, Year Published. Page(s). Medium.

Ex: Melville, Herman. *Hawthorne and His Mosses*. *The Norton Anthology of American Literature*.
Ed. Nina Baym. 3rd ed. New York: Norton, 1989. 5-25. Print.

**Essays, shorts stories, and poems are put in quotes. Works originally published independently such as plays and novels generally are italicized*

Magazine

MLA Last, First M. "Article Title." *Magazine Title* Date Month Year Published: ^{Ex: 1-5 or 15.} Page(s). Medium.

Ex: Pressman, Aaron. "Bottom Fishing in Rough Waters." *BusinessWeek* 29 Sept. 2008: 27. Print.

Newspaper

MLA Last, First M. "Article Title." *Newspaper Title* Date Month Year Published: ^{Ex: 1-5 or A12.} Page(s). Medium.

Ex: Campoy, Ana. "Gasoline Surges in Southeast After Ike." *The Wall Street Journal* 23 Sept. 2008:
A14. Print.

Journal

MLA Last, First M., and ^{Two Authors} First M. Last. "Article Title." *Journal Title* ^{Ex: 13} Volume.Issue (Year): ^{Ex: 2-7 or 32.} Page(s).
Medium.

Ex: Bharadwaj, Parag, and Katerine T. Ward. "Ethical Considerations of Patients with
Pacemakers." *American Family Physician* 78 (2008): 398-99. Print.

Website

MLA Last, First M. "Article Title." *Website Title*. Publisher, ^{Date electronically published} Date Month Year. Web. ^{Date Accessed} Date Month
Year. <URL>.

Ex: Satalkar, Bhakti. "Water Aerobics." *Buzzle.com*. Buzzle.com, 15 July 2010. Web. 16 July 2010.

Online Database (Journal)

MLA Last, First M. "Article Title." *Journal Title* ^{Ex: 12.3} Volume.Issue (Year): Page(s). *Database Name*.
Web. Day Month Year. <URL>.

Ex: Ahn, Hyun-chul, and Kyoung-jae Kim. "Using Genetic Algorithms to Optimize Nearest Neighbors
for Data Mining." *Annals of Operations Research* 263.1 (2008): 5-18. *Academic Search
Premier*. Web. 25 Sept. 2008.

**Note that months in MLA are abbreviated. For example, "February" is "Feb."*

YOU CAN ALSO AUTOMATICALLY CITE YOUR FOR FREE SOURCES AT WWW.EASYBIB.COM

TV/ Radio

MLA "Episode." Contributors. *Program*. Network. Call Letter, City, Date. Medium.

Ex: "The Saudi Experience." Prod. Mary Walsh. *Sixty Minutes*. CBS. WCBS, New York, 5 May 2009. Television.

Film

MLA *Title*. Contributors. Distributor, Year of release. ^{DVD, Film etc..} Medium viewed.

Ex: *The Dark Knight*. Dir. Christopher Nolan. Perf. Christian Bale, Heath Ledger, and Aaron Eckhart. Warner Bros., 2008. DVD.

Sound Recording

MLA Contributors. "Song." *Album*. Band. Manufacturer, Year. ^{MP3, CD etc...} Medium.

Ex: Corgan, Billy, and Butch Vig. "Today." *Siamese Dream*. Smashing Pumpkins. Virgin Records America, 1993. CD.

Visual Art / Photograph

MLA Last, First M. *Title*. Year created. Medium of work. Museum / collection, City.

Ex: Picasso, Pablo. *Three Musicians*. 1921. Oil on panel. Museum of Mod. Art, New York.

Lecture / Speech

MLA Last, First M. "Speech." Meeting / Organization. Location. Date. Description.

Ex: Obama, Barack H. "Inaugural Address." 2009 Presidential Inaugural. Capitol Building, Washington. 20 Jan. 2009. Address.

Interview

MLA Interviewee. ^{If any} "Title." Interview by interviewer. ^{Magazine, newspaper, television information} Publication information. Medium.

Ex: Abdul, Paula. Interview by Cynthia McFadden. *Nightline*. ABC. WABC, New York. 23 Apr. 2009. Television.

Cartoon

MLA Last, First M. ^{If any} "Title." Cartoon / Comic strip. ^{Magazine, newspaper, book} Publication information. Medium.

Ex: Trudeau, Garry. "Doonesbury." Comic strip. *New York Times* 8 May 2008: 12. Print.

*Note that months in MLA are abbreviated. For example, "February" is "Feb."

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Generally, MLA citations follow the below format.

Contributor. *Title*. Secondary Contributors. Publication Information. Medium.

Contributor Information and Titles

The main contributors to the source, normally the author, are placed before the title. If there is more than one author, then arrange the authors in the same order found in the source. Reverse only the name of the first author, and follow the rest in normal form.

One author	Smith, John K. <i>Title</i> .
Two authors	Smith, John K., and Tim Sampson. <i>Title</i> .
Three authors	Smith, John K., Tim Sampson, and Alex J. Hubbard. <i>Title</i> .
More than three authors	Smith, John K., et al. <i>Title</i> .

Sometimes the main contributor is not an author, but another contributor type, such as an editor for a book or conductor for a musical piece. In this instance, follow the contributor by an abbreviation of the contributor type (i.e. ed. or cond.). If plural, then change the abbreviation accordingly.

One editor	Smith, John K., ed. <i>Title</i> .
Two editors	Smith, John K., and Tim Sampson, eds. <i>Title</i> .
One conductor	Smith, John K., cond. <i>Title</i> .

Many sources have secondary contributors - individuals who added to the work outside the main contributors. This can include editors and translators for books and producers and screenplay writers for movies. Place secondary contributors after the title. Precede the name of the contributors with the abbreviation for the contributor type. For instance, "Ed." means "Edited by."

One editor	Smith, John. <i>Title</i> . Ed. Bill McCoy.
Two editors	Smith, John. <i>Title</i> . Ed. Bill McCoy and Tim Thomas.
One conductor and three producers	Smith, John. <i>Title</i> . Cond. Bill McCoy. Prod. Tim Thomas, Jane Horton, and Rex Bryant.

You may decide to emphasize the work, for example, when citing a live performance. In this instance, place all the contributors after the title. Authors and writers are preceded by the word "By."

One author and editor	<i>Title</i> . By John Smith. Ed. Bill McCoy.
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Some sources may have corporate or group authors. Write these organization where you would write the authors. If they are also publishers of the source, include it in the publication information as well.

Corporate author	Modern Language Association. <i>Title</i> .
Government author	Illinois Dept. of Industrial Relations.. <i>Title</i> .

YOU CAN ALSO AUTOMATICALLY CITE YOUR FOR FREE SOURCES AT WWW.EASYBIB.COM

Some sources are found within other sources, such as a chapter in a book, or an article in a periodical. These rules apply both to the contributors of the chapter and book, or to the article.

Chapter author and editor and two book compilers Smith, John. "Chapter." Ed. Bill McCoy. *Title*. Comp. Russell Engels and Steve Simpson.

Author and translator of an article Smith, John. "Chapter." Trans. Bill McCoy. *Periodical Title*

Title Rules

Generally, capitalize all principal words as well as the first word and last word in the title. If citing a title for an entire source, such as a book or periodical title, place in italics. If citing an article, essay, poem or short story within a larger work, place in quotes. If a novel or published independently, then place in italics.

Publication Information

After the title and contributor information comes the publication information. In MLA7, you must also list the publication medium (Print, Web) after the publication information. MLA7 abbreviates all months except for May, June and July. Below are different publication information templates.

Book	Last, First M. <i>Title</i> . City: Publisher, Year Published. Medium.
Journal	Last, First M. "Article." <i>Title</i> Series Volume.Issue (Year): Page(s). Medium.
Magazine	Last, First M. "Article." <i>Title</i> Date Month Year Published: Page(s). Medium.
Newspaper	Last, First M. "Article." <i>Title</i> [City] Date Month Year, Edition, Section: Page(s). Medium.

If you cannot find all publication information, use place holders "N.p., n.p., n.d." which represents no place, no publisher, and no date. If there are no page numbers use "N. pag." Capitalize the abbreviations appropriately based on where they are placed.

Note that we format according to MLA7, we believe adding such place holders is unnecessary, as it provides no information, and the lack of information can be assumed by its absence in the citation.

Additional information

For less conventional source types, you can add descriptions about the source after the title. For example, you can add "Cartoon." or "Map." after the title of a cartoon or map to clarify to the reader what type of source you are citing.

When citing non-periodical sources, advanced information such as the edition and section come before the publication information. Series information comes after the medium description. See the fictional example below:

Smith, John. *Power*. Ed. Tom Riley. 5th ed. Vol 12. New York: Random, 2002. Print. Ser. 50.

Web Sources

See our web resources guides to learn how to properly cite sources found online.

YOU CAN ALSO AUTOMATICALLY CITE YOUR FOR FREE SOURCES AT WWW.EASYBIB.COM

Why we use parenthetical / in-text citations

Researchers place brief parenthetical descriptions to acknowledge which parts of their paper reference particular sources. Generally, you want to provide the last name of the author and the specific page numbers of the source. If such information is already given in the body of the sentence, then exclude it from the parenthetical citation.

Place the parenthetical citation where there is a pause in the sentence - normally before the end of a sentence or a comma. The in-text citation will differ depending on how much information you provide within the sentence.

Example with author's name in text:

Johnson argues this point (12-13).

Example without author's name in text:

This point had already been argued (Johnson 12-13).

Citing sources with more than one author

If you use sources with the same author surnames, then include a first name initial. If the two sources have authors with the same initials, then include their full names.

(J. Johnson 12-13). or (John Johnson 12-13).

If there are two or three authors of the source, include their last names in the order they appear on the source.

(Smith, Wollensky, and Johnson 45).

If there are more than three authors, you can cite all the authors with their last name, or you can cite the first author followed by "et al." Follow what is shown the works cited list.

(Smith et al. 45).

Citing sources without an author

Some sources do not have authors or contributors - for instance, when you cite some websites. Instead, refer to the name of the source in your parenthetical citation in place of the author. Shorten / abbreviate the name of the source but ensure that your reader can easily identify it in your bibliography (abbreviate the title starting with the same word in which it is alphabetized). Punctuate with quotations or italicize as you would in its bibliographic form (a book is italicized; and article is in quotes).

Double agents are still widely in use (*Spies* 12-15, 17).

With prices of energy at new highs, bikes have been increasingly used ("Alternative Transportation" 89).

Citing part of a work

When citing a specific part of a work, provide the relevant page or section identifier. This can include specific pages, sections, paragraphs or volumes. When the identifier is preceded by an abbreviation or word, place a comma between the identifier and the source reference.

Example of an entire volume of a multivolume work:

It is arguably the most innovative period in history (*Webster*, vol 4).

When citing a specific page(s) of a multivolume work, precede the page number by the volume number and a colon. Do not separate by a comma.

It was arguably the most innovative period in history (*Webster* 4:12-15).

Example of a chapter within a book (if no specific numbers can be referenced):

The electoral college undermines democracy (Sanders, "Government Injustices").

Example of an article in a periodical:

Allen claims there is an inverse correlation between higher taxes and patriotic feelings worldwide (B2).

Use "par." or "pars." when referring to specific paragraphs.

The marketing dollars of big studio films has overshadowed good indie movies (Anderson, pars. 12-34).

Citing group or corporate authors

In your parenthetical citation, cite a corporate author like you would a normal author. Preferably, incorporate the corporate author in your text instead of the parenthetical citation.

Facial transplants pose significant risk to the autoimmune system (American Medical Association 12-43).

As noted by the American Medical Association, facial transplants pose significant risk to the autoimmune system (12-43).

Citing an entire source

When citing an entire work, there are no specific page numbers to refer to. Therefore it is preferable to refer to the source within the text itself with either the author or the title of the source. For example:

Hartford suggests the Internet provides more distractions than it does information.

Citing multiple works by the same author

If you reference more than one source by the same author, distinguish the parenthetical citations by including the name of the source. Use a comma to separate the author from the source

Wars can be economic catalysts (Friedman, *World* 77-80).

Industrialized nations are better equipped to rebound from recessions (Friedman, "High tides" 56).

Citing indirect sources

When an original source is unavailable, then cite the secondhand source - for instance, a lecture in a conference proceedings. When quoting or paraphrasing a quote, write "qtd. in" before the author and pages.

John Murray calls Tim Smith "interesting but egotistical" (qtd. in Jesrani 34).

Citing literary / classic and religious works

For works such as novels, plays and other classic works, it's helpful to provide further identifying information along with the page information. Do this by adding a semicolon and then the identifying information following the page number.

(Tolstoy 5; pt. 2, ch. 3).

When citing classic poems and plays, replace page numbers with division numbers (part, book, scene, act). The below refers to book 10 line 5. Bear in mind the divisions and the way they are written can vary by source.

Fear plays a role in Homer's *Odyssey* (10.5).

The title of books in the bible and other famous literary works should be abbreviated.

(*New Jerusalem Bible*, Gen. 2.6-9).

Placing parenthetical citations in direct quotations

When directly quoting a source, place the parenthetical citation after the quote. For example:

Sanders explains that economic woes are due to "the mortgage crisis and poor risk assessment" (20).

Place the parenthetical citation at the end of an indented quotation. There should be no period after the parenthetical citation. The last sentence of the indented quote should look like:

It's unclear whether multilateral tariffs are disruptive to bilateral talks. (Evert 30-31)

Citing online sources

Generally, follow the same principals of parenthetical citations to cite online sources. Refer to the author, and if possible, a permanent identifier that would be the same for any reader.

The economy will rebound with the new monetary policies (Smith).

Solar power will become the primary source of energy (Williams 2).

Citing online sources with no author

If there is no author, use the title that begins the citation, either the article or website title. Be sure it also takes the same formatting, i.e. articles are in quotes and website titles are italicized. Shorten / abbreviate the name of the source but ensure that your reader can easily identify it in your bibliography (abbreviate the title starting with the same word in which it is alphabetized).

Elephants are thought to be one of the smartest mammals (“Smart Elephants”).

Nineteen men and women were convicted (*Salem Witchcraft Trials*).

Ideally, when citing online sources, try to reference the source within your sentence, with either the author or the title to avoid writing a parenthetical citation

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