## INFOhio Databases

**General Citation Publication Medium**
Author Last Name, First Name. "Article Title." *Database Title*. Year. *Database Name*. Web. Day Month Year accessed. <URL optional>.

**The ART Collection**
Artist Last Name, First Name. *Title of Artwork*. Collection or Institution. Date. *The ART Collection*. Web. Day Month Year accessed. <URL optional>.

**Biography Reference Bank (H.W. Wilson)**
"Biographee Last Name, First Name." *Database Title (*i.e., *Current Biography)*. Year. *Biography Reference Bank*. Web. Day Month Year accessed. <URL optional>.

**EBSCO*host***
Author Last Name, First Name. "Article Title." *Name of Magazine* Day Month Year: Page-Page. *Name of EBSCOhost Database*. EBSCO. Web. Day Month Year accessed. <URL optional>.

**NewsBank**
"Article Title." *Name of Newspaper* Day Month Year, Edition: Section Letter. *NewsBank*. Web. Day Month Year accessed. <URL optional>.

**Oxford Reference Online**
"Article Title." *Resource Title (*i.e., *Dictionary of Astronomy)*. Author First Name Last Name. Publisher. Year. *Oxford Reference Online*. Web. Day Month Year accessed. <URL optional>.

**Science Online**
Author Last Name, First Name. "Article Title." *Title of Publication*. Place of Publication: Facts On File, Inc., Year. *Science Online*. Web. Day Month Year accessed. <URL optional>.

**World Book Encyclopedia**
Author Last Name, First Name. "Article Title." *Name of Encyclopedia*. Year. *World Book*. Web. Day Month Year accessed. <URL optional>.

**World Book Citation Builder**
This is a great tool if you are doing fairly simple citations.

- From the INFOhio World Book portal, click on *World Book Advanced.*
- In the box marked **Create and Share** on the left side of the screen, click on *Citation Builder.*
- Select the appropriate citation type (i.e., book, podcast) and enter the appropriate information.
- Fill in available information requested.
- Not all fields may need to be completed (i.e., Edition, Country).
- Click *Create Citation*…your citation will appear at the bottom of the page.
- Copy and paste into a *Word* document, correcting spacing and indentation, if needed.

# INFOhio
## THE INFORMATION NETWORK FOR OHIO SCHOOLS

# CITATION GUIDE

The purpose of a bibliography (works cited page) is to give credit to the author/creator and to help the reader find the material referenced in a report. The following guidelines and examples have been taken from the *MLA Handbook for Writers of Research Papers, 7th Edition*.

- Center the title, *Works Cited*, one inch from the top.
- Begin the *Works Cited* list on a new page at the end of the paper. Number the page as a continuation of the text. Double space each line of the *Works Cited*.
- Alphabetize by author's last name or by title if no author is given. Ignore "a," "an" or "the" as the first word.
- Use a five-space indentation for all lines after the first line of an entry.
- Use state abbreviations, i.e., OH instead of Ohio.
- Month abbreviations: Jan., Feb., Mar., April, May, June, July, Aug., Sept., Oct., Nov., Dec.
- Italicize both titles and names of online products.
- Include the URL if the citation information does not easily lead to the source.
- Include publication medium, i.e., print, Web, MP3, etc.

### If a source has no publication information:
n.p. = no place of publication or publisher given
n.d. = no date of publication given
n. pag. = no pagination given

*Examples:*
1. No place .......... N.p.: Penguin, 2008.
2. No publisher .... New York: n.p. 2008.
3. No date ............ New York: Penguin, n.d.

## General Citation Publication Medium

**Author (Last Name, First Name) and Additional Author (First Name Last Name). *Title.* Place of Publication: Name of Publisher, Date. Publication Medium.**

*Example:*
McNally, Joanna. *Brownies and Books*. New York: Little Brown, 2008. Print.

Created by **Joanna McNally**, Librarian
Charles F. Brush H.S.
South Euclid – Lyndhurst City Schools

Edited by **Sheila Benedum,** Library Coordinator
Bay Village City Schools

## Print

**No Author**
*Title*. Place of Publication: Publisher, Year. Print.

**Book with One Author**
Author Last Name, First Name Middle Initial (if given). *Title*. Place of Publication: Publisher, Year. Print.

**Book with Two or Three Authors**
Author1 Last Name, First Name, Author2 First Name Last Name, and Author3 First Name Last Name. *Title*. Place of Publication: Publisher, Year. Print.

**Book with More than Three Authors**
→ Give the first author's name only followed by et al.
Author1 Last Name, First Name, et al. *Title*. Place of Publication: Publisher, Year. Print.

**eBook** (from research database or open web)
Author Last Name, First Name. *Title*. Place of Publication: Publisher, Year. *Database or Webpage Title*. Web. Day Month Year accessed. <URL optional>.

**Book with One Editor**
Editor Last Name, First Name, ed. *Title*. Place of Publication: Publisher, Year. Print.
(Note: "ed." becomes "eds." if there is more than one editor)

**Book with Two or More Editors**
Editor1 Last Name, First Name, and Editor1 First Name Last Name, eds. *Title*. Place of Publication: Publisher, Year. Print.

**Essay or Article in an Anthology**
→ An anthology is a book or collection of selected writings by various authors
→ Ed. = edited by or Comp. = compiled by
Author Last Name, First Name. "Article Title." *Title*. Ed. First Name Last Name. Place of Publication: Publisher, Year. Page-Page. Print.

**Encyclopedia**
Author Last Name, First Name. "Article Title." *Encyclopedia Title*. Place of Publication: Publisher, Year. Print.

## Journals, Magazines & Newspapers

### General Citation Publication Medium

Author (Last Name, First Name). "Article Title." *Name of Magazine* Day Month Year published: Page-Page. Print.

Author (Last Name, First Name). "Article Title." *Name of Magazine* Day Month Year published: Page-Page. *Database Name*. Subscription Service. Web. Day Month Year accessed. <URL optional>.

***Example:***
McNally, Joanna. "Teens Eating in Libraries." *Time* 4 Sept 2007: 20-22. *Student Resource Center Gold*. Gale. Web. 13 Nov. 2009.

## Journals, Magazines & Newspapers

**Academic Journal (from a print source)**
Author Last Name, First Name. "Article Title." *Name of Journal* Volume #. Issue #: (or date): Page-Page. Print.

**Academic Journal (from a research database)**
Author Last Name, First Name. "Article Title." *Name of Journal* Volume #. Issue # (or date): Page-Page. *Name of Database*. Subscription Service. Web. Day Month Year accessed. <URL optional>.

**Magazine Article (from a print source)**
Author Last Name, First Name. "Article Title." *Name of Magazine* Day Month Year: Page-Page. Print.

**Magazine Article (from a research database)**
Author Last Name, First Name. "Article Title." *Name of Magazine* Day Month Year: Page-Page. *Name of Database*. Web. Day Month Year accessed. <URL optional>.

**Newspaper Article (from a print source)**
Author Last Name, First Name. "Article Title." *Name of Newspaper* Day Month Year: Section or Page #. Print.

**Newspaper Article (from a research database)**
"Article Title." *Name of Newspaper* Day Month Year, Edition: Section Letter. *Name of Database*. Web. Day Month Year accessed. <URL optional>.

## Non-Print

**Blog**
Author Last Name, First Name. "Blog Title." *Name of Weblog*. Site Sponsor (i.e., Blogspot). Day Month Year posted. Publication Medium. Day Month Year accessed. <URL optional>.

**Image, Illustration or Photo**
Artist Last Name, First Name. *Title of Artwork*. Date. Collection or Institution. *Name of Database or Web Page*. Publication Medium (Web, Painting, Photo, etc.). Day Month Year accessed. <URL optional>.

**Podcast**
Author Last Name, First Name. "Podcast Title" Host Name. Publisher. Institution. *Name of Podcast Service or Web Page*. Day Month Year posted. Publication Medium (MP3, Web, etc.). Day Month Year accessed. <URL optional>.

**Song or Sound Recording**
Creator's Last Name, First Name. "Song Title." *Album/CD Title*. Publisher, Year. Publication Medium. Day Month Year accessed (if online).

**Video or Movie (DVD or VHS)**
*Title*. Dir. First Name Last Name. Film's Year of Release. Distributor, Year. Publication Medium.

**Video or Movie (Online)**
Creator's Last Name, First Name. *Title*. Name of Web Site. Publisher or Sponsor, Film's Date of Creation. *Name of Web Page*. Web. Day Month Year accessed. <URL optional>.

**Web Site**
Author Last Name, First Name. "Title of Page." *Name of Web Site*. Publisher or Sponsor, Date of Publication. Web. Day Month Year accessed. <URL optional>.