

BIBLIOGRAPHY

Its own page, the last page of your paper (Before the RUBRIC and the “Drafting” wkst)

- ✳ Arrange the items on your bibliography **alphabetically** by the **first word in the entry** (usually the author’s last name, but it could be the title). Do NOT number the entries.
- ✳ **Double space** ALL lines.
- ✳ Note all punctuation. It’s all very important, down to each period, colon, and comma.
- ✳ Indent the second and following lines (called a **HANGING INDENT**).
- ✳ If no author is given, start with the title.
- ✳ If you cannot find certain information, do not include it.
- ✳ The word Bibliography is to be centered at the top of your bibliography (see example).
- ✳ For sources not listed here, see Mrs. Peko for the printed version of the MLA manual.

If you’re citing a website:

Author or editor last name, first name (if any). Title of Website. Organization who publishes the site, date of most recent publication or update. Web. Date you accessed the site.
<www.websiteaddress.com/whatevergoeshere>.

If you’re citing a pamphlet:

Name of pamphlet. City of publishing, State: Publisher, Year of publication.

If you’re citing a book:

Author’s last name, first name. Title. City of Publishing: Publisher, Year of publication.

EXAMPLE:

Bibliography

Delany, Robert. MLA Citation Style. Long Island University, 28 Oct. 2010. Web. 3 March 2011. < <http://www2.liu.edu/cwis/cwp/library/workshop/citmla.htm>>.

Family Prayer. All About Prayer, 2011. Web. 3 March 2011.
<<http://www.allaboutprayer.org/family-prayer.htm>>.

Modern Language Association (MLA) :

Parenthetical Citations

✓ **What are parenthetical citations?**

Parenthetical citations are short references that you **MUST** include in the text of your paper to show your reader where you found each piece of information that you have paraphrased.

✓ **When do I need to use a parenthetical citation?**

Whenever you paraphrase, summarize, or quote information from a source and include it in your work. You have to give credit to where the idea originally came from even if you put that idea into your own words.

✓ **Why do I need to include parenthetical citations?**

Parenthetical citations direct your reader to the source in your works cited page in case the reader wants the exact source for further study. You need to give credit to the original source of information; otherwise, you will be **plagiarizing**.

For a book/website with an author:

Include the author's last name in the parenthetical citation before the page number(s). Note that no comma appears between the author's name and the page number(s). If there are no page numbers, don't put any page numbers in the citation. Example:

The modern world requires both the ability to concentrate on one thing and the ability to attend to more than one thing at a time: "Ideally, each individual would cultivate a repertoire of styles of attention, appropriate to different situations, and would learn how to embed activities and types of attention one within another" (Bateson 97).

For a book/website WITHOUT an author:

If a source does not include an author's name, substitute for the author's name the title in the parenthetical citation. Underline the title.

The use of Customer Relationship Management systems has grown substantially over the past five years as companies attempt to adapt to customer needs and to improve their profitability (Making CRM Work).