

Edmond Santa Fe Library Media Center

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(Please feel free to e-mail librarians with any research questions or requests for book additions to the library collection.)

Library Hours

8:00 a.m. - 4:00 p.m. Monday – Friday

Student must have a pass to come to the library during class time and lunch. You may obtain a pass from an administrator or teacher at any time during the school day.

Print Resources:

18,000 + books

5 ebook servers

10 + periodicals

Automated Library Catalog

Online Electronic Databases

- American History (from the explorers to issues of today's headlines)
- EBSCO (full-text magazine, newspaper & reference book articles)
- Gale In Context: Biography (over 500,000 biographies)
- Gale In Context: Opposing Viewpoints (covering today's prominent social issues)
- Gale In Context: High school
- Gale In Context: US History
- Gale Literature Resource Center
- Oklahoma Career Guide (database of national colleges and career information, includes several aptitude/interest inventories)
- World Book Online
- World History: The Modern Era (from the Renaissance to today)

Each of the online electronic databases described above can be accessed at school or at home. To log on at school or at home use the Santa Fe Media Center's web page:

<https://santafe.edmondschools.net/>

Select Menu, Media Center, Library Catalog

SEARCH HELPS FOR THE LIBRARY CATALOG AND ONLINE SEARCHING

LIBRARY CATALOG:

Log on to the computer and open Santa Fe school website. Click on the menu, Media Center, then library catalog. Remember to try different search terms if you do not find anything under the first words you search under. Keyword searches will yield more hits than subject searches.

ONLINE SEARCHING:

In addition to the internet, the Media Center subscribes ten electronic databases listed on Page 1 of this guide. For all online searches (and especially for the internet), it is important to be as specific as possible in using search terms to find information related to your topics. Which search terms you use can determine whether you get back the information you are looking for or an enormous amount of irrelevant information.

For example, what if you were looking for information about the kinds of fish found in Oklahoma lakes, and you only typed in “fish”, imagine the enormous number of irrelevant sites you would get. Remember to ask your librarian or classroom teacher to help you compile a list of possible search terms related to your topic.

Quotation marks around a phrase instruct a search engine or subject directory to retrieve those sites that have the words in the exact order you entered them.

“unidentified flying objects”

Plus/minus signs preceding words or phrases instruct a search engine or subject directory to retrieve those sites that have the words and/or phrases preceded by the signs.

“unidentified flying objects” +“roswell new mexico”

“unidentified flying objects” -movies

Advanced Search is recommended to narrow down search results for complex searches. The Advanced Search option allows one to search for terms based on where they appear on the page and to filter results based on language, last update date, site or domain type, file type, or usage rights.

EVALUATING INTERNET SITES

As a general rule, do not use as a resource any internet site that is a “.com” site. “Com” is an abbreviation for “commercial,” a site posted by a profit-making business. Naturally, if the authority of the site is posting information for the purpose of making money, the information may be biased; however; there are many commercial sites which have been approved as sources of accurate, current information by educators and other professionals serving as reviewers (example: cnn.com). When in doubt, check with your classroom teacher to see if a “.com” site can be used as a resource.

Other authors of internet sites include educational bodies, such as universities. These are “.edu” sites. Organizations, such as the American Red Cross are “.org” sites. Government sites, such as the United States Senate, are “.gov” sites. A site from a military branch is designated “.mil”. Again, in general these sites are considered more authoritative than “.com” sites.

Be especially cautious of “.net” sites since these are almost always individuals posting personal web pages. If you see a tilde (~) as part of the URL, be aware that the web site is a personal page likely created by someone who was given space on the web server in an unofficial, unauthorized capacity.

Here are the three (3) main criteria to evaluate web sites. Ask yourself these questions about the sites:

AUTHORITY

- Is the author clearly stated? (specific name, government body, organization)
- Can you determine if the author is qualified? The best internet sites are peer reviewed by experts in the field.
- Does the author have anything to gain by presenting this information?

ACCURACY

- Is the information consistent with other published material on the topic? Answering this question requires that you are able to find information about your topic in several different sources – print and electronic.
- Do hypertext links take you to educational or other solid sites which can lead to further reliable research and not to commercial sites?
- Are facts rather than opinions presented?
- Does the site offer anything unique or does it tell you little more than you could find in an encyclopedia?

CURRENCY

- What is the date of the original information on the site?
- Is the site regularly revised?
- What is the date of the latest revision?

IMPORTANT – If you cannot answer enough of the questions listed above about a web site to create a correct MLA format, you cannot use that site as a source for your research paper without permission from a librarian or classroom teacher. Ask yourself why you are using the internet. Santa Fe subscribes to excellent databases for your online information needs for research. Do not use the internet because it is easy; use it when it is the appropriate source for the information you are seeking. An hour on the web may not answer a question that you could find within two minutes of picking up a reference book.

PLAGIARISM

Plagiarism is the act of presenting someone else's work as your own. It is the theft of intellectual property.

Because plagiarism represents the most serious breach of student integrity, the paper in which plagiarized material appears may receive an F. In many English classes, the research paper is the final step in a project which has three to nine steps in the total process. Loss of the writer's ability to be trusted on the final paper means that all of the steps leading to the paper are equally suspect. The act of plagiarism could result in a failing grade for the semester.

The following examples should help you distinguish plagiarized research from well-documented research.

Original Text from David McCullough, John Adams (Simon & Schuster, 2001), p. 57.

His marriage to Abigail Smith was the most important decision of John Adams's life, as would become apparent with time. She was in all respects his equal and the part she was to play would be greater than he could possibly have imagined, for all his love for her and what appreciation he already had of her beneficial, steadying influence.

Student Writing Sample #1

John Adams's marriage to Abigail was the most important choice in his life. He was to come to understand this better with time. In so many ways, she was his equal, and he could not have imagined the importance of the role she was going to play, despite his love for her and his appreciation of her good, solid influence.

UNACCEPTABLE! This paragraph is the work of someone either deliberately plagiarizing or someone who does not understand what it means to plagiarize. The writer may have changed a few words and switched the order of words in the sentences, but the writer has not changed McCullough's sequence of ideas and has not used the information in a meaningful way. He or she failed to cite what are really McCullough's original ideas or words.

Student Writing Sample #2

When John Adams was ready to marry, he sought a woman who was his equal. He found Abigail Smith and loved her for her steady influence.

UNACCEPTABLE! Not only did this student neglect to cite, but also this paraphrase twists McCullough's meaning. Though it changes words significantly, it does a poor job conveying the original idea accurately.

Student Writing Sample #3

The best decisions of a great leader may extend beyond the political. In fact, the course of American history may have been changed by an entirely personal decision. In his biography of Adams, David McCullough notes that Adams's choice of Abigail Smith as a wife was the most critical decision of his life. "She was in all respects his equal and the part she was to play would be greater than he could possibly have imagined" (57).

ACCEPTABLE! The author uses the information in a meaningful way, accurately paraphrases the ideas presented in the original source, credits them, and weaves in a quotation to emphasize the point. The source is properly quoted and cited using quotation marks and in-text documentation. Because the source is noted in the text, only the page number appears in parentheses. Note that in this example the student created his or her own topic sentence, following an independent plan and not necessarily following the structure of another author's material.

You Can Avoid Plagiarism

- When you take notes, make sure that you copy all original passages in quotation marks.
- Paraphrase by putting ideas into your own words; go beyond changing a few words.
- As you write, return to the text and check your paraphrase against the original source to make sure you have not unintentionally copied.
- Use graphic organizers to restructure your facts and ideas.
- Use your own voice to put a new twist on old information.
- When in doubt, cite!

Reproduced with permission from:

Valenza, Joyce K. *Power Research Tools: Learning Activities & Posters*.
American Library Association, 2003.

The Core Elements of a Works Cited Citation

Each citation in the list of works cited is made up of core elements given in specific order. If a core element is not given, leave it blank and move on to the next core element.

The core elements are given below in the order in which they should appear followed by the appropriate punctuation mark.

1)	Author.
2)	Title of source.
Container 1	
3)	Title of container,
4)	Other contributors,
5)	Version,
6)	Number,
7)	Publisher,
8)	Publication date,
9)	Location.
Container 2	
3)	Title of container,
4)	Other contributors,
5)	Version,
6)	Number,
7)	Publisher,
8)	Publication date,
9)	Location.

*Container 1 is the original location of the work. (Book, Magazine, Journal, Website)

*Container 2 is the bigger work that republishes the original work. (Database, TCLC, eBook)

Core Element Examples

1) AUTHOR.

(p. 21 of MLA Handbook)

One author:

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no.1, Jan. 2013, pp. 193-200.

(Baron 197) (in-text citation—body of the paper)

Two authors:

Dorris, Michael, and Lousie Erdrich. *The Crown of Columbus*. HarperCollins Publishers, 1999.

(Dorris and Erdrich 30-31) (in-text—body of the paper)

Three or more authors:

Burdick, Anne, et al. *Digital_Humanities*. MIT P, 2012.

(Burdick et al. 136) (in-text—body of the paper)

Editor but no author:

Nunberg, Geoffrey, editor. *The Future of the Book*. U of California P, 1996.

(Nunberg 402- 410) (in-text—body of the paper)

Two editors:

Holland, Merlin, and Rupert Hart-Davis, editors. *The Complete Letters of Oscar Wilde*. Henry Holt, 2000.

(Holland et al. 95) (in-text—body of the paper)

Three or more editors:

Baron, Sabrina Alcorn, et al., editors. *Agent of Change: Print Culture Studies after Elizabeth L. Eisenstein*. U of Massachusetts P / Center for the Book, Library of Congress, 2007.

(Baron et al. 136) (in-text —body of the paper)

No author:

Skip the author element and begin the entry with the work's title.

Beowulf. Translated by Alan Sullivan and Timothy Murphy, edited by Sarah Anderson, Pearson, 2004.

(*Beowulf* 134-135) (in-text —body of the paper)

Corporate (group) author:

United Nations. *Consequences of Rapid Population Growth in Developing Countries*. Taylor and Francis, 1991.

(United Nations 109) (in-text —body of the paper)

Corporate (group) author who also publishes work:

Reading at Risk: A Survey of Literary Reading in America. National Endowment for the Arts, June 2004.

(*Reading at Risk* 19) (in-text —body of the paper)

2) TITLE OF SOURCE.

(p. 25)

Title:

Paul, Manuel. *Kiss of the Spider Woman*. Translated by Thomas Colchie,
Vintage Books, 1991.

Subtitle:

Joyce, Michael. *Othermindedness: The Emergence of Network Culture*.
U of Michigan P, 2000.

Title of an essay, a story, or a poem in a collection:

Dewar, James A., and Peng Hwa Ang. "The Cultural Consequences of
Printing and the Internet." *Agent of Change: Print Culture Studies
after Elizabeth L Eisenstein*, edited by Sabrina Alcorn Baron et al.,
U of Massachusetts P / Center for the Book, Library of Congress,
2007, pp. 365-77.

Title of an article in a periodical (journal, magazine, newspaper):

Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading
Dante." *The Georgia Review*, vol. 64, no.1, 2010. pp.69-88.

An article or posting on a Web site:

Hollmichel, Stefanie. "The Reading Brain: Differences between Digital
and Print." *So Many Books*, 25 Apr. 2013, somanybooksblog.com
/2013/04/25/ the-reading-brain-differences-between-digital-and-
print/. Accessed 4 July 2016.

3) TITLE OF CONTAINER, (p. 30)

Book or periodical that is a collection of articles, essays, short stories,

Poems:

Bazin, Patrick. "Toward Metareading." *The Future of the Book*, edited by Geoffrey Nunberg, U of California P, 1996, pp.153-68.

Website:

Hollmichel, Stefanie. "The Reading Brain: Differences between Digital and Print." *So Many Books*, 25 Apr. 2013, somanybooksblog.com /2013/04/25/ the-reading-brain-differences-between-digital-and-print/, Accessed 20 Sept. 2016.

4) OTHER CONTRIBUTORS, (p. 37)

Common descriptions are:

adapted by

directed by

edited by

illustrated by

introduction by

narrated by

performance by

translated by

Fagih, Ahmed Ibrahim al-. *The Singing of the Stars*. **Translated**
by Leila El Kahlidi and Christopher Tingley. *Short Arabic Plays*,
edited by Salma Khadra Jayyusi, Interlink Books, 2003, pp. 140-57.

5) VERSION, (p. 38)
Books are commonly issued in versions called *editions*.

Hugo, Victor. *Les Miserables*. edited by Cynthia Brantley Johnson,
complete and unabridged version, Simon and Schuster
Paperbacks, 2005.

Careers in Focus: Physicians. **3rd ed.**, Ferguson, 2011.

6) NUMBER, (p. 39)

List any and all Volume and Issue numbers that are given.

Baron, Naomi S. "Redefining Reading: The Impact of Digital
Communication Media." *PMLA*, **vol. 128, no.1**, Jan. 2013, pp. 193-
200.

7) PUBLISHER, (p. 40)

Book

Jacobs, Alan. *The Pleasures of Reading in an Age of Distraction*.
Delacorte Press, 2011.

Website

Nix, Elizabeth. "5 Maritime Disasters You Might Not Know About."
History.com, **A + E Networks**, 2013. [www.history.com
/news/history-lists/5-maritime-disasters-you-might-not-know-about](http://www.history.com/news/history-lists/5-maritime-disasters-you-might-not-know-about).
Accessed 4 Mar. 2016.

8) PUBLICATION DATE

(p. 42)

Write the full date given.

“More Died On This WWII Ship Than On The Titanic And Lusitania Combined.” *NPR*, 17 Feb. 2016, [www.npr.org/2016 /02 /17/466924137/more-died-on-this-wwii-ship-than-on-the-titanic-and-lusitania-combined](http://www.npr.org/2016/02/17/466924137/more-died-on-this-wwii-ship-than-on-the-titanic-and-lusitania-combined). Accessed 15 Sept. 2016.

9) LOCATION

(p. 46)

Include page numbers if only using part of a work and include the URL address if using a website. Use p. for a single page and pp. for multiple pages.

Deresiewicz, William. “The Death of the Artist—and the Birth of the Creative Entrepreneur.” *The Atlantic*, Jan.-Feb. 2015, pp. 92-97.

“More Died On This WWII Ship Than On The Titanic And Lusitania Combined.” *NPR*, 17 Feb. 2016, [www.npr.org/2016 /02 /17/466924137/more-died-on-this-wwii-ship-than-on-the-titanic-and-lusitania-combined](http://www.npr.org/2016/02/17/466924137/more-died-on-this-wwii-ship-than-on-the-titanic-and-lusitania-combined). Accessed 10 Aug. 2016.

CONTAINER 2

A container can be nested in a larger container. It is best to account for all containers that enclose your source.

The larger containers include databases, blogs, and digital platforms that host previously published works. Container 2 is info about the database and should be added to the end of the entry.

Watkins, Terry. "Bariatrics." *The Gale Encyclopedia of Science*, edited by K. Lee Lerner and Brenda Wilmoth Lerner, 5th ed., Gale, 2014. *Student Resources in Context*, Gale, doi:CV2644030234. Accessed 26 Oct. 2016.

Important Note: Because technology evolves too quickly for print sources to keep up with changing formats, we recommend that you search the web for updates and additional information. Make sure the website uses the MLA 8th edition. Try one of the following helpful sites:

Modern Language Association:
http://www.mla.org/main_stl.htm

Purdue University Online Writing Lab:
http://owl.english.purdue.edu/handouts/research/r_mla.html

MLA Practice Template

1 Author.

2 Title of source.

CONTAINER 1

3 Title of container,

4 Other contributors,

5 Version,

6 Number,

7 Publisher,

8 Publication date,

9 Location.

CONTAINER 2

3 Title of container,

4 Other contributors,

5 Version,

6 Number,

7 Publisher,

8 Publication date,

9 Location.

Book Citation Examples

The general format for citing a book:

Author's last name, first name. *Title*. Publisher, Publication date.

The general format for an in-text citation for a book is the author's last name and the page number (X), **without** a comma, the word "page," or "p."

(Last name X) (In-text citation in the body of the paper)

Book with one author:

Field, Shelly. *Career Opportunities in Health Care*. 3rd ed., Ferguson, 2007.

-- **In-text citation in the body of the paper:** (Field 28-29)

Two or more books by the same author:

Asimov, Isaac. *Fantastic Voyage*. Houghton, 1966.

---. *Of Matters Great and Small*. Doubleday, 1975.

-- **In-text citation in the body of the paper:** (Asimov, *Voyage* 72)

-- **In-text citation in the body of the paper:** (Asimov, *Matters* 14)

Book with two authors:

Devantier, Alicia, and Carol Turkington. *Extraordinary Jobs in Sports*. Infobase, 2007.

-- **in-text citation in the body of the paper:**
(Devantier and Turkington 45).

Book with three or more authors:

Aiken, Michael, et al. *Economic Failure, Alienation, and Extremism*. U of Michigan P, 1968.

-- in-text citation in the body of the paper: (Aiken, et al. 331)

Book with an editor but no author:

Vinson, James, editor. *Contemporary Dramatists*. St. James, 1973.

-- in-text citation in the body of the paper: (Vinson 402)

Book with more than three editors:

Edens, Walter, et al., editors. *Teaching Shakespeare*. Princeton UP, 1977.

-- in-text citation in the body of the paper: (Edens, et al. 95)

Book with no author:

Careers in Focus: Engineering. 2nd ed., Ferguson, 2006.

--- in-text citation in the body of the paper:
(*Careers in Focus: Engineering* 26).

Book with a corporate (group) author:

Carnegie Commission on Higher Education. *Opportunities for Women in Higher Education: Their Current Participation, Prospects for the Future, and Recommendations for Action*. McGraw Hill, 1973.

--- in-text citation in the body of the paper: (Carnegie Commission 109)

Book with Corporate Author who is ALSO the Publisher:

Salary Facts Handbook. JIST, 2008.

---in-text citation in the body of the paper: (*Salary Facts Handbook* 26).

Article in a commonly known reference book: (general dictionaries and encyclopedias; if no author is given, begin with the entry title)

Bowman, Kenneth A. "Aluminum." *World Book Encyclopedia*, World Book, 2008.

--- in-text citation in the body of the paper: (Bowman 391)

Article in a reference book: using one volume of a multi-volume set

Use this format for reference sets such as *History in Dispute*, *Masterplots*, *Dictionary of Literary Biography*, and *Critical Survey of Poetry*)

Jones, James E. "The Jungle." *Masterplots II*, edited by Frank N. Magill, vol. 5. Salem, 1990, pp. 234-236.

--- in-text citation in the body of the paper: (Jones 235)

Single work from an Anthology: (an essay, short story, or poem or other work in a collection)

Lewis, C.S. "On Three Ways of Writing for Children." *Of Other Worlds: Essays and Stories*, edited by Walter Hooper, Harcourt, 1966, pp. 23-27.

--- in-text citation in the body of the paper: (Lewis 25)

Reprinted work in an anthology or collection: (Report where the article first appeared; then add the relevant information for the volume in which the article is reprinted. The original publication information will be printed at the beginning or the end of the article or essay.)

Welty, Eudora. "The Eye of the Story." *Yale Review*, vol. 55, 1966, pp. 265-74. *Katherine Anne Porter: A Collection of Critical Essays*, edited by Robert Penn Warren, Prentice, 1979, pp. 72-80.

--- in-text citation in the body of the paper: (Welty 77-78)

Reprinted article or essay from a reference book: (Report where the article first appeared; then add the relevant information for the volume in which the article is reprinted. The original publication information will be printed at the beginning or the end of the article or essay. Use this format for such reference books as *Annals of America*, *Opposing Viewpoints in American History*, *Nineteenth-Century Literary Criticism*, *Poetry Criticism*, and any volume in Gale's Literary Criticism series.)

Roberts, Sheila. "A Confined World: A Rereading of Pauline Smith."

World Literature Written in English, 1984, pp. 232-38. *Twentieth-Century Literary Criticism*, edited by Dennis Poupard, vol. 25, Gale, 1988, pp. 399-402.

--- **in-text citation in the body of the paper:** (Roberts 400)

Using more than one volume of a multivolume work: (Cite total number of volumes in the set; give specific references to volume and page numbers in your parenthetical citation.)

Sadie, Stanley, editor. *The New Grove Dictionary of Music*. Macmillan, 1980. 20 vols.

--- **in-text citation in the body of the paper:** (Sadie 3: 212-213)

--- **in-text citation in the body of the paper:** (Sadie 5: 115-119)

An introduction, preface, foreword, or afterword:

Callan, Edward. Introduction. *Cry, the Beloved Country*, by Alan Paton. Macmillan, 2013, pp. xv-xxvii.

--- **in-text citation in the body of the paper:** (Callan xvi)

The Bible:

The Bible. King James Version. National Bible, 1944.

--- **in-text citation in the body of the paper:** (*The Bible*, Mat. 6.7-9)
Refers to chapter and verses

Poetry:

Lowell, Robert. "For the Union Dead." *Elements of Literature*, edited by

Robert Anderson, et al., Harcourt, 2005, pp. 1104-1106.

--- **in-text citation in the body of the paper:** (Lowell lines 5-8) Only include 'lines' on the first in-text citation. It is assumed after that.

Drama:

Shakespeare, William. *Hamlet*. Edited by Barbara Mowat and Paul

Werstine, Washington Square-Pocket, 1992.

--- **in-text citation in the body of the paper:** (Shakespeare 2.2.633-34)
Refers to act, scene, and line numbers

OTHER CITATION EXAMPLES

Article in a magazine: (If no author is given, begin with title of the article.)

Mathews, Tom. "What Can Be Done?" *Newsweek*, 21 Mar. 1988, pp. 57-58.

--- in-text citation in the body of the paper: (Mathews 57)

Newspaper article: (If no author is given, begin with title of the article.)

Lee, Jessica. "Bush Plans to Build on Budget." *USA Today*, 10 Jan. 1989, p. 4A.

--- in-text citation in the body of the paper: (Lee 4A)

Television or radio program:

"An Interview with Sadat." *60 Minutes*. CBS. KWTV, 11 Nov. 1993.

--- in-text citation in the body of the paper: ("An Interview")

Episodic program:

"Frederick Douglass." *Civil War Journal*, narrated by Danny Glover, directed by Craig Haffner, Arts and Entertainment Network, 6 Apr. 1993.

--- in-text citation in the body of the paper: ("Frederick Douglass")

Films:

Rebel without a Cause. Dir. Nicholas Ray. With James Dean, Natalie Wood, Sal Mineo, and Dennis Hopper. Warner, 1955. DVD.

--- in-text citation in the body of the paper: ("Rebel without a Cause")

Videotapes / DVDs

Going Back: A Return to Vietnam. Directed by Forrest Gump, Virginia Productions, 2002. 55 min.

--- in-text citation in the body of the paper: (*Going Back*)

Personal Interview:

Brooks, Sarah. Personal interview. 15 Oct. 2015.

--- in-text citation in the body of the paper: (Brooks)

Video streaming service:

"94 Meetings." *Parks and Recreation*, season 2, episode 21, NBC, 29 Apr. 2010. *Netflix*, www.netflix.com/watch/70152031.

--- in-text citation in the body of the paper: ("94 Meetings")

Song:

Morris, Rae. "Skin." *Cold*, Atlantic Records, 2014. *Spotify*, open.spotify.com/track/OOPES3Tw5r86O6fudK8gxi.

--- in-text citation in the body of the paper: (Morris)

Image:

Adams, Clifton R. "People Relax Beside a Swimming Pool at a Country Estate Near Phoenix, Arizona, 1928." *Found*, National Geographic Creative, 2 June 2016, natgeofound.tumblr.com/.

--- in-text citation in the body of the paper: (Adams)

Podcast:

"Best of Not My Job Musicians." *Wait Wait...Don't Tell Me!* from NPR, 4 June 2016, www.npr.org/podcasts/344098539/wait-wait-don-t-tell-me.

Citing Database Sources

When citing a source from an online database, you must give the citation information for **both the original source** and the **database** in which you find the article. For example, if you find an article from *Time* magazine on *EBSCOhost*, you will provide the citation information for *Time* in addition to the information for *EBSCOhost*.

Basic format for articles from an online service:

Author. "Title of Article". (container 1) **Title of original source,**
Publisher, Publication date. (container 2) **Database Title,**
Publisher, URL or doi:. Accessed date.

General format for a parenthetical citation from an online service:

--- **in-text citation in the body of the paper: (Author)**

Often, an online database will provide citation information for you. In this case verify that the citation matches the examples in this book.

American History:

"Reconstruction." *American History*, ABC-CLIO, 2016, americanhistory.

abc-clio.com/Search/Display/252787. Accessed 13 Oct. 2016.

--- **in-text citation in the body of the paper: ("Reconstruction")**

Biography In Context:

"Emancipation Proclamation." *Gale Encyclopedia of U.S. Economic*

History. Edited by Thomas Riggs. 2nd ed., vol. 1, Gale, 2015, pp.

376-379. *Biography in Context*, Gale, link.galegroup.com/apps/doc/

CX3611000273/BIC1?u=edmo59604&xid=fd11f83a. Accessed

7 Dec. 2016.

--- **in-text citation in the body of the paper: ("Emancipation Proclamation")**

Daily Life Through History:

"The History of Chocolate." *Daily Life through History*, ABC-CLIO, 2016, dailylife.abc-clio.com/Search/Display/2043881. Accessed 14 Oct. 2016.

--- in-text citation in the body of the paper: ("The History of Chocolate")

EBSCOHost::

Davies, Paul. "Interplanetary Infestations." *Sky & Telescope*, vol. 98, no. 3, 1999, p. 33. *MasterFILE Premier*, EBSCOhost, doi:2081571. Accessed 13 Oct. 2016.

--- in-text citation in the body of the paper: (Davies)

Oklahoma Career Guide

"Sports Psychologist." *OKCareerGuide*, Kuder, 2016. okcareerguide.kuder.com/explore-occupations/occupation-description/193031_00/N, Accessed 22 Aug. 2016.

-- in-text citation in the body of the paper: ("Sports Psychologist").

Opposing Viewpoints:

Mooney, Chris. "Surprising Nostradamus." *The American Prospect*, vol. 12, no. 3, 2001, p. 9. *Opposing Viewpoints Context*, link. galegroup.com/apps/doc/A70634582/OVIC?u=edmo59604&xid=e9186727. Accessed 19 Jan. 2017.

--- in-text citation in the body of the paper: (Mooney)

Pop Culture Universe:

Robinson, Michael G. "Star Wars Franchise (Films, 1977–)." *Pop Culture Universe: Icons, Idols, Ideas*, ABC-CLIO, 2016, doi:1516210.

Accessed 14 Oct. 2016.

--- in-text citation in the body of the paper: (Robinson)

Student Resources in Context:

"Skin Cancer." *The Columbia Electronic Encyclopedia*, Columbia UP, 2016. *Student Resources in Context*, Gale, doi: A68483356.

Accessed 14 Oct. 2016.

--- in-text citation in the body of the paper: ("Skin Cancer")

World Book Online:

Oberg, James. "Lucid, Shannon Wells." *World Book Student*, World Book, 2016. worldbookonline.com/student/article?id=ar333330. Accessed

14 Oct. 2016.

--- in-text citation in the body of the paper: (Oberg)

World History: The Modern Era:

"Auschwitz." *World History: The Modern Era*, ABC-CLIO, 2016,

doi:311729. Accessed 14 Oct. 2016.

--- in-text citation in the body of the paper: ("Auschwitz")

Citing eBooks

Basic format for eBook resources:

Author's last name, first name. *Title*. Publisher,
Publication date. *eBook Provider*, doi: . Access date.

--- in-text citation in the body of the paper: (Last name X)

Infobase eBook:

Goldstein, Natalie. *Biodiversity*. Facts On File, 2011. *Infobase eBooks*,
doi:ISBN=9781438136127. Accessed 16 Nov. 2016.

--- in-text citation in the body of the paper: (Goldstein 255)

Gale Virtual Reference Library eBook:

"An Elementary School Classroom in a Slum." *Poetry for Students*, edited
by Anne Marie Hacht, vol. 23, Gale, 2006, pp. 87-109. *Gale Virtual
Reference Library*, doi:CX3422700017. Accessed 6 Dec. 2014.

--- in-text citation in the body of the paper: ("An Elementary School" 92)

Salem History and Salem Literature:

Moats, Sandy. "Monroe Doctrine: Document Analysis." *Milestone
Documents in American History*, edited by Paul Finkelman,
Salem, 2008. *Salem Online*. online.salempress.com. Accessed 24
Oct. 2016.

--- in-text citation in the body of the paper: (Moats)

Citing Websites and Internet Resources

When citing a website or internet source, provide as much information as possible. Often, the producers of the website do not give all of the information needed to accurately cite the source. If you have problems finding all of the needed information, there is a good chance your source is not authoritative.

Basic format for internet resources:

**Author's name. "Title of document." *Title of Website*, Publisher,
Date of electronic publication or latest update, doi: (or URL
without http). Date of access.**

--- in-text citation in the body of the paper: (Author)

Website with publisher information available:

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov.
2003, www.cla.purdue.edu/english/theory/. Accessed 10 May 2006.

--- in-text citation in the body of the paper: (Felluga)

Website without author or publisher information:

"Athlete's Foot - Topic Overview." *WebMD*, 25 Sept. 2014,
[www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-
topic-overview](http://www.webmd.com/skin-problems-and-treatments/tc/athletes-foot-topic-overview). Accessed 15 Sept. 2016.

--- in-text citation in the body of the paper: ("Athlete's Foot – Topic Overview")

Basic Email Format:

Author's name. "Subject." Received by and Recipient's Name, Date the message was sent. Accessed date.

Neyhart, David. "Re: Online Tutoring." Received by Joe Barbato, 1 Dec. 2015. Accessed 15 Aug. 2016.

--- in-text citation in the body of the paper: (Neyhart)

Basic Web Image Format: (Including a Painting, Sculpture, or Photograph)

Artist's name (username if posted as such). "Title of image." *Title of Website*, Publisher, Date of electronic publication or latest update, URL without http. Accessed date.

Adams, Clifton R. "People relax beside a swimming pool at a country estate near Phoenix, Arizona, 1928." *Found*, National Geographic Creative, 2 June 2016, natgeofound.tumblr.com/. Accessed 25 Oct. 2016.

--- in-text citation in the body of the paper: (Adams)

Important Note: Because technology evolves too quickly for print sources to keep up with changing formats, we recommend that you search the web for updates and additional information. Make sure the website uses the MLA 8th edition, but note that your teacher may want things differently than these sites suggest. Try one of the following helpful sites:

Modern Language Association:
http://www.mla.org/main_stl.htm

Purdue University Online Writing Lab:
http://owl.english.purdue.edu/handouts/research/r_mla.html

When and What to Cite

BE SURE TO CITE

- every direct quotation (Enclose in quotation marks any direct quote, even if it is only a *part* of a sentence.)
- every paraphrase (Putting it in your words does not make it yours, but quotation marks are not required.)
- every reference you make, even when you do not quote or paraphrase (e.g., Skinner thought even extremely abused children could thrive.)
- every idea unique to a single source

BE SURE TO QUOTE

(To quote is to cite the exact wording and enclose in quotations marks)

- when the exact words of a writer seem to be absolutely essential
- when a significant thought has been particularly well expressed

BE SURE TO PARAPHRASE

(To paraphrase is to restate something in your own words)

- lengthy discussions. Be careful in doing this. The idea is to reduce the discussion to its main ideas, but you have to be careful not to change the meaning of the original by deleting facts from the original.
- large bodies of factual data

DO NOT QUOTE OR PARAPHRASE OR CITE

- general knowledge (There is no need to cite information found in three or more sources, although it may have been new to you, e.g., Lincoln's birth date.)

Remember your audience. What is common knowledge to one group of people may not be common knowledge to another group. You must decide what is "new" to your audience. If in doubt, cite the source.

USING QUOTED MATERIAL

A quotation can be anything from a single word to an entire paragraph. As a writer, you must choose quotations carefully; keep them as brief as possible. An entire paragraph made up of someone else's words, even if cited does not qualify as a paragraph in your essay, which could make your essay fall short of the length requirement. Use quotations only when they are interesting, revealing, or necessary in the development of your thesis statement or paragraph topics of your paper. Ask yourself this question: Does the author from whom you are quoting put an idea or information in such a unique way that you could not paraphrase it and do it justice. A paper that is quoted heavily usually means the writer has done little independent thinking. Note the guidelines for quoted material that follow:

- **Short quotation** – If a quotation runs for four or fewer typed lines work it into the text of your paper. Put the quoted material within quotation marks. (Remember, quoting even one specially chosen word belonging to another writer without using quotation marks and citing constitutes plagiarism!)
- **Long quotation** – Quotation more than four (4) typed lines (three or more lines long for poetry) should be set off from the paragraph of the paper. Indent each line of the long direct quote one inch from the left margin and double-space, but do not use quotation marks. Close punctuation at the end of the quotation; add one (1) space; then cite the source in parenthesis only. Double-space between your text and the quoted material. In quoting two or more paragraphs, indent the first line of each paragraph an additional quarter inch.
- **Partial quotation** – If you want to omit part of the original quote (whether a single word or several sentences), use an ellipsis to signify the omission. An ellipsis (...) is three periods with a space before and after each one. If an ellipsis is at the end of the sentence, add a fourth period with no space before the first period or after the last period.

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