

# DLS RESEARCH AND DOCUMENTATION GUIDELINES FOR QUOTATIONS, PARAPHRASES, CITATIONS, AND WORKS-CITED LISTS 2007-2008

(Information is based on the Modern Language Association's MLA Handbook for Writers of Research Papers, 2003 ed., and the MLA web site at <<http://www.mla.org>>. See the end of the guidelines for information on documentation styles other than MLA.)

Any information used from a source other than you, the writer of your paper, needs to be quoted or paraphrased, cited, and listed in the Works Cited in order to avoid plagiarism.

- **For a shortcut to citations and the works-cited list, see the examples below on p. 1.**
- **For a full treatment of each of these steps, see p. 2-14.**
- **For specific information on dealing with online sources, see pages 10-14.**
- **For information on accessing the subscription databases the DLS Library provides, see p. 15.**

## SHORTCUT TO CITATIONS AND THE WORKS-CITED LIST

### Example of a citation (explained on pages 6+):

As one well-respected teacher writes, "Students need to learn to use citations well"

(Meyer 12).

### Examples of works-cited entries (explained on pages 8+):

- |   |  |
|---|--|
| <b>Book</b>   | Ferguson, Robert. <u>Henrik Ibsen: A New Biography</u> . London: Richard Cohen, 1996.  |
| <b>Magazine article (print form)</b>  | Silverman, Gillian. "It's a Bird, It's a Plane, It's Plagiarism Buster!" <u>Newsweek</u> 15 July 2002: 12.   |
| <b>Magazine article originally in print form—found by using an online subscription database from a service such as Thomson Gale</b> | Petress, Kenneth C. "Academic Dishonesty: A Plague on Our Profession." <u>Education</u> Spring 2003: 624+. <u>Expanded Academic ASAP</u> . Thomson Gale. DLS Lib. 11 Aug. 2003 < <a href="http://web2.infotrac.galegroup.com">http://web2.infotrac.galegroup.com</a> >.                  |
| <b>Online article from a professional site</b>  | "Therapeutic Lifestyle Changes (TLC) Diet for High Cholesterol." <u>A-Z Health Guide from WebMD</u> . 12 Jan. 2006. Healthwise. 12 Sept. 2006 < <a href="http://www.webmd.com/hw/health_guide_atoz/zp3031.asp?navbar">http://www.webmd.com/hw/health_guide_atoz/zp3031.asp?navbar</a> >. |

## QUOTATIONS

### Short Quotations (1-4 lines)

Quoted material that is four typed lines or shorter in the finished paper is written within the regular paragraph structure of the paper except that it is surrounded by quotation marks and followed by a citation. (See the “Citations” information below.) Here are eight examples of the possible ways to incorporate a short quotation:

- (1) One way to avoid plagiarism is to know how to give credit to the original author by using citations. As Kay Meyer, English teacher at Dallas Lutheran School, writes, “Students need to learn to use citations well” (12).
- (2) According to Meyer, “Students need to learn to use citations well” (12).
- (3) “Students,” Meyer writes, “need to learn to use citations well” (12).
- (4) Meyer writes that students “need to learn to use citations well” (12).
- (5) Meyer encourages students “to learn to use citations well” (12).
- (6) Meyer insists that students “learn to use citations well” (12) so that they will not be guilty of plagiarizing.
- (7) Meyer acknowledges the importance of the study of citations in research writing: “Students need to learn to use citations well” (12).
- (8) As one authority states, “Students need to learn to use citations well” (“Ways to Avoid Plagiarism” 12).

### **Notes:**

- (1) The first time an author is quoted should include his/her complete name and some identifying information that indicates his/her credentials (example 1 above). Additional uses of the same author may be shortened to just the last name (examples 2-7 above).
- (2) Use a comma with a verb such as *writes* or *said* when it introduces or interrupts a quotation (examples 1 and 3 above).
- (3) No comma is needed when the quotation is used as essential part of a sentence or when it is introduced by the word *that* (examples 4–6 above).
- (4) Usually quotations and accompanying citations are given at the end of the sentence, but always keep the citation directly after the quotation even if this means putting it in the middle of the sentence (example 6 above). Note: Avoid “middle” citations if possible.
- (5) A colon is used before the quotation if it is formally introduced (as with a complete independent clause in example 7 above).
- (6) If the material being quoted is from a source that does not include its author, then introduce the quotation with a generic term (example 8 above) or the source’s title.

- (7) **BEWARE:** Do **NOT** use the word *quote* when introducing or explaining a quotation. (Mr. Lund especially despises this!)

**Incorrect example:** In this quote Meyer writes . . .

**Good alternatives:** In this passage Meyer writes . . .

With these words Meyer says that . . .

In this famous speech, Meyer explained . . .

### **Long Quotations (5 or more lines)**

Quoted material that is five lines or more (even only one word on the fifth line) in the finished paper is written in a block that is indented from the left margin. A long quotation is NOT set off by quotation marks. It is usually preceded by a colon; however, the wording of its introduction may require a comma or possibly no punctuation at all. The citation of a long quotation's source is given AFTER the final punctuation. If the long quotation to be included is more than one paragraph long, then the beginning of the second paragraph needs to be indented an additional quarter inch.

The MLA recommends that long quotations be double-spaced and be indented one inch from the left margin. However, some instructors such as Mr. Lund prefer long quotations be single-spaced and indented one-half inch from the left margin.

- (1) Example of a long quotation (double-spaced and indented one inch):

According to Sarah Smith, Professor of Composition at Concordia University,

Seward, NE, students of all ages need to avoid plagiarism in their writing:

Whether intentional or not, the use of another writer's words as one's own is plagiarism. Plagiarism, both illegal and unethical, is a sign of poor research skills. This is true of all writers, no matter their age. What may begin as simple laziness on the part of a student can result in cheating and deception. University students who do not cite their sources do not pass their composition courses and may even be expelled. Obviously, students in high school need to develop the practice of citing their sources to avoid plagiarizing. (20)

Therefore, high school writers cannot use the excuse of "I forgot" when it comes to giving credit to outside sources in their writing.

- (2) Example of a long quotation (single-spaced and indented one-half inch):

According to Sarah Smith, Professor of Composition at Concordia University,

Seward, NE, students of all ages need to avoid plagiarism in their writing:

Whether intentional or not, the use of another writer's words as one's own is plagiarism. Plagiarism, both illegal and unethical, is a sign of poor research skills. This is true of all writers, no matter their age. What may begin as simple laziness on the part of a student can result in cheating and deception. University students who do not cite their sources do not pass their composition courses and may even be expelled. Obviously, students in high school need to develop the practice of citing their sources to avoid plagiarizing. (20)

Therefore, high school writers cannot use the excuse of "I forgot" when it comes to giving credit to outside sources in their writing.

### **Literary Quotations**

Follow these guidelines when quoting material from literary sources such as novels, poetry, and plays. (See also the notes at the end of the Citations section below.)

**Novels and short stories:** Quotations from novels and short stories follow the general guidelines given above.

**Poetry:** Short quotations from poetry follow the general guidelines given above with the addition of a slash with a space on each side ( / ) to show the original lining of the poem.

Example of a short poetry quotation:

In "The Ad-dressing of Cats," T. S. Eliot advises his readers that humans need to be prepared to feed the feline "Before a Cat will condescend / To treat you as a trusted friend" (51-52).

Long quotations from poetry are treated similarly to the long quotations discussed previously; however, they are presented as closely as possible to their original structure.

Example of a long poetry quotation:

T. S. Eliot's "The Ad-dressing of Cats" humorously instructs the reader about the proper etiquette in dealing with a cat:

Before a Cat will condescend  
To treat you as a trusted friend,  
Some little token of esteem

Is needed, like a dish of cream;  
 And you might now and then supply  
 Some caviare, or Strassburg Pie,  
 Some potted grouse, or salmon paste—  
 He's sure to have his personal taste. (51-58)

**Poetry notes:**

- (1) If your instructor prefers, single space long poetry quotations and indent them only one-half inch.  
 (2) MLA guidelines for quoting poetry say that a short quote is three or fewer lines and a long quote is four or more. However, the DLS guidelines, in attempt to provide consistency for student writers, treat poetry quotation length the same as other quotation length (i.e. a short quote means four or fewer lines, and a long quote means five or more lines).

**Plays:** Dialogue between two or more characters from a play is set off from the regular text of the paper. Each character's name, given in capital letters and followed by a period, is indented one inch from the left margin. If a character's speech is longer than one line, any additional lines are indented another quarter inch.

Example of play dialogue:

Although Romeo and Juliet have just shared a romantic wedding night, their final words before parting the following morning foreshadow their dismal fate in Shakespeare's hands:

JULIET. Methinks I see thee, now thou art below,  
 As one dead in the bottom of a tomb.  
 Either my eyesight fails, or thou look'st pale.  
 ROMEO. And trust me, love, in my eyes so do you.  
 Dry sorrow drinks our blood. Adieu, adieu! (3.5.55-59)

**Play note:** If your instructor prefers, single space quotations from play and indent them only one-half inch.

## PARAPHRASES

Writers may sometimes choose to paraphrase (put into their own words) information from a source instead of quoting it in order to add variety to the paper. Even so, since the information comes from a source other than the writer of the paper, such a paraphrase needs to be followed by a citation. (See the "Citations" section below.) Also, a paraphrase may be used with brief quotations of few words.

(1) Example of a paraphrase:

In “The Ad-dressing of Cats,” T. S. Eliot claims that cats will befriend humans only if the humans first bribe them with food (51-54).

(2) Example of a paraphrase with brief quotes:

According to T. S. Eliot, cats require humans to bribe them with a “token of esteem” such as a “dish of cream” before the felines will “condescend” to be friendly (51-54).

## CITATIONS

### **Normal citation:**

A citation is the information about a source that is given in parentheses following a quotation or paraphrase. The usual information given in a citation is the author’s last name and the page number of the source of the preceding quotation or paraphrase. This brief information about the source will enable the reader to find its complete information in the list of Works Cited at the end of the paper. (Notice the lack of punctuation within this type of citation.)

Example:

As one well-respected teacher writes, “Students need to learn to use citations well”

(Meyer 12).

### **Citation with page number only:**

The information in the citation depends on the way the writer introduces the quotation or paraphrase in his/her paper. If the author’s name is given near the quote/paraphrase and only one source by that author is used in the paper, then only the page number is given in the parentheses.

Example:

As Meyer writes, “Students need to learn to use citations well” (12).

### **Citation with author, title, and page number:**

If two or more sources by the same author are used in the paper, then the title also needs to be given in the citation. This may be a shortened form of the title, but it must include the first few words of the title as it appears in the list of Works Cited. (Notice the punctuation used within this type of citation.)

Example:

As one well-respected teacher writes, “Students need to learn to use citations well”

(Meyer, My Book 12).

### **Citation of multiple sources:**

If two or more sources by different authors agree on the same information and the writer wants to include both/all of them for added support, then they are given in the citation and are separated by semicolons.

Example:

DLS English teachers agree that plagiarism is wrong (Allmon 51; Lund 16; Meyer 12; Rankin 36).

**Citation of source with unknown author:**

If a source does not have an identified author, then give the title (or a shortened form of it) in the citation. If the title is given in the paper's text, then use only the page number in the citation.

Example:

According to a recent Time article, "In a recent survey, high school teachers said that plagiarism is on the rise" ("Plagiarism Impacts Us All" 56).

**Citation without as specific page number (such as online source):**

If a source does not include specific page numbers, then use the range of numbers that is given or just use the necessary author or title information.

Example 1:

Researchers at Dallas Lutheran School found that "students in ninth grade write quality research papers" (Smith 25+).

Example 2:

According to the Modern Language Association website, "For any type of source, you must include information in your text that directs readers to the correct entry in the works-cited list" ("MLA Style").

**Note:** Since online sources may change their page numbers depending on printing, the MLA guideline says not to include page numbers. However, for DLS purposes, give the page number of your printed version as you will also likely be handing in the printed versions of your sources with your paper.

**Citation from an indirect source:**

If you use information from an indirect source (as when the author of an article quotes someone else's words), then you can explain that in the citation. The works-cited entry for the following example should begin with Smith.

Example:

Dr. Alfred K. Jones, chief of oncology at Boston's Metropolitan Hospital, says that cancer's main cause "may well be an unhealthy life style" (qtd. in Smith 42).

**Notes:**

- (1) Long quotations end with the citation after the final punctuation.
- (2) Citations for literary and religious works that are available in several editions may need different information than just the page number as page numbers will vary from edition to edition. For poems use the line numbers; for plays use the divisions such as act and scene before the line number.

## WORKS CITED

The list of works cited is an alphabetical list of all sources from which there are quotations and/or paraphrases in the paper. The list of works cited follows the body of the paper and is the last page. Sources are listed in alphabetical order by the authors' last names; however, if no author is given by the source, then use the first important word of the title. The first line of each source is at the left margin, but the second and following lines are indented one-half inch. The list of works cited is double-spaced. Center the following words above the list: Works Cited. According to the MLA, a paper's list of works cited is not the same as a paper's bibliography. A bibliography is a list of all works consulted during the research process, but the list of works cited includes only those from which material (quotations and/or paraphrases) is actually included in the final paper. Note: One recent change in "MLA style" is the use of only one space between parts of each works-cited entry.

Use the following example as well as the more comprehensive "Work-Cited Entries" section of this handout (p. 9+). (Yes, many of these entries are fictional in content.)

### Works Cited

"Aardvark." Microsoft Encarta '98 Encyclopedia. CD-ROM. Redmond: Microsoft, 1997.

Lund, Steven, and Kay Meyer. Life as an English Teacher. New York: Macmillan, 1993.

Meyer, Kay. My Book. Dallas: Harcourt, 1991.

- - - . "Ways to Avoid Plagiarism." English Teacher Monthly 18 Sept. 1993: 12-13.

"(Nelle) Harper Lee." DISCovering Authors. Discovering Collection. Thomson Gale. DLS Lib.

12 Sept. 2006 <<http://galenet.galegroup.com>>.

"Plagiarism." World Book Encyclopedia. 1990 ed.

Rice, Wayne, ed. God's Word for Students. Grand Rapids: Word, 1996.

**Note:** The triple hyphen means that the source has the same author as the source above it.

## WORKS-CITED ENTRIES

Use the following forms for entries in a list of works cited. Follow the punctuation, spacing, and other specific notation. **NOTE: The following examples are single-spaced due to space constraints. All works cited entries in a double-spaced essay/paper should also be double-spaced.**

### BOOKS

**Note:** The following items are generally included the works-cited entry for a book:

**Author's Last Name, Author's First Name. Title of the Book. City of Publication:**

**Publisher, year published.**

- One author**                      Miller, Jonathan. The Body in Question. New York: Random, 1978.  
**Note:** Include the state in the publication information if the city is not well-known.
- Two authors**                      McQuade, Walter, and Ann Aikman. The Longevity Factor. New York: Simon, 1979.
- Three authors**                      Hawes, Gene R., Mark Hawes, and Christine Fleming. Careers Today. New York: New American Library, 1970.
- More than three authors**                      Morris, Desmond, et al. Gestures. New York: Stein, 1979.
- Editor**                                      Johnson, Stanley, ed. The Population Problem. New York: Wiley, 1973.
- Second or subsequent edition**                      Shaw, Henry. The Harper Handbook of College Composition. 5<sup>th</sup> ed. New York: Harper, 1981.
- More than one volume**                      Leach, Maria, ed. Dictionary of Folklore. 2 vols. New York: Funk, 1950.
- Essay or article in collection**                      Agee, James. "Comedy's Greatest Era." The Open Forum: Essays for Our Time. Ed. Alfred Kazin. 3<sup>rd</sup> ed. New York: Harcourt, 1970. 339-357.  
**Note:** Agee is the author of the essay while Kazin is the editor of the book that includes the essay. The final part of the entry is the page number(s) of the entire essay/article. You should also use this format if using only a chapter of a book rather than the entire book.
- Book in a series**                                      Palmer, Ezra. Everything You Need to Know About Discrimination. The Need to Know Library series. Ed. Evan Stark. New York: Rosen, 1990.
- Bulletin or gov. publication**                      United States. Department of Agriculture. The Face of Rural America: The Yearbook of Agriculture. Washington: GPO, 1996.
- Bible**    The Holy Bible. New International Version. Grand Rapids: Zondervan, 1984.

**Pamphlet**                      Making Your School Drug-Free. South Deerfield, MA: Channing L. Bete Co.,1998.

### PERIODICAL ARTICLES

**Note:** The following items are generally included the works-cited entry for a book:

**Author's Last Name, Author's First Name. "Title of the Article." Title of the**

**Magazine/Newspaper date of publication abbreviated month of publication**

**year of publication: page number.**

**Note:** Entries for periodical articles with more than one author use the same author format as books with more than one author (see p. 9).

**Magazine article (known author)**      Silverman, Gillian. "It's a Bird, It's a Plane, It's Plagiarism Buster!" Newsweek 15 July 2002: 12.

**Magazine article (unknown author)**      "China: Burnout of a Revolution." Time 26 Sept.1993: 30-40.

**Scholarly journal article (continuous paging throughout volume)**      Martin, Rita J. "Folk Songs as a Language Arts Experience." Language Arts Journal 58 (1981): 326-329.

**Scholarly journal article (new paging each issue)**      Jarchow, Elaine McNally. "In Search of Consistency in Composition Scoring." English Record 23.4 (1982): 18-19.

**Note:** If you cannot ascertain if the periodical is a magazine or a scholarly journal, ask your instructor for assistance.

**Newspaper article (known author)**      Lewis, Flora. "Foreign Affairs: A Report to Rumsfield." New York Times 8 Nov. 1983, late ed.: A29.

**Newspaper (unknown author)**      "Public Transit Needs Money." Hiawatha Daily Journal 19 Feb. 1990: D24-25.

### ONLINE SOURCES

**Determine the type of source:**

When citing an online source, first determine what kind of source it is (i.e. a magazine article that was subsequently put online by a subscription database versus an article that originated online). If citing a source that has been previously published before being put online, then give all of the available publishing information before the online portion. To determine what publishing information should be included, see the appropriate section (e.g. magazine article,

essay in a book, etc.) in the Works-Cited Entries portion of the “DLS Research and Documentation Guidelines” (the document you are currently reading).

**Note:** The following items are generally included the works-cited entry for an online source:

**Author’s last name, Author’s first name. “Title of Document.” Full information about any print publishing. Title of the Periodical, Professional Site, or Database. Date of electronic publishing or most recent update. Name of institution/organization sponsoring the site. Date you accessed the source <URL address>.**

Example 1:

<b>Online article retrieved by using <u>Encyclopædia Britannica Online School Edition</u></b>	Cromwell, Sharon. “What Can We Do to Curb Student Cheating?” <u>Education World</u> 24 Jan. 2000. EDmin.com. 11 Aug. 2003 < <a href="http://www.education-world.com/a_issue/issues068.shtml">http://www.education-world.com/a_issue/issues068.shtml</a> >.
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**Notes:**

- (1) The source in example 1 above originated online, so no previous publishing information is available or necessary.
- (2) Between the underlined title of the site (Education World in example 1) and the name of the organization affiliated with it (EDmin.com in example 1), give the date of the posting or latest update (whichever is more recent). Use as much of the date as you can possibly find even if only the year.
- (3) Online articles retrieved by using Encyclopædia Britannica Online School Edition’s “Britannica Internet Guide” option may not mention the service in their works-cited information. (See the example 1 above.)
- (4) When providing the URL (web address) of an online source, attempting to type it out may lead to mistakes. Instead, copy and paste the URL from the address line at the top of the screen to the location where it needs to be in your document and put in between angle brackets. Begin by left clicking on the URL in the address line at the top of the screen, which will highlight it. Left click on “Edit.” Left click on “Copy.” Return to the desired location for the URL in your paper. Left click on “Edit” (or go directly to the paste icon). Left click on “Paste.”
- (5) If your word processor omits the angle brackets and turns URLs into links in blue print, the easiest way to correct this is by right clicking on the URL to bring up the shortcut menu and then left clicking on “Remove Link” or “Remove Hyperlink” (depending on which version you’re using). If you want to turn off automatic hyperlinking for the entire document, you can go to “Tools” and choose “AutoCorrect.” Then left click on the tab “AutoFormat As You Type,” and remove the check mark next to “Internet and network paths with hyperlinks.”

Example 2:

<b>Online article from a professional site</b>	“Therapeutic Lifestyle Change (TLC) Diet for High Cholesterol.” <u>A-Z Heath Guide from WebMD.</u> 12 Jan. 2006. Healthwise. 12 Sept. 2006 < <a href="http://www.webmd.com/hw/health_guide_atoz/zp3031.asp?navbar">http://www.webmd.com/hw/health_guide_atoz/zp3031.asp?navbar</a> >.
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Example 3:

**Online article from a professional site** “Should I Use Underlining or Italics?” MLA Style (Frequently Asked Questions About). 15 May 2002. Modern Language Association of America. 12 Aug. 2003 <[http://www.mla.org/www\\_mla\\_org/](http://www.mla.org/www_mla_org/)>.

**Note:** According to the MLA, URLs should be separated only after a slash (/); however, the DLS guidelines, in an attempt to conserve space, allow separation at additional places if the URL is incredibly long.

Example 4

**Magazine article originally in print form—found by using an online subscription database from a service such as Thomson Gale, EBSCO, or NewsBank** Petress, Kenneth C. “Academic Dishonesty: A Plague on Our Profession.” Education Spring 2003: 624+. Expanded Academic ASAP. Thomson Gale. DLS Lib. 11 Aug. 2003 <<http://web2.infotrac.galegroup.com>>.

**Notes:**

- (1) In example 4 above, the article was published in a periodical before being put online. Only the first (p. 624) of the original four page numbers was given, so a “+” was used to indicate the following pages.
- (2) Use no punctuation between the date accessed (11 Aug. 2003 in example 4) and the angle brackets of the URL.
- (3) In the infinite and ever-changing wisdom of the MLA, simplified URL addresses are now considered acceptable in some cases. According to the MLA Handbook, “Sometimes the URL of a document is so long and complicated that reproducing it would invite transcription errors or would at least cause inconvenience. In such instances, it is preferable to give the URL of the site’s search page, if such a page exists” (28-29).
- (4) When citing the URL for a subscription database such as Thomson Gale, Encyclopædia Britannica, and SIRS Researcher, include the name of the library subscriber (with a city and state if useful). (In example 4, the city and state of the DLS library (Dallas, TX) are not included as this information is not needed by DLS instructors.) If subscription databases are used from libraries other than the DLS one, then give at least the name and city of it.

**Online encyclopedia article from Encyclopædia Britannica Online School Edition** “Plagiarism.” Encyclopædia Britannica. 2003. Encyclopædia Britannica Online School Edition. 12 Aug. 2003 <<http://search.eb.com/eb/article?eu=61807>>.

**EBSCO** Brown, Carolyn E. “Juliet’s Taming of Romeo.” Studies in English Literature Spring 1996: 333+. MAS Ultra – School Edition. EBSCO. DLS Lib. 12 Sept. 2006 <<http://search.epnet.com>>.

- NewsBank**                      Moffatt, Laurel. "Shakespeare's Romeo and Juliet 3.2.2-4." The Explicator Mar. 2004: 138-141. NewsBank. DLS Lib. 12 Sept. 2006 <<http://infoweb.newsbank.com>>.
- Magazine article originally in print form—found by using SIRS Researcher**                      Trankina, Michele L. "Linking Foods to Moods." World & I Mar. 1998: 151-157. SIRS Researcher. 2002. ProQuest Information and Learning. DLS Lib. 5 Aug. 2002 <<http://sks22.sirs.com> >.

### ENCYCLOPEDIA ARTICLES

- Print (book) (author known)**                      Glass, H. Bentley. "Human Genetics." McGraw-Hill Encyclopedia of Science and Technology. 1991 ed.
- Print (book) (unknown author)**                      "Pointillism." World Book Encyclopedia. 1996 ed.
- Encarta (CD-ROM)**                      "Aardvark." Microsoft Encarta '98 Encyclopedia. CD-ROM. Redmond, WA: Microsoft, 1997.
- Online encyclopedia article from Encyclopædia Britannica Online School Edition**                      "Plagiarism." Encyclopædia Britannica. 2003. Encyclopædia Britannica Online School Edition. 12 Aug. 2003 <<http://search.eb.com/eb/article?eu=61807>>.

### MISCELLANEOUS

- Interview**                      Packard, Charles. Personal Interview. 15 Jan. 1995.
- Television program**                      The Ascent of Man. Writ. and narr. Jacob Brownowski. PBS. WBGH, Boston. 26 Jan. 1997.
- Video/DVD**                      It's a Wonderful Life. Dir. Frank Capra. 1946. Videocassette. Republic, 1988.

### DOCUMENTATION STYLES OTHER THAN MLA

While MLA style is widely used in subject areas such as English, other documentation styles may be required by instructors in other areas. The most common alternative to MLA style is APA (American Psychological Association) style. The most obvious difference is the placement of the date of publication. Compare the following examples for the same source:

**MLA example of a work-cited entry for a book:**

Langan, Paul. Bullying in Schools: What You Need to Know. West Berlin, NJ:  
Townsend Press, 2003.

**APA example of a works-cited entry for a book:**

Langan, P. (2003). *Bullying in schools: What you need to know*. West Berlin, NJ:  
Townsend Press.

**APA example of a works-cited entry for a journal article:**

Meyer, K. E. (2003). The DLS guide to life: Your long best friend. *English Journal*, 16,  
48-53.

**Notes:**

- (1) Both entries begin with the author's name, but APA uses only the first initial of the first name (and middle name if available).
- (2) The date of publication is made much more prominent (directly after the author in parentheses) in APA.
- (3) Only the first word of titles is capitalized in APA, and titles of books and magazines/journals are italicized in APA.

**APA example of a citation:**

(Langdon, 2003, p. 5)

**(UPDATED SEPT. 2006)**

**INTERNET SUBSCRIPTION SOURCES PROVIDED BY**  
**THE DLS LIBRARY**  
**(FOR USE ON CAMPUS OR AT HOME)**

**Digital Knowledge Center**

(use to reach Encyclopædia Britannica, EBSCO, and NewsBank)

Campus and Home Access: <http://dkc.esc20.net>

(Note: Click on “The Big Six” icon.)

**Encyclopædia Britannica**

Campus and Home User Name: lhsd

Password: [See Office for Password](#)

**EBSCO**

Campus and Home User Name: S1870771

Password: [See Office for Password](#)

**NewsBank**

Campus User Name: lutheran

Password: lutheran

Home User Name: ra-lutheran

Password: [See Office for Password](#)

**SIRS Researcher**

Campus Access: <http://www.proquestk12.com>

User Name: TX2927

Password: 75243

Home Access: <http://www.proquestk12.com>

User Name: TX2927H

Password: [See Office for Password](#)

(Note: Click on SIRS Products.)

**Thomson Gale**

(formerly often referred as Gale Group and/or InfoTrac)

Campus and Home Access: <http://infotrac.galegroup.com/itweb/tlc101578864>

Library User Password: [See Office for Password](#)

(Note: Miss Meyer recommends clicking on the Expanded Academic ASAP collection.)