

Cedar Valley M.S. Documentation Guide

Book: One Author

Last name, first name. Title of book. Place of publication: Publisher, Date.

Example

Paulsen, Gary. Nightjohn. New York: Delacorte, 1993.

Book: Two or More Authors

Last name, first name, and first and last name.
Title of book. Place of publication:
Publisher, Date.

Example

Silverstein, Alvin, and Virginia B. Silverstein.
Apples: All About Them. Englewood Cliffs,
NJ: Prentice Hall, 1976.

Book: No Author

Title of book. Place of publication: Publisher,
Date.

Example

The New York Public Library Desk Reference.
New York: Webster's New World, 1989.

Book: Corporate Author

Name of organization. Title of book. Place of
publication: Publisher, Date.

Example

National Geographic Society. Mysteries of
Mankind: Earth's Unexplained Landmarks.
Washington, D.C.: National Geographic,
1992.

Book: Editor(s)

Last name, First name, ed. /comp./trans.
(abbr.)Title of book. Place of publication:
Publisher, Date.

Example

Giovanni, Nikki, ed. Grand Mothers. New York:
Henry Holt, 1994.

Lauter, Paul, et al., eds. Anthology of Irish
Literature. Lexington: Heath, 1994.

Book: Part of a Book

Last name, first name. "Title." author/ed of book.
Place of Publication: Publisher, date. pages.

Example (short story, poem)

London, Jack. "Love of Life." Short Stories of
Jack London. Ed. Erle Labor, Robert C
Leitz III, and Milo Shepard. New York:
Macmillan, 1990. 169-85.

Example (Reprinted article, essay)

Lewis, C. S. "A Panegyric for Dorothy L. Sayers."
On Stories and Other Essays on Literature.
Ed. Walter Hooper. New York: Harcourt,
1982. 91-95. Rpt. in Twentieth-Century
Literary Criticism. Ed. Dennis Poupard and
James E. Person, Jr. Vol. 15. Detroit: Gale
Research, 1985. 376-77.

Personal Interview

Last name, first name. Kind of interview. Date.

Example

Dennis, Malcolm. Telephone interview. 1 Aug.
1999.

Reference Book

With an Author

Last name, first name. "Title of Article." Title of
book. Volume and/or edition. Place of
publication: Publisher, Date.

Example

Schaller, George B. "Gorilla." World Book
Encyclopedia. Chicago: World Book Inc.,
1994.

Reference Book

Without an Author

"Title of article." Title of book. Volume and/or
edition. Place of publication: Publisher,
Date.

Example

"O'Dell, Scott 1898-1989." Something About the
Author. Vol. 60. Detroit: Gale Research
Inc., 1990.

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Magazine Article With an Author

Last name, first name. "Title of article." Title of magazine Date of publication: pages.

Example

Murphy, Austin. "End of an Epic." Sports Illustrated 4 Dec. 1995: 48-50.

Magazine Article Without an Author

"Title of article." Title of magazine Date of publication: pages.

Example

"Breakthroughs in Science, Technology and Medicine." Discover Dec. 1992: 18.

Newspaper Article

(If an editorial, include the word *editorial* after the author's name. If a letter to the editor, include the word *letter* after the author's name.)

Last name, first name. "Title of article." Title of newspaper Date of publication, edition: section and page numbers.

Example

Hess, David, and Robert A. Rankin. "Government Foes Back to Work Today." Austin American-Statesman 20 Nov. 1995: A1.

Letter or Memo

Last name, first name. Subject line. Description (letter or memo). Recipient's name. Date.

Example

Peterson, Marshall. Letter to Peggy Leslie. 9 Sept. 1992.

Film or Video Recording

Title. Director. Performers, producer, etc. Original release date. Distributor. Medium, ie videocassette, videodisc, slide, filmstrip. Publisher, date.

Example

Tsunami. Prod. by Kevin Bachar. Dist. by Warner Home Video. Videocassette. National Geographic Video, 1997.

INTERNET

Professional or Personal Internet Site

Last name, first name. Title of site. Organization name. Date of access <Address>.

Example

Steves, Rick. Europe Through the Back Door. 14 Nov. 2000 <<http://www.ricksteves.com>>.

Online Database

Last name, first name. "Title of article." Title of site. Date of publication. Publisher, Place of publication. Date of access <Address>.

Example

"Chickenpox." Healthy Lives. 1996-2000. GlaxoWellcome, 14 Nov. 2000 <<http://12.4.5.33/chickenpox.html>>

Online Image, Sound, Video Clip

Description/Title of image. Electronic medium. Date of download <Address>.

Example

Carnegie Hall Tour. Online Sound. 7 Oct. 1998 <<http://www.carnegiehall.org/visit/index.html>>.

Email, Listserv, and Newlist

Last name, first name. "Subject line from the posting." Date. Email to recipient's name. (Date of message). Address of the listserv or newlist (omit for email).

Example

Wise, Olga. "Re: Book Group Meeting." Email to Peggy Leslie. 9 Sept. 1996.

Computer Software, CD-ROM

Last name, first name. "Title of part of the work or article." Title of product or database. Electronic medium. Edition, release, or version. Place of publication: Publisher or distributor, date.

Examples

Hickman, Craig. Kid Pix. Diskette. San Rafael, CA: Broderbund Software, Inc., 1991.

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Library Resource Examples

CD-ROM

Discovering Authors

"Gary Soto." Discovering Authors. Version 3.0. CD-ROM. Detroit: Gale, 2000.

Discovering Nations

"Mexico." Discovering Nations. Version 1.0. CD-ROM. Detroit: Gale, 1998.

Discovering Science

"Air Pollution." Discovering Science. Version 1.6. CD-ROM. Detroit: Gale, 1997.

Encyclopedia Americana

"Hang Gliding." Encyclopedia Americana. Version 5.00. CD-ROM. Danbury, CT: Grolier, 1999.

Encyclopedia of World Biography

"Gabriel Garcia Marquez." Encyclopedia of World Biography. Version 1.0. CD-ROM. Detroit: Gales, 1999.

SIRS Researcher

Dietz, Roger. "On the Road Again." Acoustic Guitar Sept/Oct 1994: 42+. Researcher. CD-ROM. Sirs, Inc. Fall 1999.

UXL Biographies

"Lance Armstrong." UXL Biographies. Version 2.0. CD-ROM. Detroit: Gale, 1999.

UXL Junior Discovering Authors

"Louis Sachar." UXL Junior Discovering Authors. Version 2.0. CD-ROM. Detroit: Gale, 1998.

UXL Science

"Aquaculture." UXL Science. Version 1.0. CD-ROM. Detroit: Gale, 1998.

World Book

Garrison, David L. "Marine Biology." World Book. 2000 ed. CD-ROM. Chicago: World Book, 1999.

INTERNET RESOURCES

Encyclopedia Britannica

"Skateboarding." Encyclopedia Britannica. [Online] Full address and search path. (Date of access).

World Book Online

"Cairo." World Book. [Online] Full address and search path. (Date of access).