

Style Guide

AIS Library User Guide

Introduction

When writing a research paper or an article, always document your information sources. Use footnotes, endnotes, and bibliographies as appropriate. You should be intellectually honest and always credit the work of others. Your reader will appreciate being able to find the magazine articles, books and other sources you used.

Questions? Check in one of these books available in the library. Or, ask the librarians.

MLA Handbook for Writers of Research Papers
Call Number: RREF LB 2369.G53 1999

A Manual for Writers of Term Papers, Theses and Dissertations
Call Number: RREF LB 2369.T8 1987

The Bedford Guide for College Writers
Call Number: RREF PE 1408.K699 1995

Prentice Hall Handbook for Writers
Call Number: RREF PE 1408.R424 1994

Webster's New World Student Writing Handbook
Call Number: RREF PE 1408.S6577 1992

Quick Access Reference for Writers
Call Number: RREF PE 1408.T6964 1995

Write Right
Call Number: RREF PE 1408.W75 1996

Wired Style
Call Number: RREF PE 1410.W5 1996

Here are some of the Modern Language Association (MLA) style guidelines for bibliographies, footnotes and endnotes.

▪ **A Book by a Single Author**

Bibliographic Form:

Author (Last name, First name). Title. Place of publication (City name): Publisher, Year of publication.

Kurzweil, Ray. The Age of Spiritual Machines. New York: Penguin, 1999.

Footnote and Endnote Form:

Author (First name Last name), Title (Place of publication: Publisher, Year of publication) page number(s) cited.

¹ Ray Kurzweil, The Age of Spiritual Machines (New York: Penguin, 1999) 92.

▪ **An Article in a Reference Book**

Bibliographic Form:

Author (If given - Last name, First name). "Article title." Title of Reference Book. Edition number (year or number). Year of publication (if different from the edition number).

Ferrell, Keith. "World Wide Web." The World Book Encyclopedia. 2000 ed.

Footnote and Endnote Form:

Author (First name Last name), "Article Title." Reference Book Title, Edition number (year or number). Year of publication (if different from edition number).

² Keith Ferrell, "World Wide Web." The World Book Encyclopedia, 2000 ed.

▪ **An Article in a Magazine**

Bibliographic Form:

Author (Last name, First name). "Article Title." Magazine Title. Date of issue (day month year): Page numbers of article.

Casriel, Erika. "The New Coalition Against The Drug War." Rolling Stone 2 Aug. 2001: 33-34.

Footnote and Endnote Form:

Author (First name Last name), "Article Title," Magazine Title. Date of issue (day month year): Page number(s) cited.

³ Erika Casriel, "The New Coalition Against The Drug War," Rolling Stone 2 Aug. 2001: 33.

▪ An Article in a Newspaper

Bibliographic Form:

Author (Last name, First name). "Article Title." Newspaper Title
Date of article (day month year), edition: Page number(s)
(section page numbers).

Harmon, Amy. "Adobe Opposes Prosecution in Hacking Case."
New York Times 24 July 2001, natl. ed.: C7.

Footnote and Endnote Form:

Author (First name Last name), "Article Title," Newspaper Title
Date of article (day month year), edition: Page number(s)
cited (Section Page number).

⁴ Amy Harmon, "Adobe Opposes Prosecution in Hacking Case,"
New York Times 24 July 2001, natl. ed.: C7

▪ A Sound Recording

Bibliographic Form:

Artist (if given – Last name, First name). "Title of Track." Date of
recording (if given – day month year), Title of Recording,
Volume number of Series Name (if given). Manufacturer,
Year of issue.

"City Traffic." Exterior Atmospheres. Vol. 2 of BBC Sound
Effects Library. Films for the Humanities & Sciences, 1991.

Footnote or Endnote Form:

Artist name (First name Last name), "Title of Track," Date of
recording (if given – day month year), Title of recording,
Volume number of Series Name (if given), Manufacturer
name, Year of issue.

⁵ "City Traffic," Exterior Atmospheres, Vol. 2 of BBC Sound
Effects Library, Films for the Humanities & Sciences, 1991.

▪ A Film or Video Recording

Bibliographic Form:

Title of Film or Video. Director (First name Last name).
Performers (First name Last name). Original release date.
Medium (DVD, Videocassette, etc.). Distributor, Year of
release.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart,
Donna Reed, Lionel Barrymore, and Thomas Mitchell. 1946.
DVD. Republic, 1998.

Footnote or Endnote Form:

Title of Film or Video, Director (First name Last name),
Performers (First name Last name), Original release date,
Medium (DVD, Videocassette, etc.), Distributor, Year of
release.

⁶ It's a Wonderful Life, dir. Frank Capra, perf. James
Stewart, Donna Reed, Lionel Barrymore, and Thomas
Mitchell, 1946, DVD, Republic, 1998.

▪ A Website

Bibliographic Form:

Title of Site. Date of publication or latest update (day month
year). Name of sponsoring institution or organization. Date
accessed by reader (day month year). <URL address>.

CNN.com. 25 July 2001. Cable News Network. 25 July 2001
<<http://www.cnn.com>>.

Footnote or Endnote Form:

Title of site, Date of publication or latest update (day month
year), Name of sponsoring institution or organization, Date
accessed by reader (day month year). <URL address>.

⁷ CNN.com, 25 July 2001, Cable News Network, 25 July 2001
<<http://www.cnn.com>>.

▪ An Article in an Online Periodical

Bibliographic Form:

Author name (if given – Last name, First name). "Article Title."
Periodical Title date of article (day month year). Date
accessed by reader <URL address>.

Thomas, Inigo. "Password Society." Slate 20 July 2001. 25 July
2001 <<http://slate.msn.com/idea/01-07-29/idea.asp>>.

Footnote or Endnote Form:

Author (if given – First name Last name), "Article Title,"
Periodical Title (publication date (day month year), Date
accessed by reader <URL address>.

⁸ Inigo Thomas, "Password Society," Slate 20 July 2001, 25 July
2001 <<http://slate.msn.com/idea/01-07-20/idea.asp>>.

If you wish to document a source that does not fit the
categories listed above, please refer to the MLA
Handbook for Writers of Research Papers or one of
the other books listed at the beginning of this guide.