

XV. gimnazija, Zagreb

IB MYP program

Citation Style Guide

version 1.0

Guidelines for Making a Bibliography and Documenting Sources

January, 2011

Introduction

The purpose of this booklet is to provide a basic guidance to students on how to cite their sources correctly. It is important to note that only the most important elements of the citation guidelines are covered here. These guidelines are based on MLA¹ style, but adopted for use in the school. More information on this subject can be found on official web pages of MLA: www.mla.org

When to use this style guide?

Students of IB MYP program in XV. gimnazija are expected to use this citation style guide in their written work always when information from other sources is required. Students can also use the original MLA style, APA style, Chicago Style, Turabian Style or other academic official style, but are not allowed to “create their own styles”.

Why is it important to cite sources?

Whenever you quote or base your ideas on another person's work, you must document the source you used. Even when you do not quote directly, but if reading that source contributed to the ideas presented in your paper, you must give the authors proper credit. If you fail to give a proper credit to the source, you have committed plagiarism.

Besides giving credit to authors for their ideas, citations allow readers of your work to locate and further explore the sources you consulted. Citations provide evidence for your arguments and add credibility to your work by demonstrating that you have considered a variety of resources. In written academic work, citing sources is standard practice and shows that you are responding to this person, agreeing (or not) with that person, and adding something of your own. Think of documenting your sources as providing a trail for your reader to follow the research you performed and discover what led you to your original contribution.

What is plagiarism and how to avoid it?

Whether you intentionally try to present someone else's ideas as your own or, unintentionally forget to cite a source, you committed plagiarism which is a serious violation. Any idea or fact that you received from a source needs to be cited. Things that are considered to be common knowledge do not need to be cited. (E.g., The Earth rotates around the Sun)

How do you cite sources?

Citing sources is achieved by providing reference within your work, linking appropriate part of the text to relevant source consulted or quoted. In addition, a bibliography or list of works cited is usually placed at the end of your essay or report. In this list, sources should be formatted as a numbered list in which each source represents one list item. The sources should be listed alphabetically by the first word in the entry (words “A”, “An” and “The” are excluded from alphabetizing)

¹ Modern Language Association is the principal professional association in the United States for scholars of language and literature. Although founded in the United States, the MLA's membership, concerns, reputation, and influence are widely international.

Citation guide with sample citations

Book with 1 author:

Last name, First name of author. Title of Book. City published in: Publisher, Copyright date.

For example:

Tessendorf, K.C. Over the Edge: Flying with the Arctic Heroes. New York: Atheneum Books for Young Readers, 1998.

Book with 2 authors:

Last name, First name of author, and First name Last name of second author. Title of Book. City published in: Publisher, Date of copyright.

For example:

Weidenborner, Stephen, and Dominick Caruso. Writing Research Papers. New York: St. Martin's Press, 1986.

Book with 3 or more authors:

Last name, First name of first author listed, et al. Title of Book. City published in: Publisher, Date of copyright.

For example:

Kendal, Melissa, et al. The Amber Wars and the Development of Europe. New York: Shirlington, 1984.

Print encyclopedia:

Last name, First Name of author. "Title of article." Title of Encyclopedia. City published in: Publisher, Date of edition.

For example:

Brown, Paul. "Pollution." Encyclopedia Britannica: Macropedia. 1990 ed.

Electronic encyclopedia:

Last name, First name of author. "Title of Article." Title of Encyclopedia. CD-ROM.

For example:

Adams, Beverly. "Overpopulation." Grolier Multimedia Encyclopedia. CD-ROM.

Magazine:

Last name, First name of author. "Title of Article." Name of Magazine. Day Month Year of issue: Page numbers of article.

For example:

Hanes, Jon. "Understanding Thurber." Saturday Evening Post. 23 August 1986: 72.

Newspaper:

Last name, First name of author. "Title of Article." Name of Newspaper. Day Month Year, Section and Page number.

For example:

McKinney, Debra. "Miracles of Chocolate." Anchorage Daily News. 11 February 2000, D1.

Web Site:

Last name, First name of author. Title of Site. Date of last revision. Name of sponsoring organization. Day Month Year of access <URL>.

For example:

Afghanistan. 1 November 2005. Central Intelligence Agency. 3 January 2006
<<http://www.odci.gov/cia/publications/factbook/>>.

Interview:

Last name, First name of person interviewed. Kind of interview. Day Month Year of Interview.

For example:

Washington, Denzel. Personal interview. 18 October 2005. Ford, Harrison. Telephone interview. 17 October 2005.

Films and Movies:

List Films by their title and include the name of the director, the film studio or distributor and its release year. If other information, like the names of performers, is relevant to how the film is referred to in your paper, include that as well.

Recorded Movies: Include format names; "Videocassette" for VHS, "Digital Video Disc" for DVD. Also list original release year after director, performers, etc.

For Example:

Ed Wood. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. 1994. Digital Video Disc. Touchstone, 2004

Additional tips

If there is no author, start with the title. This will happen a lot with web sites.

Yes, you need to use all of the punctuation.

For books all of the information can be found in the book, on the title page and its verso (the other side).

All lines in the citation after the first line must be indented 5 spaces (a hanging indentation).

Once again, don't forget that the bibliography should be alphabetized by the first word in each citation.

Special thanks

Teachers of XV. gimnazija would like to extend their appreciation to Mrs. Terresa Benolkin from Anchorage School District, Anchorage, Alaska whose guidelines and web site [1] were used as the basis for this booklet.

Bibliography

1. Fleming, Heather. Gruening Library. 22 February 2010. Anchorage School District, Anchorage, Alaska. 28 January 2011 < http://www.asdk12.org/staff/benolkin_teresa/pages/gruening_library.html >.