

Edmond Santa Fe Library Media Center

Staff:

Angela Coffman, Librarian angela.coffman@edmondschools.net

Carol Hawkins, Librarian carol.hawkins@edmondschools.net

Marti Davis, Librarian Assistant marti.davis@edmondschools.net

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

Library Hours

7:10 a.m. - 3:30 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, teacher or the library staff at anytime during the school day.

Print Resources:

18,000 + books

25 + 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)
- Daily Life Through History
- Gale Biography In Context (over 500,000 biographies)
- Gale Poetry for Students
- Greenwood Pop Culture Universe (American and world popular culture, past and present)
- Oklahoma Career Guide (database of national colleges and career information, includes several aptitude/interest inventories)
- Opposing Viewpoints In Context (covering today's prominent social issues)
- Student Resources In Context
- 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, use your assignments folder. To log on at home, use the Media Center's web page:

<http://www.edmondschools.net/santafe>

Select Media Center then Databases

SEARCH HELPS FOR THE LIBRARY CATALOG AND ONLINE SEARCHING

LIBRARY CATALOG:

Log on to the computer and open your assignments folder. Click on the Library Databases Folder and then on Santa Fe Library Catalog. Next select the “catalog” tab. Remember to try different search terms if you don’t 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 to eleven 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’re 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.

In addition, “Boolean Operators” can refine your search on the Internet or on an electronic database.

Boolean Operators:

- OR** combines search terms into a larger set
(Unidentified Flying Objects **OR** Roswell New Mexico)
- AND** limits a search by requiring each term to be present
(Unidentified Flying Objects **AND** NASA)
- NOT** limits a search by requiring a term to NOT be present
(Unidentified Flying Objects **NOT** Alien Abductions)

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 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”

EVALUATING INTERNET SITES

As a general rule, do not use as a resource any internet site which 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 beware of “.net” sites since these are almost always individuals posting personal web pages. If you see a title (~) 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?

It is also important to note the differences between a search engine and a subject directory when searching on the web. Search engines are large databases of web documents that rely on *robots, spiders* or *crawlers*, automated programs that match words and phrases to web documents. Subject directories are catalogs of websites collected, organized and maintained by *humans*, not “robots” or “spiders”. Subject directory web sites are generally more authoritative, accurate and current than search engine web sites.

Examples of Search Engines

Google <http://google.com>

AltaVista <http://altavista.com>

Example of Subject Directories

Yahoo! <http://yahoo.com>

Librarians' Index to the Internet <http://ipl.org>

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. Don't 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 (New York: 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 doesn't 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 haven't 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*.
Chicago: American Library Association, 2003.

Book Citation Examples

The general format for citing a book:

Author's last name, first name. *Title*. City of publication: Publisher, copyright date. Print.

The general format for a parenthetical 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) (parenthetical citation—body of the paper)

Book with one author:

Spitzer, Robert R. *No Need for Hunger*. Danville, CT: Gale, 1981. Print.

(Spitzer 74) (parenthetical citation—body of the paper)

Two or more books by the same author:

Asimov, Isaac. *Fantastic Voyage*. Boston: Houghton, 1966. Print.

---. *Of Matters Great and Small*. Garden City: Doubleday, 1975. Print.

(Asimov, *Voyage* 72) (parenthetical citation—body of the paper)

(Asimov, *Matters* 14) (parenthetical citation—body of the paper)

Book with two authors:

Ostrander, Mary, and Lynn Schroeder. *Superlearning*. New York:

Delacorte, 1979. Print.

(Ostrander and Schroeder 30) (parenthetical citation—body of the paper)

Book with three authors:

Aiken, Michael, Lewis A. Ferman, and Harold L. Sheppard. *Economic Failure, Alienation, and Extremism*. Ann Arbor: U of Michigan P, 1968. Print.

(Aiken, Ferman, and Sheppard 331) (parenthetical citation—body of the paper)

Book with more than three authors:

Guerin, Wilfred L., et al. *A Handbook of Literature*. New York: Harper, 1966. Print.

(Guerin et al. 136) (parenthetical citation—body of the paper)

Book with an editor but no author:

Vinson, James, ed. *Contemporary Dramatists*. London: St. James, 1973. Print.

(Vinson 402) (parenthetical citation—body of the paper)

Book with more than three editors:

Edens, Walter, et al., eds. *Teaching Shakespeare*. Princeton: Princeton UP, 1977. Print.

(Edens et al. 95) (parenthetical citation—body of the paper)

Book with no author:

The World Almanac and Book of Facts. New York: Newspaper Enterprise Assoc., 1985. Print.

(*World* 458) (parenthetical citation—body of the paper)

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*. New York: McGraw Hill, 1973. Print.

(Carnegie Commission 109) (parenthetical citation—body of the paper)

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

Burns, John. "Hypnosis." *World Book Encyclopedia*. 2008. Print.

(Burns 739) (parenthetical citation—body of the paper)

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*. Ed. Frank N. Magill. Vol. 5. Englewood Cliffs, NJ: Salem, 1990. 234-236. Print.

(Jones 235) (parenthetical citation—body of the paper)

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*. Ed. Walter Hooper. New York: Harcourt, 1966. 23-27. Print.

(Lewis 25) (parenthetical citation—body of the paper)

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* 55 (1966): 265-74.

Rpt. in *Katherine Anne Porter: A Collection of Critical Essays*. Ed.

Robert Penn Warren. Englewood Cliffs: Prentice, 1979. 72-80.

Print.

(Welty 77-78) (parenthetical citation—body of the paper)

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): 232-38. Rpt. in

Twentieth-Century Literary Criticism. Ed. Dennis Poupard. Vol. 25.

Detroit: Gale, 1988. 399-402. Print.

(Roberts 400) (parenthetical citation—body of the paper)

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, ed. *The New Grove Dictionary of Music*. 20 vols.

London: Macmillan, 1980. Print.

(Sadie 3:212-213) (parenthetical citation—body of the paper)

(Sadie 5:115-119) (parenthetical citation—body of the paper)

An introduction, preface, foreword, or afterword:

Callan, Edward. Introduction. *Cry, the Beloved Country*. By Alan Paton.

New York: Macmillan, 1987. xv-xxvii. Print.

(Callan xvi) (parenthetical citation—body of the paper)

The Bible:

Bible. King James Version. Philadelphia: National Bible, 1944. Print.

(Mat. 6.7-9) Refers to chapter and verses
(parenthetical citation—body of the paper)

Poetry:

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

Anderson, et al. Austin: Harcourt, 1993. 1104-1106. Print.

(Lowell 5-8) Refers to line numbers of the poem
(parenthetical citation—body of the paper)

Drama:

Shakespeare, William. *Hamlet*. Ed. Barbara Mowat and Paul Werstine.

New York: Washington Square-Pocket, 1992. Print.

(Shakespeare 2.2.633-34) Refers to act, scene, and line numbers
(parenthetical citation—body of the paper)

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: 57-58.

Print.

(Mathews 57) (parenthetical citation—body of the paper)

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:

4A. Print.

(Lee 4A) (parenthetical citation—body of the paper)

Television or radio program:

"An Interview with Sadat." *60 Minutes*. CBS. KWTV, Oklahoma City. 11

Nov. 1993. Television.

(*Interview*) (parenthetical citation—body of the paper)

Episodic program:

"Frederick Douglass." *Civil War Journal*. Narr. Danny Glover. Dir. Craig

Haffner. Arts and Entertainment Network, 6 Apr. 1993. Television.

("Frederick Douglass") (parenthetical citation—body of the paper)

Films:

Rebel without a Cause. Dir. Nicholas Ray. With James Dean, Natalie

Wood, Sal Mineo, and Dennis Hopper. Warner, 1955. DVD.

("Rebel without a Cause") (parenthetical citation—body of the paper)

Filmstrips, slide programs, videotapes, dvds :

Going Back: A Return to Vietnam. Videocassette. Virginia Productions,

1982. 55 min. Videocassette.

(*Going Back*) (parenthetical citation—body of the paper)

Personal interview:

Brooks, Sarah. Personal interview. 15 Oct. 2005. Interview.

(Brooks) (parenthetical citation—body of the paper)

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. "Article Title." *Journal Title* Date: pages. *Title of Database*.

Medium of publication consulted (Web). Date of access.

General format for a parenthetical citation from an online service:

(Author) (parenthetical citation—body of the paper)

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, 2011. Web. 2 Dec. 2011.

("Reconstruction") (parenthetical citation—body of the paper)

EBSCOHost::

Davies, Paul. "Interplanetary Infestations." *Sky & Telescope* Sept. 1999: 33-40. *MAS Ultra – School Edition*. Web. 3 Oct. 2007.

(Davies) (parenthetical citation—body of the paper)

Gale Biography Resource Center:

"Abraham Lincoln." *Dictionary of American Biography* Base Set.

American Council of Learned Societies, 1928-1936. *Biography Resource Center*. Web. 23 Apr. 2009.

("Abraham Lincoln") (parenthetical citation—body of the paper)

Issues: Controversy and Society:

Vaughn, Jacqueline. "Acid Rain: Overview." *Issues: Understanding Controversy and Society*. ABC-CLIO, 2011. Web. 2 Dec. 2011.

(Vaughn) (parenthetical citation—body of the paper)

Oklahoma Career Information System (OKCIS):

"Sports Psychologist." *Oklahoma Career Information System*. Web. 25 Mar. 2007.

("Sports Psychologist") (parenthetical citation—body of the paper)

Opposing Viewpoints:

Reinhard, D'Arcy L. "Recognition of Non-biological, Non-adoptive Parents in Arkansas, Florida, Mississippi, and Utah: A De Facto Parent Doctrine to Protect the Best Interests of the Child." *Journal of Gender, Race and Justice* Winter 2010: 441+. *Gale Opposing Viewpoints In Context*. Web. 2 Dec. 2011.

(Reinhard) (parenthetical citation—body of the paper)

Pop Culture Universe:

Giordano, Ralph G. "Yuppies, Star Wars, and MTV: Lifestyles." *Fun and Games in 20th Century America: A Historical Guide to Leisure*. Westport, CT: Greenwood Press, 2003. *Pop Culture Universe*. Web. 21 Aug. 2009.

(Giordano) (parenthetical citation—body of the paper)

Salem History and Salem Literature:

Moats, Sandy. "Monroe Doctrine: Document Analysis." *Milestone Documents in American History*. Ed. Paul Finkelman. Schlager Group, 2008. *Salem History*. Web. 03 Oct. 2011.

(Moats) (parenthetical citation—body of the paper)

SIRS Discoverer:

Zubrin, Robert M., and Christopher P. McKay. "Pioneering Mars." Ad Astra. Sept./Oct. 1992: 34-41. SIRS Discoverer. Web. 02 Dec. 2011.

(Zubrin) (parenthetical citation—body of the paper)

World Book Online:

Oberg, James. "Lucid, Shannon Wells." *World Book Online Reference Center*. Web. 20 Oct. 2007.

(Oberg) (parenthetical citation—body of the paper)

World History: The Modern Era:

"Asante Empire." *World History: The Modern Era*. ABC-CLIO, 2011. Web. 2 Dec. 2011.

("Asante Empire") (parenthetical citation—body of the paper)

Citing eBooks

Basic format for eBook resources:

Author's last name, first name. *Title*. City of Publication: Publisher,
copyright date. eBook Provider. Web. Date of access.

(Last name X) (parenthetical citation—body of the paper)

Greenwood Daily Life in America eBook:

Miller, Randall M. "THE MIDWEST." *The Greenwood Encyclopedia of Daily Life in America*. Santa Barbara, CA: Greenwood, 2008. *ABC-CLIO eBookCollection*. Web. 6 Dec 2011.

(Miller 255) (parenthetical citation—body of the paper)

Poetry for Students eBook:

"An Elementary School Classroom in a Slum." *Poetry for Students*. Ed.
Anne Marie Hacht. Vol. 23. Detroit: Gale, 2006. 87-109. *Gale Virtual Reference Library*. Web. 6 Dec. 2011.

("An Elementary School" 92) (parenthetical citation—body of the paper)

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." Information about print publication. *Title of electronic publication*. Editor. Date of electronic publication or latest update. Sponsoring institution or organization. Web. Date of access.

(Author). (parenthetical citation—body of the paper)

Internet site with print information available:

Zorich, Zack. "Earth's Core in a Bottle." *Astronomy and Physics* 31 Jan. 2005. *Discover Online*. 2004. Ed. Stephen L. Petranek. Walt Disney Company. Web. 17 May 2005.

(Zorich) (parenthetical citation—body of the paper)

Internet site without available print information:

"Stonehenge—Forever a Mystery." *Information on Stonehenge*. 2005. English Heritage. Web. 17 May 2008.

("Stonehenge") (parenthetical citation—body of the paper)

Basic Email Format:

Author's name. "Subject." Type of communication (i.e., personal email, distribution list, office communication). (Date of access). Email.

Smith, Bill. "Pharmacy Stress." Message to John Doe. 8 Mar. 2009.
Email.

(Smith) (parenthetical citation—body of the paper)

Web Image Format:

Artist's name (username if posted as such). "Title of image." Medium of the work. *Title of electronic publication*. Editor. Date of electronic publication or latest update. Sponsoring institution or organization. Web. Date of access.

brandychloe. "Great Horned Owl Family." Photograph. *Webshots*.
American Greetings, 22 May 2006. Web. 5 Nov. 2009.

(brandychloe) (parenthetical citation—body of the paper)

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 7th 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

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 "news" 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.

Works Cited

- "Abraham Lincoln." *Dictionary of American Biography* Base Set. American Council of Learned Societies, 1928-1936. *Biography Resource Center*. Web. 23 Apr. 2009.
- Jones, James E. "The Jungle." *Masterplots II*. Ed. Frank N. Magill. Vol. 5. Englewood Cliffs, NJ: Salem, 1990. 234-236. Print.
- Kirtz, Bill. "Out of the Mouths of..." *Quill* 86.3 (1998): 8-10. *Literary Reference Center*. Web. 21 Aug. 2009.
- Mathews, Tom. "What Can Be Done?" *Newsweek* 21 Mar. 1988: 57-58. Print.
- Spitzer, Robert R. *No Need for Hunger*. Danville, CT: Gale, 1981. Print.
- Vinson, James, ed. *Contemporary Dramatists*. London: St. James, 1973. Print.
- Welty, Eudora. "The Eye of the Story." *Yale Review* 55 (1966): 265-74. Rpt. in *Katherine Anne Porter: A Collection of Critical Essays*. Ed. Robert Penn Warren. Englewood Cliffs: Prentice, 1979. 72-80. Print.