Citing Electronic Sources

Finding the Information You Need

On the Internet, you can find information about almost anything, from the price of cars to the history of modern theater. In fact, dependence on the Internet as a source of information is constantly growing. With the number of personal computers rising and online access becoming commonplace, the Internet has become an important tool for researching topics for classroom work, such as papers and presentations, as well as for business purposes. Internet sites are protected by copyright laws, just as books and periodicals are; therefore, you must document any Internet sources you use in your work.

> **NOTE**
>
> **Keep in mind that the information you need probably will not all be in one place, so you must gather information from several different places on the same site. If you can't find the necessary information by using these tips, explore the site thoroughly—every Web site is different.**

For online sources, including the World Wide Web, Gopher, and FTP (File Transfer Protocol), the information needed to provide complete citations is usually located in one of these places:

- at the beginning or end of the electronic document
- on a separate file attached to the document (often a link named About This Site)
- on a Document Info file (accessed under the View menu on Netscape)

Citing Online Sources

When citing an online source, use the following list, which adheres to the Modern Language Association style, and include all available and pertinent information listed for your citation in this order.

1. Name of the author, editor, compiler, or translator of the source with the last name first and followed by an abbreviation, such as *ed.*, if appropriate
2. Title of a poem, short story, article, or similar short work within a scholarly project, database, or periodical (in quotation marks); or title of a posting to a discussion list or forum (taken from the subject line and enclosed in quotation marks), followed by the phrase *Online posting*
3. Title of a book (underlined or italicized)
4. Name of the editor, compiler, or translator of the text (if relevant and if not cited earlier), preceded by the appropriate abbreviation, such as *Ed.*
5. Publication information for any print version of the source, including publisher, location, and date of publication, if available
6. Title of the scholarly project, database, periodical, or professional or personal site (underlined or italicized); or for a professional or personal site with no title, a description such as *Home page* (neither underlined nor in quotation marks)
7. Name of the editor or director of the scholarly project or database (if available)
8. Version number of the source (if not part of the title) or for a journal, the volume number, issue number, or other identifying number
9. Date of electronic publication, of the latest update, or of the posting
10. For a posting to a discussion list or forum, the name of the list or forum
11. The number range of paragraphs or other sections if they are numbered, or total number of pages
12. Name of any institution or organization sponsoring or associated with the Internet site
13. Date when the researcher accessed the source
14. Electronic address, or URL, of the source (in angle brackets)

NOTE

You won't need to include everything from these lists in a single citation; most sources don't require all the information in this list. However, if you cannot find all the information needed for a particular citation, provide as much information as is available, relevant, and current.

The following example gives you a general idea of what a basic citation, with all information available, will include. Note that each complete part of the citation is followed by a period. Punctuation within parts varies according to the following example.

NOTE

A Works Cited page should be set up as follows:
- **Always begin the Works Cited page on a new page, at the end of your paper.**
- **Continue the page numbering of your paper onto the Works Cited page (for example, if your paper ends on page 12, the Works Cited page begins on page 13). The page number should appear in the top right-hand corner, one-half inch from the top of the page and flush with the right margin.**
- **The title, Works Cited, should be centered an inch from the top of the page.**
- **Double-space throughout the Works Cited page. That is, double-space between the title and the first entry, within all entries, and between entries.**
- **The first line of each entry should be flush with the left margin; all other lines in an entry should be indented five spaces.**
- **Alphabetize the entries by authors' names.**

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Author's last name, first name.  "Title of document." Title
    of complete work.  Name of the editor, translator, or
    compiler.  Print publication information.  Title of the
    main project or source.  Name of the editor or director.
    Version number.  Date of electronic publication or last
    update.  Name of sponsoring organization or institution.
    Date of access <URL>.
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SCHOLARLY PROJECTS, PROFESSIONAL SITES AND PERSONAL SITES

If you wish to reference a complete scholarly project or professional site, begin your citation with the title of the project, number 6 from the preceding list, and continue down the rest of the list.

SCHOLARLY PROJECT	The Electronic Beowulf. Ed. Kevin S. Kiernan. Oct. 1997. U of Kentucky. 8 Apr. 1998 <http://www.uky.edu/~kiernan/BL/Kportico.html>.
PROFESSIONAL SITE	The Nobel Foundation. 18 May 1998. The Nobel Foundation. 17 June 1998 <http://nobel.sdsc.edu/index.html>.

When you cite a personal Web site in its entirety, begin your citation with the name of the person who established the site. Then list the title of the site. If no title is available, give a description, such as *Home page*, omitting the underlining, italics, or quotation marks.

PERSONAL SITE	Hanford, Jan. Doris Lessing: A Retrospective. 10 Apr. 1998 <http://lessing.tile.net>.

ARTICLES WITHIN WEB SITES

If you are using an article from a site, begin your citation with the author's name or, if it is unavailable, the name of the article. If a print version exists, include that information next. The actual Web site information will then follow.

ARTICLE IN A PROFESSIONAL SITE	Hanson-Smith, Elizabeth. "Technology in the Classroom." TESOL Publications. 10 Oct. 1997. TESOL. 9 Apr. 1998 <http://www.tesol.edu/pubs/profpapers/techclass.html>.
ARTICLE IN A JOURNAL	Withers, Paul. "Writing 'Greek' Tragedies." Didaskalia. Eds. Sally Goetsch and Peter Toohey. Vol 2.1. (1995). U of Warwick. 10 Apr. 1998 <http://www.warwick.ac.uk/didaskalia/issues/vol2no1/Withers.html>.
ARTICLE IN A MAGAZINE	Heaney, Seamus. "All Ireland's Bard." The Atlantic Monthly. Nov. 1997: 155–160. 13 Apr. 1998 <http://www.theatlantic.com/atlantic/issues/97nov/yeats.htm>.
ARTICLE IN A REFERENCE DATABASE	"Homer." Encarta Online. 1998. 5 May 1998 <http://encarta.msn.com/find/concise/default.asp?vs=x97&la=na&ty=1&vo=03&ti=00551000&pq=inHomer>.

Pace, Eric. "Tom Dent, 66, Civil-Rights Campaigner and Poet."
<u>New York Times on the Web</u>. 11 June 1998. 12 June 1998
<http://www.nytimes.com/library/books/061198obit-dent.html>.

Jordan-Henley, Jennifer, and Barry M. Maid. "MOOving Along
the Information Superhighway: Writing Centers in
Cyberspace." <u>Writing Lab Newsletter</u>. 19:5 (January 1995):
1–6. Ed. Muriel Harris. Purdue U. 2 June 1998
<gopher://gopher.rscc.cc.tn.us:70/00GOPHER_ROOT%3A%5Bdata.
wcs.article_mooving%5Dmooving.txt>.

LITERARY WORKS WITHIN SCHOLARLY PROJECTS

Often online versions of literary works will be found in scholarly projects. Like citations for articles in scholarly projects, citations for literary works begin with the author's name and the title of the work.

Shakespeare, William. <u>The Tragedy of Macbeth</u>. 1606. <u>Project Gutenberg</u>. Michael Hart. 7 Apr. 1998. Project Gutenberg Association. 16 Apr. 1998 <ftp://uiarchive.cso.uiuc.edu/
pub/etext/gutenberg/etext97/1ws3410.txt>.

Keats, John. "Ode to a Nightingale." <u>The Poetical Works of John Keats</u>. London: Macmillan, 1884. <u>Project Bartleby Archive</u>. Ed. Steven van Leeuwen. Oct. 1997. Columbia U.
20 Apr. 1998 <http://www.columbia.edu/acis/bartleby/
keats/keats53.html>.

Sophocles. <u>The Oedipus Trilogy</u>. Trans. F. Storr. Cambridge: Harvard U Press, 1912. London: William Heinemann, Ltd.,
1912. <u>Project Gutenberg</u>. Michael Hart. 7 Apr. 1998.
Project Gutenberg Association. 16 June 1998
<ftp://uiarchive.cso.uiuc.edu/pub/etext/gutenberg/etext92/
oedip10.txt>.

NOTE

You will find that most literary works on the Internet are also available in print versions. However, many times the print information is not included on the Internet because the works are no longer under copyright. If the print information is not available, just cite the information for the Web site. If you include print information that is not given on the Web site, put the information in brackets.

ONLINE POSTINGS AND MESSAGES

Online postings, such as those from newsgroups, and online messages, such as those from e-mail, are simpler to document. They don't have previous printed versions, and they are not sponsored by a university or company; only the basic information is needed. You'll still need to follow the list on page 2, but very few of the items will be required in your citations.

NOTE

NOTE: Always print a hard copy of the sources used in your research paper in case the specific information becomes unavailable.

NEWSGROUPS

Booksmith. "Best Anthology of Poetry." Online posting.
        14 Apr. 1998. 9 June 1998 <rec.arts.books>.

E-MAIL

Anderson, Donna. "RE: Doris Lessing." E-mail to Kristi
        McGee. 2 June 1998.