**MHS STYLE GUIDE**

***This guide provides a generic description and then an example for each format.***

**General Guidelines: Arrange entries in alphabetical order.  
Double space between entries.  
Hanging Indent: Indent the second and following lines 5 spaces Abbreviate the names of all months except May, June and July.**

***BOOK***

Author's Last Name, First Name. *Title of Book*. Place of Publication: Publisher, Date.

Carter, Alden R. *Bull Catcher*. New York: Scholastic, 1997.

***BOOK ARTICLE OR CHAPTER*** Last Name, First Name of Chapter Author. "Title of Chapter." *Book Title*. Book  
 Editor(s). Place of Publication: Publisher, Date. Pages.

Gerlach, Larry R. "Umpires." *Total Baseball*. Ed. John Thorn & Pete Palmer.   
   New York, NY: Time Warner, 1991. 463-470.

***JOURNAL ARTICLE (include volume & issue)***

Author's Last Name, First Name. "Title of Article." *Title of Periodical.* Volume.  
Issue (Date): Pages.

Wheelwright, Jeff. "Sea searchers: scientists launch a $1 billion effort to track marine life   
worldwide." *Smithsonian.* 33.10 (2003):56-58.

***NEWSPAPER ARTICLE OR MAGAZINE ARTICLE (include date, not volume and issue)***

Author's Last Name, First Name. "Title of Article." *Title.* Date: Section & Page.

Knapp, Gwen. "This Fall Classic is no Blast from the Past." *San Francisco Chronicle.*  
 21 Oct. 2002: B2.

***ENCYCLOPEDIA ARTICLE***

Author's Last Name, First Name & 2nd Authors First Name Last Name. "Title of Encyclopedia Entry." *Title of Encyclopedia.* Place of Publication: Publisher, Date.

***PHOTOGRAPH FROM THE INTERNET***Artist’s Last Name, First. Title of Artwork Publication Date."Title of Website Section." *Website Title*. Publisher. Medium of Publication. Date Accessed.

***VIDEO FROM THE INTERNET***

Last name, First name of the creator. “Title of the video or audio.” *Title of the Website,* role of contributors and their First name Last name, Version, Numbers, Publisher, Publication date, URL. Date Accessed.

***DATABASES (The Invisible Internet)***

**Citations are provided but should be edited to the following details:**

Author’s Last name, First name. “Title of the article.” *Title of the journal*, First name Last name of any other contributors (if applicable), Version (if applicable), Numbers (such as a volume and issue number), Publication date, Page numbers. *Title of the database,* URL or DOI.

**Example from Brittanica Online:**

"John F. Kennedy." Encyclopædia Britannica, 12 Oct. 2018. *Britannica School,* [school.eb.com/levels/high/article/John-F-Kennedy/45085](https://school.eb.com/levels/high/article/John-F-Kennedy/45085). Accessed 16 Apr 2019.

**Example from ELibrary**

Preble, Christopher A. ""Who Ever Believed in the 'Missile Gap'?": John F. Kennedy and the Politics of National Security." *Presidential Studies Quarterly*, vol. 33, no. 4, 2003, pp. 801-826*. elibrary*, [https://explore.proquest.com/elibrary/document]](https://explore.proquest.com/elibrary/document/215690199?accountid=185309)

[/215690199?accountid=185309](https://explore.proquest.com/elibrary/document/215690199?accountid=185309),

***WEBSITE***

Author's/Editor’s Last Name, First Name. "Title of Website Section." *Website Title*.   
       Publisher. Publication Date. Date Accessed.

"MLB Team History - San Francisco Giants Season Results." *ESPN-MLB*, ESPN, 2019,

www.espn.com/mlb/history/teams/\_/team/SF. Accessed 10 Apr. 2019.

***PERSONAL INTERVIEW***Pence, Hunter. Personal Interview.  21 May 2018.

Last Name, First Name of Person Interviewed. Personal or Telephone Interview.  Date.

***EMAIL COMMUNICATION***

Last Name, First Name of Email Author. "Title of Email from Subject Line."  Description of Email including the person who received the email. Date of  message. Medium of Publication

Posey, Buster. "Re: Baseball Tips."  Recieved by Marsha Mielke. 11 Dec. 2002. Email.

***SURVEY***

Smith, John. “Hot Lunch Options.” Survey. 6 June 2019.

***SURVEY DONE ON THE INTERNET***

Smith, John. “Hot Lunch Options.” Survey. *Surveymonkey.* Publisher, 6 June 2019. Web. 29 Aug. 2019.

***Based upon MLA Style Manual and Guide to Scholarly Publishing, 8th ed., 2016.***