Baylor School
Hedges Library
Career Resources

"Career Management is the combination of structured planning and the active management choice of one's own professional career. The outcome of successful career management should include personal fulfillment, work/life balance, goal achievement and financial security. Career planning is a subset of career management. Career planning applies the concepts of Strategic planning and Marketing to taking charge of one's professional future. Career is an ongoing process and so it needs to be assessed on continuous basis. This process of re-assessing individual learning and development over a period of time is called Career Planning. It consists of 4 steps that are essential for proper and complete planning."
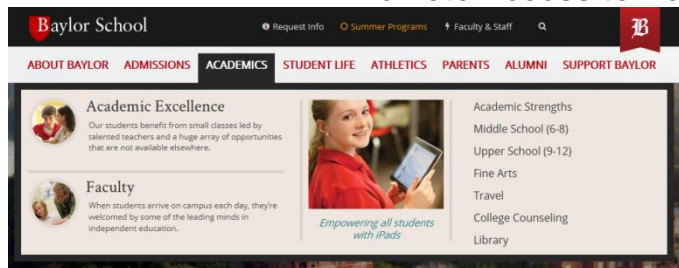
Career Managaement, Wikipedia: The Free Encyclopedia, 30 July 2017, en.wikipedia.org/wiki/Career_management. Accessed 22 August 2017.

Select Databases

American History - ABC-CLIO	From the explorers of the Americas to the issues of today's headlines, **American History - ABC-CLIO** investigates the people, events, and stories of our nation's evolution.
Career Transitions	Career Transitions is an online career guidance center that walks users through the job-search process from beginning to end. It brings together all the tools needed to explore and take the leap to a new career. Career Transitions employs a step-by-step approach to help people: 1) explore new career possibilities; 2) assess their interests and experience; 3) identify ways to improve their prospects, including networking and education; 4) prepare for a job search; and 5) search and apply for jobs.
Culinary Arts Collection	*Culinary Arts Collection* provides access to academic journals and magazines on all aspects of cooking and nutrition. The database includes thousands of searchable recipes, restaurant reviews, and industry information.
Encyclopedia Americana	A standard in school, academic, and public libraries, the **Encyclopedia Americana** is easy to search online. This database helps middle- to upper-grade students find a wealth of information to assist with homework and research projects.
Encyclopædia Britannica School Edition	**Encyclopædia Britannica Online School Edition** provides access to three databases: -- *Encyclopædia Britannica* for high school students and up, -- *Comptons* by Britannica for middle school students and up and -- *Britannica Elementary f*or elementary students and up.
Hospitality, Tourism and Leisure Collection	*Hospitality, Tourism, and Leisure Collection* provides access to scholarly journals, magazines, and trade publications that cover topics including the cultural and economic aspects of travel and tourism. The database offers current and relevant content that provides well-rounded coverage of both the historical and current state of affairs in the hospitality and tourism industries.
LearningExpress Library	*LearningExpress* -- The extensive content is conveniently organized in Centers by subject area. Once on the site, simply select one of the Center icons to begin exploring. To access a tutorial, take a test, or download an eBook, you must first Register a personal account by confirming your library, providing your name and email address, and by creating a password. These are required fields. Your email address will become your username and will also be used for password reset, if needed. After registration, all returning users simply enter their username and password in the Sign in to Your Account section in the lower right corner of the landing page. • Adult Learning Center • Career Center • College Prep Center • College Center • Computer Skills Center • High School Equivalency Center • Recursos en Espanol • School Center
Nursing and Allied Health Collection	*Nursing and Allied Health Collection* provides access to academic journals and other reference content covering all aspects of the nursing profession, from direct patient care to health care administration. The database offers current and authoritative content for professionals already working in the field as well as students pursuing a nursing-focused curriculum.

ProQuest Central K12	**ProQuest Central K12** includes both the Platinum collection which provides uncompromising coverage from more than 2,000 newspapers, magazines, journals, and reference works. Many titles are updated daily and contain full-text articles from 1986 forward including the New York Times full-text from 1995 to the present.		
ProQuest Historical Newspapers	**ProQuest Historical Newspapers** delivers the complete run of *The New York Times* -- 1851-2001*, The Wall St. Journal* -- 1889-1996, *The Washington Post* -- 1877-1997, *The Christian Science Monitor* -- 1908-2000 and the *Los Angeles Times* -- 1881-1990. *ProQuest Historical Newspapers™* is the definitive newspaper digital archive offering full-text and full-image articles. More current articles may found in ProQuest Central K12		
ProQuest History Study Center	**History Study Center** provides current and backfile journal articles, rare books, newspaper articles, video clips, parliamentary papers, criminal trial records, radio and television news, maps, images, student guides and a bookshelf of respected reference titles. In addition, the history Web Gateway provides links to thousands of reliable and informative Web sites. **History Study Center** provides over 40,000 documents and articles organized under 515 widely-studied topics, with over 50 reference works, 3,000 images and links to 2,000 Web sites.		
Vocations and Careers Collection	*Vocations and Careers Collection* provides access to journals and magazines that aid users in researching a vocation, finding an appropriate institution of learning, job searching, and maintaining a career. The database offers current and applicable content from general career guides to highly specialized industry journals.		
World Book Encyclopedia	**World Book Web** online is an expanded version of World Book's print encyclopedias. Without the space constraints of the printed page, World Book has added more pictures, sound clips and more up-to-date information online.	• Early World of Learning • World Book Kids • World Book Student • World Book Advanced • World Book Discover	• World Book eBooks • Enciclopedia Estudiantil Hallazgos • World Book Info Finder • World Book Reference Center • World Book Timelines
World History: The Modern Era - ABC-CLIO	**World History: The Modern Era - ABC-CLIO** (covering history from the Renaissance to today) is the latest update of the reference standard of electronic history reference materials for high school and high-level middle school coursework.		

Remote Access to Hedges Library Online Databases

You may also access the library page from the Baylor School homepage: (http://www.baylorschool.org/) Mouse over ACADEMICS and click on the library link located at the right side of that drop down menu.

From the library homepage, scroll down to the "search Baylor's databases" window.

Search Baylor's Databases :

SEARCH

- Enter search terms.
- From home, the system will indicate users are not logged in.
- Users select "OpenAthens Login"
- Users select "search for an organization"
- Select Baylor School
- Login with Net ID

Vetted General Internet Sites

Living Wage Calculator
URL: http://livingwage.mit.edu/
In many American communities, families working in low-wage jobs make insufficient income to live locally given the local cost of living. Therefore we have developed a living wage calculator to estimate the cost of living in your community or region. The calculator lists typical expenses, the living wage and typical wages for the selected location.

iSeek.org
URL: http://www.iseek.org/
What do you seek? Are you ready to explore careers? Assess your skills and interests. Browse 500+ career descriptions.

How to Find Fulfilling Work
URL: https://ed.ted.com/featured/eUPskL0s
Throughout most of history, work was treated as something that had to be done. Only recently has the idea of fulfilling work become popular. Today's workers want meaning and satisfaction, along with money, for their labor. Understand that confusion about career choices is typical, especially with so many choices. Knowing your strengths and inclinations can help you choose, even if you don't hear a divine calling. Financial panic can interfere with exploring what you enjoy. Reflect on which career fits. Try careers by shadowing, volunteering, or doing an internship. Turn people's needs into entrepreneurial opportunities.

Center for Career Education Career Planning
URL: http://www.careereducation.columbia.edu/resources/basics
CCE career counselors have created the resources below as a starting point for your career search. These core skills can create a foundation for a successful job search.

Career Planning
URL: http://www.nature.com/scitable/topic/career-planning-14121550
Anyone considering a career as a scientist will benefit from the wealth of information at this web site. Begin with an assessment that will help you decide which type of career you are suited for. Explore the many different career options in the field of science and find information about networking, resume building, job shadowing and interviewing. This site offers over 25 interviews with scientists from various fields who discuss how they prepared for their jobs and what their jobs are like.

Career Planning at School
URL: http://www.education.vic.gov.au/school/parents/beyond/Pages/careerplanschool.aspx
Beginning at age 15, Victorian high school students use their final years of school to prepare for their vocation or further education. The Victorian Certificate of Education allows students to study in their choice of 90 study areas, while the Victorian Certificate of Applied Learning provides an apprenticeship in industry specific skills. About one-third of the VCE programs provide the necessary qualifications for work in that industry. Some students also take university courses at the same time.

Career Planning
URL: http://alis.alberta.ca/ec/cp/oi/RegionalOccInfo.html
The Alberta Learning Information Service provides a variety of facts and help with occupations in Canada. Learn about different occupations available, occupational trends and growth projections, wages and salaries, and career changes. Get the latest news and statistics on occupations. Explore working conditions, duties, and required skills for certain careers. The web site provides a career information hotline and information on other sources available.

NextSteps.org
URL: http://www.nextsteps.org/
Find answers to your career planning questions here. Begin by browsing the links on the left side of this web page. The Career Questions link answers common questions about choosing a career and searching for jobs. Since this page originates from Canada, a list of international career pages is included, in addition to Canada-specific sites. To peruse details of specific jobs, click on the Career Profiles link to explore an alphabetical list of career overviews. On the right side of this page, find a three-step plan to career success. Self-assessment tests are included, along with advice for resumes and interviews.

The 10-Step Plan to Career Change
URL: http://www.quintcareers.com/career_change.html
Whether you lose interest in a career or find something that interests you more, there is always the opportunity to embark upon a new career. Most people change careers several times during their lifetime and these steps will help you navigate the best way to go about a career change. Finding direction requires examining both dislikes and passions. Learn about researching careers, using transferable skills, updating your education, networking, getting experience, and finding a mentor.

About Trades
URL: http://www.apprenticesearch.com/AboutTrades
Chances are if you are planning to pursue a career in the trades then you have thought about doing an apprenticeship. This site can be a valuable resource in your search for information about these apprenticeships. The site contains a list of numerous careers in the trade industry and is conveniently broken down into different sectors: the construction sector, the industrial sector, the motive power sector, and the service sector. Select the career you are interested in and you will find great descriptions of what the work entails, required training, and many other important details.

Explore carreers
URL: https://bigfuture.collegeboard.org/explore-careers
What are you into? Choose an interest below to get some ideas about possible college majors. What do you like to do? What makes you curious and excited to learn more?

National Careers Service
URL: https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx
The National Careers Service provides information, advice and guidance to help you make decisions on learning, training and work opportunities. The service offers confidential and impartial advice. This is supported by qualified careers advisers.

Peterson's: Your Comprehensive Guide to College
URL: http://www.petersons.com/
Welcome to the most comprehensive education resource on the Internet. You will find details on every U.S.-accredited two- and four-year college and university including details on over 35,000 graduate programs. Find information about colleges and universities, career schools, graduate programs, distance learning, executive training, private secondary schools, summer opportunities, study abroad, financial aid, test preparation, and career exploration. In addition to their core products for college search and selection, test preparation, and financial aid. Some of these services are fee based, but there is a wealth of free information here also. Information on K-12 schools and summer programs are also provided.

CareerOneStop
URL: http://www.careeronestop.org/
Your pathway to career success. Tools to help job seekers, students, businesses, and career professionals. Sponsored by the U.S. Department of Labor

Majors and Career Profiles
URL: https://bigfuture.collegeboard.org/majors-careers
The College Board, which specializes in connecting students with college, brings us this page as part of their larger web site. This concise online interest and ability survey is intended to be used to find careers that suit different personalities. It attempts to measure personality traits and characteristics such as temperaments, abilities, preferred working conditions, education expectations, interest areas, and salary requirements. After you answer the thirty-four questions, click on submit, and you instantly have the top thirty career choices indicated by your answers. Each has a link to a thorough description of the job. This could be a very helpful tool if you are undecided about your future.

Agriculture, Food and Natural Resources
URL: https://www.onetonline.org/find/career?c=1
This career cluster concentrates on agricultural products and resources. It includes jobs in production, research and development, and finance. All of the career paths deal with the use of the earths natural resources. The cluster is organized into seven pathways: agribusiness systems, animal systems, environmental service systems, food products and processing systems, natural resources systems, plant systems, and power, structural and technical systems. Each pathway has a number of occupations associated with it. Click on the occupation name to read a detailed summary of that position.

Agriculture, Forestry and Fishing careers
URL: https://www.open.edu.au/careers/agriculture-forestry-fishing
If you have an interest in working with natural resources you'll find a great many career choices. Technology has made food production more efficient opening fields for scientists and researchers. Seasonal work is quite common in this category and is a way to try out a type of job first and gain experience before committing to a choice. You can be a farmer, work in aquaculture or forestry, be a park ranger, food processor, machinist, or wool handler. Read through the list of skills needed and personality traits that would be helpful.

U.S. Department of Labor: Employment and Training Administration
URL: http://www.doleta.gov/
In your lifetime you are bound to hear about problems with unemployment and having to increase your marketability on the job market. The Employment and Training Administration is dedicated to offering job training, unemployment insurance, and more! This web site will offer you information on how to advance your career no matter where you are in the United States. Information on what to do should you become unemployed is also provided. Just click on one of the many links here to get started.

Architecture and Construction
URL: https://www.careerwise.mnscu.edu/careers/architecture.html
Office buildings, highways, bridges, houses, and landscaping are designed by architects and built by construction workers. Carpenters, painters, plumbers, electricians, and managers each have a role to play in the construction process. Explore careers in brickmasonry, carpet installation, civil engineering, cartography, cost estimating, or dredge operating. Find out what a glazier, rigger, or a pipelayer does. Besides building construction, architects and construction workers also do heavy engineering projects and manage utilities and waste. A degree as an architect or civil engineer allows you to be part of the pre-construction design process.

Career Cluster: Architecture and Construction
URL: https://www.onetonline.org/find/career?c=2&g=Go
Creating and building the future is the job of architects and construction workers. They build houses, office buildings, schools, bridges, tunnels, and factories. In the pre-construction phase, plans are made to guide the building process. Maintenance operations handles machine placement and repair, factory maintenance, roadwork, and demolition. Carpenters, electricians, and metalworkers are part of the construction sector. Postsecondary coursework can help you learn about the built environment, construction technology, and computer-aided design. Discover the education and degrees needed for different jobs in this career cluster.

O*NET OnLine is sponsored by the U.S. Department of Labor, Employment & Training Administration, and developed by the National Center for O*NET Development.
Arts, Audio/Video Technology & Communications -- URL: https://www.onetonline.org/find/career?c=3&g=Go
Business Management & Administration -- URL: https://www.onetonline.org/find/career?c=4&g=Go
Education & Training -- URL: https://www.onetonline.org/find/career?c=5&g=Go
Finance – URL: https://www.onetonline.org/find/career?c=6&g=Go
Government & Public Administration -- URL: https://www.onetonline.org/find/career?c=7&g=Go
Health Science -- URL: https://www.onetonline.org/find/career?c=8&g=Go
Hospitality & Tourism -- URL: https://www.onetonline.org/find/career?c=9&g=Go
Human Services – URL: https://www.onetonline.org/find/career?c=10&g=Go
Information Technology – URL: https://www.onetonline.org/find/career?c=11&g=Go
Law, Public Safety, Corrections & Security -- URL: https://www.onetonline.org/find/career?c=12&g=Go
Manufacturing -- URL: https://www.onetonline.org/find/career?c=13&g=Go
Marketing -- URL: https://www.onetonline.org/find/career?c=14&g=Go
Science, Technology, Engineering & Mathematics -- URL: https://www.onetonline.org/find/career?c=15&g=Go
Transportation, Distribution & Logistics -- URL: https://www.onetonline.org/find/career?c=16&g=Go

Job Opportunities in the Armed Forces
URL: http://www.bls.gov/ooh/Military/Military-Careers.htm
According to the Occupational Outlook Handbook published by the United States Department of Labor, there are a variety of job opportunities in the armed forces. Enlisted personnel and officers have responsibilities based upon their particular positions and over twenty of these positions are described in an elaborate overview. Another detailed section examines the training and qualifications required of any military personnel. Employment, earnings, and military rank statistics are all neatly located in charts. The job outlook applies to all branches of the armed forces.

10 Steps to Joining the Military
URL: http://www.military.com/Recruiting/Home/0,13387,,00.htm
The first step when considering joining the military is learning about the military. Find out what the other nine steps are as you study this site from Military.com. In addition to the ten steps, the site has a practice ASVAB test and a place to order a free guide to joining. You can enter a job you are interested in and see what job you might match up with in the military. Find out about fitness standards and how to prepare for physical fitness training. There are recruiter contacts for all U.S. military branches.

Professional Associations & Organizations

Accounting
> View the compilation of Accounting Professional Associations & Organizations.

Administrative
> **American Society of Administrative Professionals** (ASAP) provides professional development, training, and resources for administrative professionals and executive assistants.
> **Association of Executive and Administrative Professionals (AEAP)** helps members stay informed of advances and changes in professional practice and technology.
> **International Association of Administrative Professionals (IAAP)** is a professional association for office professionals with approximately 20,000 members and affiliates.

Animal Care
> **American Association of Veterinary Laboratory Diagnosticians (AAVLD)** promotes continuous improvement and public awareness of veterinary diagnostic laboratories.
> **National Animal Care & Control Association** is committed to setting the standard of professionalism in animal welfare and public safety through training, networking, and advocacy.
> **National Association of Veterinary Technicians in America (NAVTA)** is a non-profit association that represents and promotes the profession of veterinary technology.

Architecture
> **American Architectural Foundation (AAF)** is a national nonprofit that empowers decision-makers to use design to transform the built & natural environment.
> **American Institute of Architects (AIA)** is the leading professional membership association for licensed architects, emerging professionals, and allied partners.
> **American Institute of Architectural Students (AIAS)** is an independent organization representing architecture students in North America and around the world.
> **American Society of Landscape Architects (ASLA)** is the national professional association for landscape architects.

Career Services
> View the compilation of Career Services Professional Associations & Organizations.

Child Care
> **Association for Early Learning Leaders** is a nonprofit organization committed to excellence by promoting leadership development and enhancing program quality.
> **National Association for Family Child Care (NAFCC)** is a non-profit organization dedicated to promoting quality child care by strengthening the profession of family child care.

Construction
> View the compilation of Construction Professional Associations & Organizations.

Counseling

View the compilation of Counseling Professional Associations & Organizations.

Criminal Justice

American Correctional Association (ACA) offers training, support and operational standards to correctional facilities and officers.

National Association of Chiefs of Police is to support and promote the law enforcement profession.

National Criminal Justice Association (NCJA) represents state, tribal and local governments on crime prevention and crime control issues.

Design

American Society of Interior Designers (ASID) is a professional association of designers committed to advancing the impact of interior design on the human experience.

Professional Association for Design (AIGA) is a global community of design advocates and practitioners.

Diversity

Association of Latino Professionals For America (ALPFA) is the country's leading professional latino non-profit organization.

National Association of Asian American Professionals is a non-profit organization that cultivates and empowers Asian & Pacific Islander leaders.

National Association of African Americans in Human Resources (NAAAHR) is an inspirational and unique career development and networking powerhouse.

National Association of Professional Women (NAPW) is America's #1 networking organization for women.

National Black Nurses Association (NBNA) is a forum for black nurses to advocate for and implement strategies to ensure access to the highest quality of healthcare for persons of color.

Economics

National Association for Business Economics (NABE) is the global professional association for business economists.

Education

View the compilation of Education Professional Associations & Organizations.

Emergency Management

National Emergency Management Association (NEMA) is dedicated to enhancing public safety by improving the nation's ability to prepare for, respond to, and recover from all emergencies, disasters, and threats to our nation's security.

International Association of Emergency Managers (IAEM) is a worldwide organization dedicated to promoting the principles of emergency management.

International Association for Preparedness and Response (DERA) is a nonprofit association linking professionals, volunteers and organizations active in all phases of disaster preparedness and emergency management.

Engineering

View the compilation of Engineering Professional Associations & Organizations.

Entertainment

National Association of Broadcasters (NAB) is the voice for the nation's radio and television broadcasters.

Event Services

Event Service Professionals Association (ESPA) is dedicated to elevating the event and convention service profession.

Facilities

Association for Facilities Engineering (AFE) is the oldest and most experienced facilities maintenance and engineering association.

International Facility Management Association (IFMA) is the world's largest and most widely recognized international association for facility management professionals.

Professional Retail Store Maintenance Association (PRSM) is the only organization dedicated specifically to retail multi-site facilities management professionals.

Finance

American Association of Bank Directors (AABD) is devoted to serving the information, education and advocacy needs of individual bank and savings institution directors.

Association of Finance Professionals (AFP) is the global resource and advocate for the finance profession.

Security Traders Association (STA) serves and represents individuals employed in the financial services industry.

Food

Association of Nutrition & Foodservice Professionals (ANFP) is dedicated to the mission of providing optimum nutritional care through foodservice management.

Institute of Food Technologists (IFT) is committed to advancing and shaping the future of the food science and technology profession.

National Restaurant Association (NRA) is the largest foodservice trade association in the world.

Society for Hospitality and Foodservice Management (SHFM) represents executives in the corporate foodservice and workplace hospitality services

Fundraising

Association of Fundraising Professionals (AFP) is the professional association of individuals and organizations that generate philanthropic support for charitable institutions.

Grant Professionals Association (GPA) builds and supports a community of grant professionals committed to serving the greater public good.

Healthcare

View the compilation of Healthcare Professional Associations & Organizations.

Human Resources

Employee Assistance Professionals Association (EAPA) is the world's largest, oldest, and most respected membership organization for employee assistance professionals.

National Human Resources Association (NHRA) is focused on advancing the individual career development, planning and leadership of human resource professionals.

Society for Human Resource Management (SHRM) is the world's largest HR professional society, representing 285,000 members in more than 165 countries.

Insurance

View the compilation of Insurance Professional Associations & Organizations.

Information Technology

View the compilation of IT Professional Associations & Organizations.

Journalism

The Society of Professional Journalists is the nation's most broad-based journalism organization, dedicated to improving and protecting journalism.

Legal

National Association for Legal Professionals (NALS) is a leader in the legal services industry.

National Association of Attorneys General (NAAG) helps attorneys general fulfill the responsibilities of their office and to assist in the delivery of high quality legal services to the states and territorial jurisdictions.

National Association of Consumer Advocates (NACA) is a nationwide organization of more than 1,500 attorneys who represent and have represented hundreds of thousands of consumers victimized by fraudulent, abusive and predatory business practices.

Library

American Library Association (ALA) is the oldest and largest library association in the world.

Logistics

View the compilation of Logistics Professional Associations & Organizations.

Marketing

View the compilation of Marketing Professional Associations & Organizations.

Management

American Management Association (AMA) is a world leader in professional development, advancing the skills of individuals to drive business success.

Manufacturing

American Society for Quality (ASQ) is the world's leading global community of people passionate about quality.

Fabricators & Manufacturers Association (FMA) is a professional organization with more than 2,500 individual and company members working together to improve the metal forming and fabricating industry.

National Association of Manufacturers (NAM) is the largest manufacturing association in the United States, representing small and large manufacturers in every sector and in all 50 states.

Pharma

National Association of Boards of Pharmacy (NABP) is the independent, international, and impartial association that assists its member boards and jurisdictions for the purpose of protecting the public health.

National Association of Specialty Pharmacy (NASP) is dedicated to education, national policy advocacy, and engagement of all stakeholders in the specialty pharmacy industry.

National Community Pharmacists Association (NCPA) represents the pharmacist owners, managers, and employees of nearly 23,000 independent community pharmacies across the United States.

Politics

American Association of Political Consultants (AAPC) is a multi-partisan organization of political and public affairs professionals dedicated to improving democracy.

Real Estate

Commercial Real Estate Development Association (NAIOP) is the leading organization for developers, owners and related professionals in office, industrial, retail and mixed-use real estate.

National Association of Appraisers (NAA) unites those engaged in the real property appraisal profession for the purpose of exerting a beneficial influence upon the profession and to advocate appraiser interests.

National Association of Realtors (NAR) is the largest trade organization in the United States. NAR has more than one million members involved in all aspects of the residential and commercial real estate industries.

Sales

View the compilation of Sales Professional Associations & Organizations.

Science

American Association for the Advancement of Science (AAAS) is an international non-profit organization dedicated to advancing science by serving as an educator, leader, spokesperson and professional association.

American Society for Biochemistry and Molecular Biology (ASBMB) is a nonprofit scientific and educational organization with over 12,000 members.

Security

International Bodyguard Association (IBA) is the oldest and largest bodyguard association, with sites of protective service and education worldwide.

International Foundation for Protection Officers (IFPO) is dedicated to providing meaningful and cost effective security training for security guards and protection officers.

Social Work

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world.

Staffing

American Staffing Association (ASA) is the voice of the U.S. staffing, recruiting, and workforce solutions industry.

Tax

Institute of Internal Auditors (IIA) is the internal audit profession's global voice, recognized authority, acknowledged leader, chief advocate, and principal educator.

National Association of Tax Professionals (NATP) provides its members the support, education, products and services needed to succeed in the tax profession.

Training & Development

Association for Talent Development (ATD) is the world's largest association dedicated to those who develop talent in organizations.

International Association for Continuing Education and Training (IACET) is dedicated to quality continuing education and training programs.

Life Sciences Trainers & Educators Network (LTen) is dedicated to supporting the professional goals of trainers in the life sciences.

Volunteer

Association of Leaders in Volunteer Engagement (AL!VE) is a national membership organization of leaders and professionals in volunteer engagement.

Writing

Professional Writers Association (PWA) fosters a sense of community, inspiration, and achievement in the field of professional writing.

➢ **Giving credit where credit to due:** If you don't give credit when you use other's thoughts and information that is plagiarism. At Baylor: Plagiarism **>>** Violation of Honor Code **>>** Honor Council **>>** If found guilty **>>** Final Warning and penalties **>>** Guilty of 2nd offense **>>** Possible dismissal from Baylor **>>> Not good** ☹

The Core Elements of MLA
You will not need to use all elements for every citation.

Author. (Last Name, First Name MI.)
Title of Source. (*Title of Book/Book Chapter/Article/Webpage*)
Title of Container, (Book/Encyclopedia/Periodical/Website)
Other Contributors, (directed by/edited by/translated by)
Version, (Edition)
Number, (Volume, Issue, Season)
Publisher, (Name of Publisher)
Publication Date, (Day Month Year/Month Year/Year)
Location. (Page Numbers/DOI/Web Address/Physical Location)
*Title of Container #2, (*Name of Library Database/Online Video Service*)
*Location #2. (Web Address of Library Database/Online Video Service)
Date accessed. (Day Month Year web site retrieved)

> **Add information about additional containers as needed to fully document your source.*

Understanding Containers
When the source being documented forms a part of a larger whole, then the larger whole can be thought of as a **container.** The title of the container is *italicized*, followed by a comma, since the information that comes next describes the container. A source may have two containers such as a magazine article found in a database. The article is found in the original journal and in the database. A given resource might have both a primary and a secondary container, depending on how that resource is house and accessed. For example, a magazine article is a **source.** The magazine in which that article is found is the **primary container.** The database in which the journal is found is the **secondary container.** If a database is the producer and publisher of original content, then the database functions as the primary (and only) container, but most of the time databases are secondary containers.

Below is the general format for any citation -- whether it be print or digital. If the information is present, include it. If the information is missing, omit that component:

Author. Title. *Title of container* (self-contained if book), other contributors (translators or editors), version (edition), number (vol. and/or no.), publisher, publication date, location (pages, paragraphs URL or DOI). *2nd container's title*, other contributors, version, number, publisher, publication date, location, date of access (if applicable).

Remember -- the following sample citations are single-spaced to conserve space -- your entire paper including the "Works Cited" page should be **double-spaced**
Times New Roman 12 point font.

BOOKS AND EBOOKS
Elements of the citation for a book with one author:
Lastname, Firstname. *Title of Book*. Publisher, year.

Example for a book with one author:
❶Hitt, James E. ❷*It Never Rains after Three O'Clock: A History of the Baylor School, 1893-1968.* ❸Baylor Press, ❹1971.

Example of two author book - MLA p. 21:
❶Doris, Michael, and Louise Erdrich. ❷*The Crown of Columbus*. ❸HarperCollins, ❹1999.

Example of 2-3 authors or editors:
❶Posamentier, Alfred S., Daniel Jaye, and Stephen Krulik. ❷*Exemplary Practices for Secondary Math Teachers*. ❸Assn. for Supervision and Curriculum Development, ❹2007.

KEY: ❶author ❷title of source ❸publisher ❹publication date

Elements of the citation for a specialized reference book or chapter/section in an anthology:

❶Author Last name, Author First name. ❷ "Section Used." ❸*Title of Reference Book or Anthology*, ❹edited by Name of editor(s), ❺edition, ❻vol. number, ❼name of publisher, ❽year of publication, ❾p (or pp.) page numbers.

Example of a citation for a specialized reference book or chapter/section in an anthology:

❶Simmons, Edwin H. ❷"The Spanish-American War." ❸*Dictionary of American History*, ❹edited by Stanley I. Kutler, ❺3ʳᵈ. edition, ❻vol. 7, ❼Thomson, ❽2003, ❾pp. 485-7.

KEY: ❶author ❷title of source (article) ❸title of container 1 (collection) ❹other contributors (editor)* ❺edition ❻number ❼publisher ❽publication date ❾location (page numbers)

Note: If the article appears on a single page, use "p." only and the page number. If the article is multiple pages, use "pp." and the page range.

GENERAL WEB PAGES

❶Womack, Todd. ❷*Spanish-American War in Georgia*, ❸Wiregrass Historical Society, ❹12 Aug. 2005, ❺www.georgiaencyclopedia.org/articles/history-archaeology/spanish-american-war-georgia. ❻ Accessed 20 Sept. 2016.

KEY: ❶author ❷title of container 1 (website) ❸publisher (or sponsor of site), ❹publication date ❺location (url) ❻Accessed day month year.

❶Womack, Todd. ❷ "Training Camps." ❸*Spanish-American War in Georgia*, ❹Wiregrass Historical Society, ❺12 Aug. 2005, ❻www.georgiaencyclopedia.org/articles/history-archaeology/spanish-american-war-georgia. ❼Accessed 20 Sept. 2016.

KEY: ❶author ❷title of article or section ❸title of website ❹publisher (or sponsor of site), ❺publication date ❻location (url) ❼Accessed day month year.

Note: If only using a portion or section of the webpage, place quotes around the title.

Example of journal articles accessed from online databases:

Example of article from the ProQuest Central database:

❶Winner, Cherie. ❷ "Groundwater: Our Hidden Endangered Resource." ❸*Current Health 2,* ❹vol. 22, no. 5, ❺Jan. 1996, ❻p.28. ❼*ProQuest Central*, ❽search.proquest.com/docview/211684894/45B4A7BC9 A954059PQ/1? accountid=8515. ❾Accessed 20 September 2016.

KEY: ❶author ❷title of source (article) ❸title of container 1 (periodical) ❹ volume and issue number ❺publication date ❻ location (pg. numbers) ❼title of container 2 (database) ❽ location (url) ❾Accessed day month year

Example of article from the *CQ Researcher* database:

❶Billitteri, Thomas. ❷"Preventing Bullying." ❸*CQ Researcher*, ❹10 Dec. 2010, ❺pp. 73-96. ❻*CQ Researcher,* ❼library.cqpress.com/cqresearcher/cqresrre2010121000. ❽Accessed 20 Sept. 2016.

KEY: ❶author ❷title of source (article) ❸title of container 1 (periodical) ❹publication date ❺location (pg. numbers) ❻title of container 2 (database) ❼location (url) ❽Accessed day month year

Example of article from the *Issues and Controversies* database (SOURCE WITH NO AUTHOR IN A CONTAINER):

❶"Capping Executive Pay." ❷ *Issues and Controversies,* ❸ Infobase Learning, ❹ 24 Apr. 2009, ❺ icof.infobaselearning.com/recordurl.aspx?ID=1821. ❻Accessed 20 Sept. 2016.

KEY: ❶ title of source ❷ title of container 1 (website) ❸ publisher ❹ publication date ❺ location (url) ❻Accessed day month year.

Note: The publisher's name, InfoBase Learning, is significantly different from the name of the database, *Issues and Controversies.* Therefore, the publisher's name is listed.

Example of article from the JSTOR database:

❶Carlstrom, Oscar E. ❷ "The Spanish-American War." ❸*Journal of the Illinois State Historical Society,* ❹vol. 16, no. 1/2, ❺Apr. - Jul. 1923, ❻pp. 104-110., ❼*JSTOR*, ❽www.jstor.org/stable/40187096. ❾Accessed 20 Sept. 2016.

KEY: ❶author ❷title of source (article) ❸title of container 1 (periodical) ❹ volume and issue number ❺publication date ❻location (pg. numbers) ❼title of container 2 (database) ❽ location (url) ❾Accessed day month year

COMMON WEB BASED CITATIONS

Citing an Email:

❶Batt, Jack. ❷ "Spirit Week Research." ❸Received by Carl Owens, ❹19 September 2016.

KEY: ❶author ❷use subject line as title ❸recipient of email ❹date of email

Note: When you cite an email in your list of works cited, use the subject of the message as the title. The title should be capitalized and in quotation marks.

Citing a Tweet:
❶@baylorschool. ❷ "Baylor Boys Region Golf Champs; Bates is Girls' Medalist." ❸*Twitter*, ❹ 20 Sept. 2016, 9:17 a.m., ❺www.baylorschool.org/news/detail.aspx?pageaction=ViewSinglePublic&LinkID=17666& ModuleID=55.
KEY: ❶author ❷title of Tweet ❸title of service ❹ day month year, time ❺ location (url)
Note: The full text of the tweet should be your title -- enclose the text in quotation marks.

Citing a Video from Classroom Video on Demand*:*
 "The Spanish-American War Begins." *The Spanish-American War: A Conflict in Progress.* Café Productions, 1998. *Classroom Video on Demand*, cvod.infobase.com/PortalPlaylists.aspx?wID=95299&xtid=8335 &loid=35966. Accessed 20 Sept. 2016.
KEY: title of the segment ❷title of source ❸publisher ❹publication date (release date) ❺title of container (website) ❻location (url) ❼ accessed day month year

Citing a Video from Y*ouTube:*
❶Anderson, Chris. ❷*TED's Secret to Great Public Speaking*. ❸TED Talks, ❹16 Apr. 2016. ❺ *YouTube*, ❻www.youtube.com/watch ?v=-FOCpMAww28. ❼Accessed 20 Sept. 2016.
KEY: ❶author ❷title of source ❸publisher ❹publication date (release date) ❺title of container (website) ❻location (url) ❼ accessed day month year

BE AWARE THAT SOME DATABASE VENDORS DO A BETTER JOB OF PROPERLY CITING ARTICLES THAN OTHERS.

ABC-CLIO does a relatively good job of citing articles -- but states -- "Although every effort has been made to adhere to MLA rules, minor discrepancies may occur."

ANNOTATED WORKS CITED GUIDELINES
What is an Annotated Works Cited or Annotated Bibliography?
An annotated works cited or bibliography is a essentially a listing of citations to books, articles, and documents. Each citation is followed by a brief (usually about 100 - 150 words) descriptive and evaluative paragraph, the annotation. The purpose of the annotation is to inform the reader of the relevance, accuracy, and quality of the sources cited -- in short -- you are asked to comment on and/or explain why each source cited is useful.
First, you locate the information (books, periodicals, and documents) that may contain useful information and ideas on your topic and briefly examine/review those works that provide a variety of perspectives on your topic.
Second, you cite the book, article, or document using the MLA style.
Third, write a concise annotation that summarizes the central theme and scope of the book or article.

This annotation should answer three main questions:
- **WHO** -- who wrote it; why is that person an authority or provide background of the author; or the group that sponsored it.
- **WHAT** -- what did it say; did it provide information or mis-information; compare or contrast this work with another you have cited -- does it agree or disagree.
- **WHY** -- explain why you think it is a good addition to your research. Also, comment on the intended audience -- who was the intended audience and most importantly why was it written.

Example for an article available from the ProQuest Direct database
Van Biema, David. "Missionaries Under Cover.**"** *Time,* vol. 161, no.26, 30 June 2003, pp. 36-45. *ProQuest Central K-12,* search.proquest.com/docview/212826207/7DB9FC3A7F594E30PQ/1?accountid=8515. Accessed 29 August 2016.

The article discusses the "current evangelical wave" and presents a variety of methods and attitudes dealing with the work of this new brand of missionaries. It illustrates how both believers in Judaism and Islam are possible targets to these new evangelists. Also, it provides a general understanding of this missionary movement and of the goals and dangers expected in achieving those goals. The article also presents a historical background to this current missionary wave and to past efforts elsewhere.

David Van Biema is a staff writer for *Time* magazine. This article is just one of many covering primarily topics dealing with the Middle East and/or religion. This article is the "cover story" for this issue of *Time* magazine and is written for the general public.

In-Text Citation (Formerly Parenthetical Documentation) Examples:

According to MLA, the author's last name and a page reference are enough to identify the source and the specific location from which you obtained material. As shown in the following example:

REMEMBER: Given the author's last name, your readers can find the complete publication information for the source in the alphabetically arranged list of works cited that follows the text of your paper.

In-Text Material Type	In-Text Citation Example	Comment/Notes	Citation
Author's name in text	According to Naomi Baron, reading is "just half of literacy. The other half is writing" (194). One might suggest that reading is never complete without writing.	You only need to indicate page numbers, since the author's name appears in the text.	Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no.1, Jan. 2013, pp. 193-200.
Author's name in "in-text" reference	Reading is "just half of literacy. The other half is writing" (Baron 194).	Author's name and page numbers are placed at the end of the attributed text.	
Two authors' names in "in-text" reference	The dataset includes information on the entire population of children who have dropped out of North Carolina's public schools (Stearns and Glennie 37).	To avoid interrupting the flow of your writing, place the parenthetical reference where a pause would naturally occur (preferably at the end of a sentence), as near as possible to the material documented. The in-text reference precedes the punctuation mark that concludes the sentence, clause, or phrase containing the borrowed material.	Stearns, Elizabeth, and Elizabeth J. Glennie. "When and Why Dropouts Leave High School. *Youth Society*, 2006, vol. 38: pp. 29-57, yas.sagepub. com/content/38/1/29. Accessed 3 October 2016.
Quotation found in indirect or "secondhand" source	Samuel Johnson admitted that Edmund Burke was an "extraordinary man" (qtd. in Boswell vol. 2: 450).	If only an indirect source is available (only an indirect source is available-- for example, someone's published account of another's spoken remarks), put the abbreviation **qtd. in** [which means "quoted in"] before the indirect source you cite in your in-text reference.	Boswell, James. *The Life of Johnson*. Ed. *George Birkbeck Hill and L.F. Powell*. 6 vols. Clarendon, 1934-50.
In-text Citations for Sources with No Known Author or Organization as Author	*Reading at Risk: A Survey of Literacy in America* notes that despite an apparent decline in reading during the sample period, "the number of people doing creative writing – of any genre, not exclusively literary works – increased substantially between 1982 and 2002" (3).	Include the first 2-3 key words from the title and the page number in parentheses.	*Reading at Risk: A Survey of Literacy in America,* National Endowment for the Arts, 2004, www.arts.gov/sites /default/files/ReadingAtRisk.pdf. Accessed 3 October 2016.
	The nine grades of mandarins were "distinguished by the color of the button on the hats of office" *("Mandarin")*.	In this example, there are no page numbers to include.	"Mandarin." *The Encyclopedia Americana*. 1993 ed.

NOTE: Some sources, especially those on the Internet, do not give page numbers. The general rule is to give a section number if it is given; otherwise simply don't use anything other than the author's name or title if no author is given.

NOTE: Periods should always follow the parenthetical citation. They should NEVER go within the quotation. Only exclamation points (!) and question marks (?) should be included in the quote.

Baylor School Hedges Library
8th ed. MLA Format for Text Pages

According to the 8th edition of the MLA Handbook, there are specific requirements and/or recommendations for the format of a research paper. If there are questions check with your teacher, otherwise the following MLA recommendations are the most common for printing or typing, margins, spacing, etc.

Printing or Typing
If you composed your paper on a computer, be aware of the following guidelines:
- EVERYTHING in your essay should be DOUBLE-SPACED. Everything including the heading, the title, the text, block quotations, and Works Cited page.
- Choose a standard, easily readable typeface (e.g., Times New Roman) and type size (e.g., 12 point)
  - Do not justify the lines of your paper at the right margin.
  - Turn off your word processor's automatic hyphenation feature.
  - Print on one side of the paper only.
  - Be sure to keep a copy of your paper either in hardcopy or a backup copy on disk.

Spacing
A research paper must be double-spaced throughout, including quotations, notes, and the list of works cited or annotated list of works cited.

The FIRST PAGE of the essay should have a HEADING. It should contain the following:
1) your full name
2) your teacher's name
3) course name
4) the date
20 Oct. 2003
(day month year format)

The HEADER consists of 1) your last name and 2) the page number.

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1 inch
Staple
Josephson 1

Laura N. Josephson
Scott Wilson
English II
24 August 2016

Indent the first line of every paragraph 1/2 inch.

Give a TITLE to the essay. Do not underline your title or put it in quotation marks or type it in all capital letters. Capitalize each word (except articles, conjunctions, and prepositions), but don't type the title in all capitals.

Ellington's Adventures in Music and Geography

In studying the impact of Latin American, African, and Asian music on modern American composers, music historians tend to discuss such figures as Aaron Copland, George Gershwin, Henry Cowell, Alan Hovhaness, and John Cage (Brindle; Gri[...]he 16[...]39; Titchbock 173-39). The[...]ally [...]look Du[...]. The Latin American Suite, or [...]fro-Eurasian Eclipse, explore his impressions of the people, places, and music of other countries.

Not all music critics, however, have ignored Ellington's excursions into longer musical forms. In the 1950s, for example, while Ellington was still very much alive, Raymond Horricks, comparing him with Ravel, Delius, and Debussy, wrote:

Quotations of 4 lines or more should be set off as BLOCK QUOTATIONS indented 1 inch from the left margin -- do not indent from the right margin

The continually enquiring mind of Ellington, . . . has sought to extend steadily the imaginative boundaries of the musical form on which it subsists. . . . Ellington since the mid-1930s has been engaged upon extending both the imagery and t he formal construction of written jazz. (122–23)

Do not skip additional lines before or after the quotation. Also, do not indent the right margin.

Ellington's earliest attempts to move beyond the three-minute limit imposed by the 78 rpm recordings of the time include Black, Brown, and Beige (ori-

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MLA Format for Works Cited
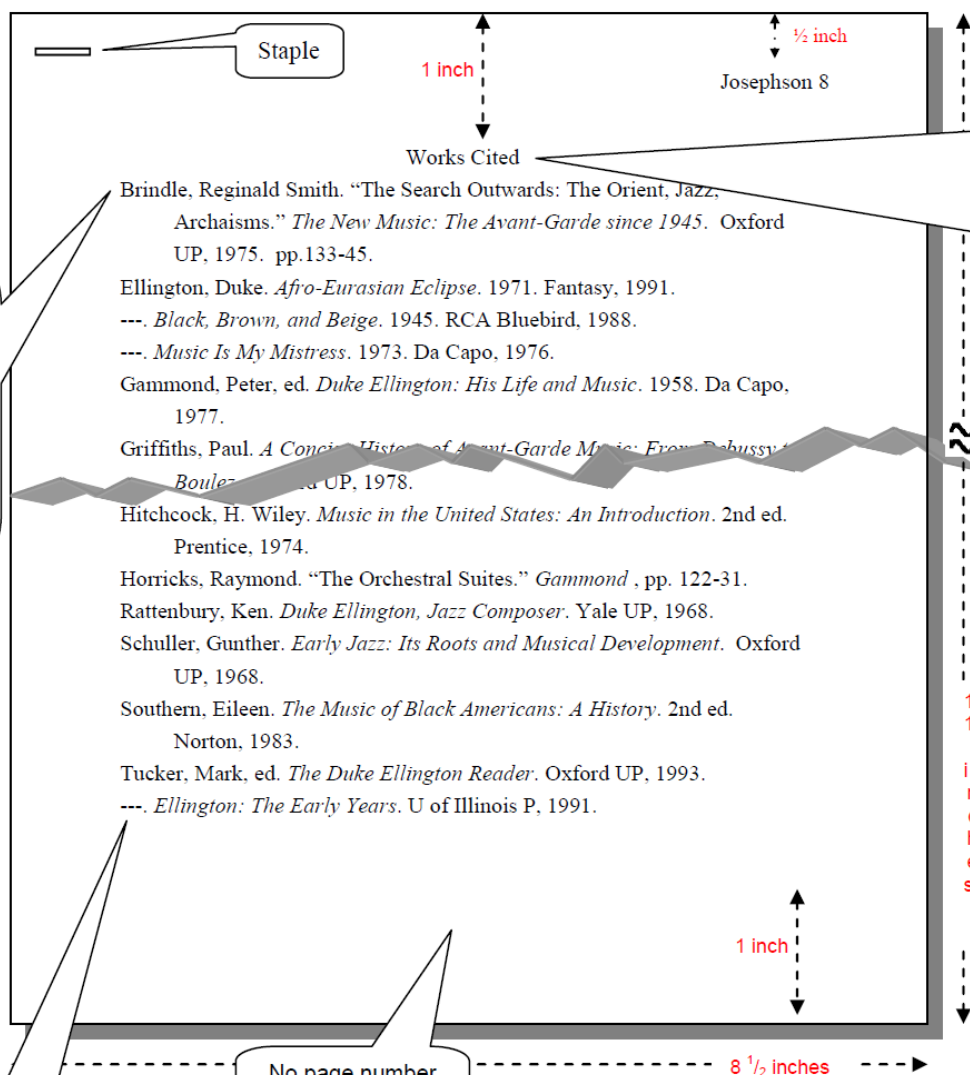
Like EVERYTHING else in your essay, your Works Cited should be typed in upper and lower case and DOUBLE SPACED. DO NOT SKIP lines after "Works Cited" or between citations.

The first line of each entry in your list should be flush left. Subsequent lines should be indented one-half inch. This is known as a hanging indent.

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Works Cited

"Works Cited" should be centered 1 inch from the top of the 1st page of the bibliography. On all other bibliography pages, begin typing entries here.

Brindle, Reginald Smith. "The Search Outwards: The Orient, Jazz, Archaisms." *The New Music: The Avant-Garde since 1945.* Oxford UP, 1975. pp.133-45.

Ellington, Duke. *Afro-Eurasian Eclipse.* 1971. Fantasy, 1991.

---. *Black, Brown, and Beige.* 1945. RCA Bluebird, 1988.

---. *Music Is My Mistress.* 1973. Da Capo, 1976.

Gammond, Peter, ed. *Duke Ellington: His Life and Music.* 1958. Da Capo, 1977.

Griffiths, Paul. *A Concise History of Avant-Garde Music: From Debussy to Boulez.* UP, 1978.

Hitchcock, H. Wiley. *Music in the United States: An Introduction.* 2nd ed. Prentice, 1974.

Horricks, Raymond. "The Orchestral Suites." *Gammond* , pp. 122-31.

Rattenbury, Ken. *Duke Ellington, Jazz Composer.* Yale UP, 1968.

Schuller, Gunther. *Early Jazz: Its Roots and Musical Development.* Oxford UP, 1968.

Southern, Eileen. *The Music of Black Americans: A History.* 2nd ed. Norton, 1983.

Tucker, Mark, ed. *The Duke Ellington Reader.* Oxford UP, 1993.

---. *Ellington: The Early Years.* U of Illinois P, 1991.

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No page number at the bottom

If you have cited more than one work by a particular author, order them alphabetically by title, and use three hyphens in place of the author's name for every entry after the first.

Elements of a citation

Authors' names are inverted (last name first); if a work has more than one author, invert only the first author's name, follow it with a comma, then continue listing the rest of the authors. Putting people's names in alphabetical order is done on a letter-by-letter basis. Ignore articles of speech: a, an, and the when alphabetizing citations.

Brindle, Reginald Smith. "The Search Outwards: The Orient, Jazz, Archaisms." *The New Music: The Avant-Garde since 1945.* Oxford UP, 1975, pp. 133-45.

The title of the article or book chapter is in quotations.

The title of the book is *italicized*

Publisher

Year of publication

Page numbers of the entire article or chapter.