



Baylor School Hedges Library Missing Person Research

"A missing person is a person who has disappeared and whose status as alive or dead cannot be confirmed as their location and fate is not known. Laws related to missing persons are often complex, since in many jurisdictions, relatives and third parties may not deal with a person's assets until their death is considered proven by law and a formal death certificate issued. The situation, uncertainties, and lack of closure or a funeral resulting when a person goes missing may be extremely painful and long-lasting for family and friends."

"A person may be missing due to their own decision, accident, crime, death in a location where they cannot be found (such as at sea), or many other reasons."

"Missing Person." *Wikipedia*, Wikimedia Foundation, 28 July 2016, en.wikipedia.org/wiki/Missing_Person. Accessed 15 Sept. 2016.

Reference Books

- | | |
|-----------------|---|
| R 363.25 B435e | Encyclopedia of forensic science |
| R 363.25 B435f | The Facts On File dictionary of forensic science |
| R 363.25 J29f | Forensic science: an introduction to scientific and investigative techniques |
| R 363.25 N565e | The encyclopedia of crime scene investigation |
| R 364.03 E56e | Encyclopedia of crime & justice. |
| R 364.1 M169m | Outlaws, mobsters & crooks: from the Old West to the Internet |
| R 364.1 M565e | The encyclopedia of unsolved crimes |
| R 364.1 S573e | Encyclopedia of American crime |
| R 364.1 S573m | The Mafia encyclopedia |
| R 364.1 S5733 | The encyclopedia of American crime |
| R 364.103 N251b | Bloodletters and badmen; a narrative encyclopedia of American criminals from the Pilgrims to the present (1973) |
| R 364.973 V795v | Violence in America: an encyclopedia |
| R 823.08 H537o | The Oxford companion to crime and mystery writing |
| R 823.08 M998m | Mystery and suspense writers: the literature of crime, detection, and espionage |
| R 808.3 W749c | Cause of death: a writer's guide to death, murder, and forensic medicine |

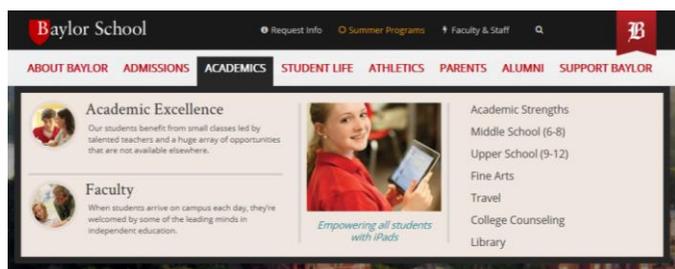
Circulating Collection

- | | |
|--------------|---|
| 363.25 C653c | Crime scene chemistry for the armchair sleuth |
| 363.25 C776f | Forensic science |
| 363.25 C886t | Teasing secrets from the dead: my investigations at America's most infamous crime scenes |
| 363.25 E92c | Crime scene investigation |
| 363.25 F841f | Forensic science: a very short introduction |
| 363.25 G329f | The forensic casebook: the science of crime scene investigation |
| 363.25 J12b | The bone detectives: how forensic anthropologists solve crimes and uncover mysteries of the dead |
| 363.25 J89b | Bullet proof!: the evidence that guns leave behind |
| 363.25 M981f | Forensic identification: putting a name and face on death |
| 363.25 O97p | Police lab: how forensic science tracks down and convicts criminals |
| 363.25 P963k | Killer wallpaper: true cases of deadly poisonings |
| 363.25 W133s | The science of Sherlock Holmes: from Baskerville Hall to the Valley of Fear, the real forensics behind the great detective's greatest cases |
| 363.25 W371d | Do you read me?: famous cases solved by handwriting analysis! |
| 364 L265c | Crime & detection |
| 599.9 D311f | Faces from the past: forgotten people of North America |
| 614.1 E92c | The casebook of forensic detection: how science solved 100 of the world's most baffling crimes |
| 614.1 F898d | DNA fingerprinting: the ultimate identity |
| 614.1 J895w | Witnesses from the grave: the stories bones tell |

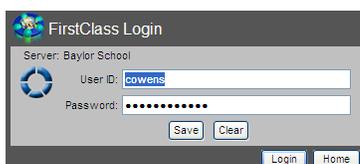
Online Databases

CQ Researcher	CQ Researcher explores a single "hot" issue in the news in depth each week. Topics range from social and teen issues to environment, health, education and science and technology. Available also in print in the bound periodical collection.	
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: -- <i>Encyclopædia Britannica</i> for high school students and up, -- <i>Comptons</i> by Britannica for middle school students and up and -- <i>Britannica Elementary</i> for elementary students and up.	
Facts On File World News Digest	World News Digest brings together the archival record of domestic and international news, unrivaled for its depth, breadth, and accuracy, covers all major political, social, and economic events since November 1940. World News Digest is updated twice weekly and includes a searchable hourly newsfeed.	
Issues & Controversies	Issues and Controversies helps researchers understand today's crucial issues by exploring hot topics in politics, government, business, education, and popular culture.	
ProQuest Central K12	ProQuest Central K12 offers a comprehensive publication collection that meets a wide range of research demands. From general reference to advanced subject matter, ProQuest has more than 2,000 periodicals and newspapers. Simply ProQuest and look for articles dealing "ancient civilizations" and Mesopotamia.	
ProQuest Historical Newspapers	<i>ProQuest Historical Newspapers</i> delivers the complete run of <i>The New York Times</i> -- 1851-2001, <i>The Wall St. Journal</i> -- 1889-1996, <i>The Washington Post</i> -- 1877-1997, <i>The Christian Science Monitor</i> -- 1908-2000 and the <i>Los Angeles Times</i> -- 1881-1990. <i>ProQuest Historical Newspapers™</i> is the definitive newspaper digital archive offering full-text and full-image articles. More current articles may found in <i>ProQuest Central K12</i> .	
World Book Encyclopedia	World Book Web online is an expanded version of <i>World Book's</i> print encyclopedias. Without the space constraints of the printed page, <i>World Book</i> has added more pictures, sound clips and more up-to-date information online.	
	<ul style="list-style-type: none"> • Early World of Learning • World Book Kids • World Book Student • World Book Advanced • World Book Discover 	<ul style="list-style-type: none"> • 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 (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. Once there, select "Online Resources" from the options from the menu on the left side of the page.



Once there, at the top of the center column, click on **Remote access information**. You will be prompted for your current First Class account username and password. Once there, click the link "Remote access" again and a pdf file with database information will open. Select desired database and follow directions.

Vetted Web Pages

Child Quest International - Keeping Hope Alive

URL: <http://www.childquest.org/>

The mission of this web site is to encourage the public and communities as a whole to create a Child Watch Zone. Information is provided to help in the recovery of missing and exploited children. Additional links offer

Hedges Library Overview

Meet the Staff

Online Resources

Middle School Resources

Library Projects

Circulation Policies

Understanding Plagiarism

Summer Reading

The Learning Center

advice and suggestions about how to prevent further exploitation and abductions from occurring. Many photos and a kids link to fun stuff is also included.

CUE (Community United Effort) Center for Missing Persons

URL: <http://www.ncmissingpersons.org/>

Founded September 22, 1994 -- Mission: To join efforts with all concerned, seeking closure of tragedies; as we remain in search of the missing.

NamUs

URL: <http://www.namus.gov/>

The National Missing and Unidentified Persons System (NamUs) is a national centralized repository and resource center for missing persons and unidentified decedent records. NamUs is a free online system that can be searched by medical examiners, coroners, law enforcement officials and the general public from all over the country in hopes of resolving these cases.

Missing Persons

URL: http://www.popcenter.org/problems/missing_persons/

There are many reasons why a child or adult may go missing. Hundreds of thousands of people go missing each year. About 40% of missing person cases involve juvenile runaways. Thousands are children abducted by noncustodial parents, and hundreds are people abducted by strangers. Slightly more than half of missing persons are female, and about a third are black. An unknown percentage voluntarily went missing, while others were displaced by disasters or catastrophes. Investigate the problems associated with missing persons for victims, their families, and the larger community. Not all missing persons are identified as missing.

DOE Network

URL: <http://www.doenetwork.org/>

The Doe Network is a volunteer organization devoted to assisting Law Enforcement in solving cold cases concerning Unexplained Disappearances and Unidentified Victims from North America, Australia and Europe. It is our mission to give the nameless back their names and return the missing to their families. We hope to accomplish this mission in three ways; by giving the cases exposure on our website, by having our volunteers search for clues on these cases as well as making possible matches between missing and unidentified persons and lastly through attempting to get media exposure for these cases that need and deserve it.

Missing Persons Registry

URL: <http://missingpersonsregistry.com/>

Millions of children and adults are reported missing each and every year. Causing extreme pain, hardship and suffering to families and friends. It is the mission of Missing Persons Registry.Com and Missing Children Registry.Com to make available to the public (free of charge) a form that allows instant internet postings of missing persons of any age, race or religion, throughout the world. It is our goal to provide a clearinghouse of information that may assist the efforts of law enforcement and provide loved ones a way to reunite with their families and friends.

Family Child Abductions

URL: http://www.fbi.gov/about-us/investigate/vc_majorthefts/cac/family-abductions

Children are considered missing if their legal guardian does not know where they are or they were taken without the guardian's consent. Parental kidnapping is when one parent takes the child from the custodial parent. A criminal arrest warrant may be issued by the FBI if the parent flees across state lines or international borders with a child under 16. The Hague Convention provides a civil process that obligates member nations to return children to their home countries. The Fugitive Felon Act provides a process for interstate extradition.

Suggestions for Recovery: Family Abductions

URL: http://www.pollyklaas.org/yourchild/recovery_familyabduction.html

Strangers are not the biggest threat to a child's safety. Most child abductors are family members. No mandatory waiting period exists for a missing child. A missing persons report should be filed with law enforcement, along with a copy of the custody order and recent photographs. The FBI automatically assumes a child missing more than 24 hours has crossed state lines. This resource provides information on other people and organizations that can help search for a missing child or provide information. Find out what records can be flagged to try to track the abductor's destination.

International Parental Child Abduction

URL: http://travel.state.gov/abduction/abduction_580.html

The Bureau of Consular Affairs handles both outgoing and incoming cases of international parental child abduction. The FBI, INTERPOL, embassies, and the National Center for Missing and Exploited Children help parents search for their children. Learn about the pros and cons of mediation or pressing criminal charges. Attempts to re-abduct the child back can endanger the child or cause criminal consequences for the parent. Find out under what circumstances the return of a child may be denied.

Missing Children

URL: <https://www.usa.gov/crimes-against-children>

Resources on missing children are easily accessible through the United States government's official web site. The opening page allows you to find AMBER alerts according to state, learn about a powerful search tool called Code Adam, and the FBI's kidnapping and missing person investigations. You can also visit the National Center for Missing and Exploited Children's official web site and access the National Sex Offender search web site. Information on parental kidnappings is available as well.

Family Child Abductions

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Amber Alerts and Code Adam Alerts

URL: http://www.expertlaw.com/library/criminal/amber_alerts.html

In the goal to keep children safe from kidnapers, two successful programs have been put into place, the Code Adam and Amber Alerts. Code Adam, developed by Wal-Mart, alerts customers and workers that a child is missing. The Amber Alert system notifies the public about a kidnapping. These two systems have saved children's lives across the country. Learn more about how these systems work, whose memories they honor and what problems, if any, they have.

Amber Alerts

URL: <http://www.beyondmissing.com/amber.shtml>

The Amber Alert System has successfully brought home many children taken from their families. The system was set up to quickly notify the public with details about a child abduction. The police would then use leads from the community to help find the child. Learn more about this great system, the criteria that must be followed and its success rate. The benefits of this system are discussed along with the history behind the Amber Alert System.

How AMBER Alert Works

URL: <http://people.howstuffworks.com/amber-alert.htm/printable>

In response to the tragic problem of kidnapping in America, the AMBER Alert program was developed. This edition of How Stuff Works describes this missing child response program that includes law enforcement, radio and television media, and electronic highway signs. You will learn how the kidnapping of a child named Amber prompted this method of rapidly alerting the public, media, and police when a child is kidnapped. Find out about the critical hours to report a kidnapping, and see how a typical plan works. You can also read some success stories about recovered children.

Homelessness and Running Away

URL: <https://www.childline.org.uk/info-advice/home-families/family-relationships/homelessness-running-away/>

Being homeless means having nowhere to live and a runaway is someone who has run away or is seriously thinking about running away. You can learn about these homelessness and runaways and why young people would run away or become homeless. A list of reasons is presented to you along with a description of what it would be like to live on the streets and the problems that would be faced. You will also find tips on what someone can do if he or she is considering running away and a list of frequently asked questions and their answers.

Law and the Genetics of Identity: The Science of DNA Fingerprinting

URL: <http://www.dnfiles.org/programs/law-genetics-identity/>

DNA forensics uses genetic technique to identify missing persons and solve crimes. Since each person has a unique DNA profile, DNA fingerprints can identify victims of wars and natural disasters and help match them

with their families. Just like the police and FBI catalog fingerprints, they are beginning to catalog DNA, especially from violent offenders. Discover how DNA testing has been used to free suspects falsely accused of crimes or resume the investigation of unsolved crimes. Discuss the ethics of databases containing genetic fingerprints.

Forensic Odontologist

URL: <http://www.insidejobs.com/careers/forensic-odontologist>

The job of a forensic dentist, or odontologist, is to help identify a victim, a suspect, or a missing person through a study of their teeth. Rather than going to a crime scene, a forensic dentist conducts an investigation of human remains in a laboratory. This work may involve performing an autopsy while working with a coroner or taking photographs and x-rays of teeth and jaw. Identifying bite marks is also part of the job. The marks can be on a living or deceased person. To be a forensic dentist, you would need a doctoral degree.

About Interpol

URL: <http://www.interpol.int/Public/lcpo/default.asp>

Examine and analyze the vision, mission, and core functions of Interpol, The International Criminal Police Organization. Created to make the world a safer place, Interpol provides resources for law enforcement operations to help them fight crime. As a world police organization, Interpol helps prevent, detect, and suppress crime around the world. They enable communication and cooperation between worldwide law enforcement organizations and provide criminal databases and police expertise. They fight against terrorism, corruption, genocide, war crimes, financial crimes, human trafficking, and drug trafficking.

Criminal Justice Resources: Human Trafficking

URL: <http://staff.lib.msu.edu/harris23/crimjust/human.htm>

A collection of criminal justice resources provides you with a variety of information on human trafficking. The collection contains a series of quotes that is introduced by a definition of human trafficking. The quotes are filled with facts, data, and statistics related to human trafficking and slavery. These quotes are followed by a list of organizations that are fighting to put an end to human trafficking that includes a description of their work and their web site addresses. A lengthy list of publications on the issue of human trafficking is also included as well.

Wave of Enforced Disappearances in China Sparks Concern from UN Rights Experts

URL: <http://www.unhcr.org/refworld/country,,UNPRESS,,CHN,,4da3f682c,0.html>

A publication from the UN News Service reports on the wave of enforced disappearances in China. UN rights experts voiced their concerns and called on Asian authorities to release all those who forcibly disappeared. Names of some who disappeared are presented in the publication along with the revelations that were presented in a press release. Quotes from the press release are provided and include information on the reasons for the disappearances, possible locations, and qualifications for a forced disappearance.

The Vietnam-Era Prisoner-of-War/Missing-in-Action Database.

URL: <http://lcweb2.loc.gov/pow/powhome.html>

A public law, the McCain Bill, was put into order to make the United States Department of Defense files available for public review and photocopying. This was done in order to disclose information about persons that were unaccounted for during the Cold War, the Korean Conflict, and the Vietnam Era. At the time the bill was passed in 1991, there were still 2,266 civilians and military personnel unaccounted for in the Vietnam War. There is a lot of information for you to research on prisoners of war, and persons missing in action on this Web site.

Genocide in Guatemala (1981–1983)

URL: http://www.hmh.org/la_Genocide_Guatemala.shtml

The Mayan people of Guatemala are the poor and underprivileged of the country's population. A civil war began during the 1960s and did not end until 1996. The Guatemalan military instituted war against these civilians. This online article, presented by the Holocaust Museum Houston, offers information about the genocide committed during this period of civil war in Guatemala. You will read about how the army destroyed villages, abducted and killed 200,000 people, and displaced thousands more.

The International Organ Trafficking Market

URL: <http://www.npr.org/templates/story/story.php?storyId=111379908>

There are tens of thousands of Americans on waiting lists for organ donations making the international black market for organs a thriving, illegal business. A writer and the director of Organs Watch explain how the exchange of money for organs functions and offers specific examples. You will also listen to the personal

experience of a woman who was in the position of making a decision related to organ sales. The transcript of this thirty minute long audio clip is displayed on the opening page.

Forensic Anthropology

URL: http://www.sfu.museum/forensics/eng/pg_media-media_pg/anthropologie-anthropology/

Forensic anthropologists create a biological profile from human remains. After determining that the substance is actually bone, they have to determine whether it came from a human. Find out how they do both of these tasks. Next, they organize the bones into anatomical position to determine what's missing and to systematically work through the skeleton. It also allows them to see any traumas that might have affected multiple bones. Duplicate bones mean more than one person's remains are represented. Discover how hands, teeth, knees, and skull help determine age. Skeletal features may help identify ethnicity and height.

Why and When to Call the Forensic Artist

URL: http://www.evidencemagazine.com/index.php?option=com_content&task=view&id=164

The author of this article compares the work of a forensic artist to computer programs that generate composite images. Discover the reasons why she believes that using a forensic artist is faster, less expensive and provides more accurate results than some of the digital alternatives. Learn about composite drawings and see how video enhancements are used. Two-dimensional and three-dimensional facial reconstruction and photo-facial comparison and analysis are discussed. Many images are included on this web site.

How Search-and-rescue Dogs Work

URL: <http://science.howstuffworks.com/environmental/life/zoology/mammals/sar-dog.htm/printable>

According to this How Stuff Works article by Julia Layton, Experts estimate that a single SAR dog can accomplish the work of [twenty to thirty] human searchers. It's not just about smell, either--dogs' superior hearing and night vision also come into play. The article, which includes a number of photographs and sidebars, features information arranged under the following headings: Introduction to How Search-and-rescue Dogs Work, SAR Dog Basics, SAR Specialties, SAR Dog Standards, SAR Dog Training, and SAR Dogs at Work.

Forensic Odontology

URL: http://www.forensicprofiles.com/forensic_odontology.html

Applying dental science principles to legal cases, forensic odontology is used to identify victims of catastrophes, analyze bite mark evidence, and provide expert witnesses in court proceedings. Dental comparison provides a scientifically valid method for positive identification or eliminating potential identities. Tooth enamel survives extensive tissue damage and time, and dental restorations and injuries provide unique evidence that make dental comparisons the most popular method for identifying missing persons. Missing teeth and dental treatments on antemortem x-rays are compared with a radiograph.

Witness Relocation and Protection

URL: <http://www.law.cornell.edu/uscode/text/18/3521>

Find out what the law says about witness protection and relocation. If a crime of violence is likely to be committed against a witness or their immediate family, they may be relocated. The Attorney General can provide new identity documents, housing, basic living expenses, employment assistance, and transportation of personal property. Family support payments are deducted from funds provided for living expenses. The witness must agree to testify, refrain from committing crimes, and take steps to avoid detection.

How Autopsies Work

URL: <http://science.howstuffworks.com/autopsy.htm/printable>

While most people won't see an autopsy in person, many of us have seen an autopsy room portrayed on television. Would you like to learn how autopsies are performed? Get an introduction to how autopsies work. Read about autopsy basics and manners of death. Internal and external examinations are discussed. Learn about the tools of the trade. Find out how the time of death is calculated. Discover the emotional and psychological side of performing autopsies. Links are provided to more information.

Facial Recognition

URL: <http://www.enotes.com/facial-recognition-reference/facial-recognition>

Humans can easily identify people, especially if they know the person. A human can generally tell if two images are of the same person, but their concentration fails if they need to compare hundreds of images looking for a match. Computerized facial recognition needed to be developed for security, surveillance, and forensics. Investigate a biometric trial that secretly occurred in 2000 at the Super Bowl. Find out how the

technology is used by police and casinos. It can also be used to try to locate missing children or for computer security.

Your DNA Profile: The Identity You Can't Escape

URL: http://www.eduplace.com/kids/hmsc/6/a/cricket/ckt_6a3.shtml

When a police officer arrives at the scene of the crime, he takes special measures to avoid destroying evidence that might have been left behind. Join Inspector Tate and a forensic photographer as they survey the scene, collect evidence, and record what they observe. Find out why the forensics team is looking for hair and blood as well as fingerprints as they attempt to solve the murder. Back in the lab, follow the steps the biochemist goes through in order to extract, copy, profile, and match the DNA found in the evidence.

Onlinenewspapers.com

URL: <http://www.onlinenewspapers.com/>

Onlinenewspapers.com provides links to web sites of newspapers from all over the world. Divided into categories by region or continent, you'll find the online home of newspapers from places such as Ashwaubenon, Wisconsin and Cairo, Egypt, even Antarctica! This web site is a useful tool for finding local newspapers' web sites, particularly when you know the name of the city, but not the name of the newspaper. Some of the newspapers are in English and others are in the native language of the country or region in which it originated.

Online Newspapers from Around the World

URL: <http://www.ipl.org/div/news/>

A University of Michigan School of Information class founded the Internet Public Library (IPL). This IPL web page is a collection of links to newspapers' web sites around the world. They are organized by continent or region, with the United States being organized by states. You can also find them organized alphabetically by title. Some web sites are in English, and others are in French, Arabic, and other world languages. Learn about world issues from different viewpoints by reading newspapers from different parts of the world.

- **Giving credit where credit is 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 housed 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.

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:

① Hitt, James E. ② *It Never Rains after Three O’Clock: A History of the Baylor School, 1893-1968*. ③ Baylor Press, ④ 1971.

Example of two author book - MLA p. 21:

① Doris, Michael, and Louise Erdrich. ② *The Crown of Columbus*. ③ HarperCollins, ④ 1999.

Example of 2-3 authors or editors:

① Posamentier, Alfred S., Daniel Jaye, and Stephen Krulik. ② *Exemplary Practices for Secondary Math Teachers*. ③ Assn. for Supervision and Curriculum Development, ④ 2007.

KEY: ① author ② title of source ③ publisher ④ publication date

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

① Author Last name, Author First name. ② “Section Used.” ③ *Title of Reference Book or Anthology*, ④ edited by Name of editor(s), ⑤ edition, ⑥ vol. number, ⑦ name of publisher, ⑧ year of publication, ⑨ p (or pp.) page numbers.

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

① Simmons, Edwin H. ② “The Spanish-American War.” ③ *Dictionary of American History*, ④ edited by Stanley I. Kutler, ⑤ 3rd. edition, ⑥ vol. 7, ⑦ Thomson, ⑧ 2003, ⑨ pp. 485-7.

KEY: ① author ② title of source (article) ③ title of container 1 (collection) ④ other contributors (editor)* ⑤ edition ⑥ number ⑦ publisher ⑧ publication date ⑨ location (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

① Womack, Todd. ② *Spanish-American War in Georgia*, ③ Wiregrass Historical Society, ④ 12 Aug. 2005, ⑤ www.georgiaencyclopedia.org/articles/history-archaeology/spanish-american-war-georgia. ⑥ Accessed 20 Sept. 2016.

KEY: ① author ② title of container 1 (website) ③ publisher (or sponsor of site), ④ publication date ⑤ location (url) ⑥ Accessed day month year.

① Womack, Todd. ② “Training Camps.” ③ *Spanish-American War in Georgia*, ④ Wiregrass Historical Society, ⑤ 12 Aug. 2005, ⑥ www.georgiaencyclopedia.org/articles/history-archaeology/spanish-american-war-georgia. ⑦ Accessed 20 Sept. 2016.

KEY: ① author ② title of article or section ③ title of website ④ publisher (or sponsor of site), ⑤ publication date ⑥ location (url) ⑦ Accessed 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:

① Winner, Cherie. ② “Groundwater: Our Hidden Endangered Resource.” ③ *Current Health* 2, ④ vol. 22, no. 5, ⑤ Jan. 1996, ⑥ p.28. ⑦ *ProQuest Central*, ⑧ search.proquest.com/docview/211684894/45B4A7BC9A954059PQ/1?accountid=8515. ⑨ Accessed 20 September 2016.

KEY: ① author ② title of source (article) ③ title of container 1 (periodical) ④ volume and issue number ⑤ publication date ⑥ location (pg. numbers) ⑦ title of container 2 (database) ⑧ location (url) ⑨ Accessed day month year

Example of article from the CQ Researcher database:

1 Billitteri, Thomas. 2 "Preventing Bullying." 3 *CQ Researcher*, 4 10 Dec. 2010, 5 pp. 73-96. 6 *CQ Researcher*, 7 library.cqpress.com/cqresearcher/cqresrr2010121000. 8 Accessed 20 Sept. 2016.

KEY: 1 author 2 title of source (article) 3 title of container 1 (periodical) 4 publication date 5 location (pg. numbers) 6 title of container 2 (database) 7 location (url) 8 Accessed day month year

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

1 "Capping Executive Pay." 2 *Issues and Controversies*, 3 InfoBase Learning, 4 24 Apr. 2009, 5 icof.infobaselearning.com/recordurl.aspx?ID=1821. 6 Accessed 20 Sept. 2016.

KEY: 1 title of source 2 title of container 1 (website) 3 publisher 4 publication date 5 location (url) 6 Accessed 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:

1 Carlstrom, Oscar E. 2 "The Spanish-American War." 3 *Journal of the Illinois State Historical Society*, 4 vol. 16, no. 1/2, 5 Apr. - Jul. 1923, 6 pp. 104-110., 7 JSTOR, 8 www.jstor.org/stable/40187096. 9 Accessed 20 Sept. 2016.

KEY: 1 author 2 title of source (article) 3 title of container 1 (periodical) 4 volume and issue number 5 publication date 6 location (pg. numbers) 7 title of container 2 (database) 8 location (url) 9 Accessed day month year

COMMON WEB BASED CITATIONS**Citing an Email:**

1 Batt, Jack. 2 "Spirit Week Research." 3 Received by Carl Owens, 4 19 September 2016.

KEY: 1 author 2 use subject line as title 3 recipient of email 4 date 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:

1 @baylor.school. 2 "Baylor Boys Region Golf Champs; Bates is Girls' Medalist." 3 *Twitter*, 4 20 Sept. 2016, 5 9:17 a.m., 6 www.baylor.school.org/news/detail.aspx?pageaction=ViewSinglePublic&LinkID=17666&ModuleID=55.

KEY: 1 author 2 title of Tweet 3 title of service 4 day month year, time 5 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&luid=35966. Accessed 20 Sept. 2016.

KEY: title of the segment 2 title of source 3 publisher 4 publication date (release date) 5 title of container (website) 6 location (url) 7 accessed day month year

Citing a Video from YouTube:

1 Anderson, Chris. 2 *TED's Secret to Great Public Speaking*. 3 TED Talks, 4 16 Apr. 2016. 5 *YouTube*, 6 www.youtube.com/watch?v=-FOCpMAww28. 7 Accessed 20 Sept. 2016.

KEY: 1 author 2 title of source 3 publisher 4 publication date (release date) 5 title of container (website) 6 location (url) 7 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."

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).

IN-TEXT CITATION EXAMPLES

Citations are used to tell a reader which source is being quoted. The citation should match information in the Works Cited page. Generally, you'll use the author's last name and the page number (if the source cited has page numbers). **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.

Regular Citation (Books and Journal Articles):

According to Naomi Baron, reading is "just half of literacy. The other half is writing" (194).

Or

Reading is "just half of literacy. The other half is writing" (Baron 194).

Works Cited Example

Baron, Naomi S. "Redefining Reading: The Impact of Digital Communication Media." *PMLA*, vol. 128, no. 1, Jan. 2013, pp. 193-200.

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.

Annotated Works Cited Guidelines

What is an Annotated Works Cited or Annotated Bibliography?

An annotated works cited or bibliography is 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.

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.

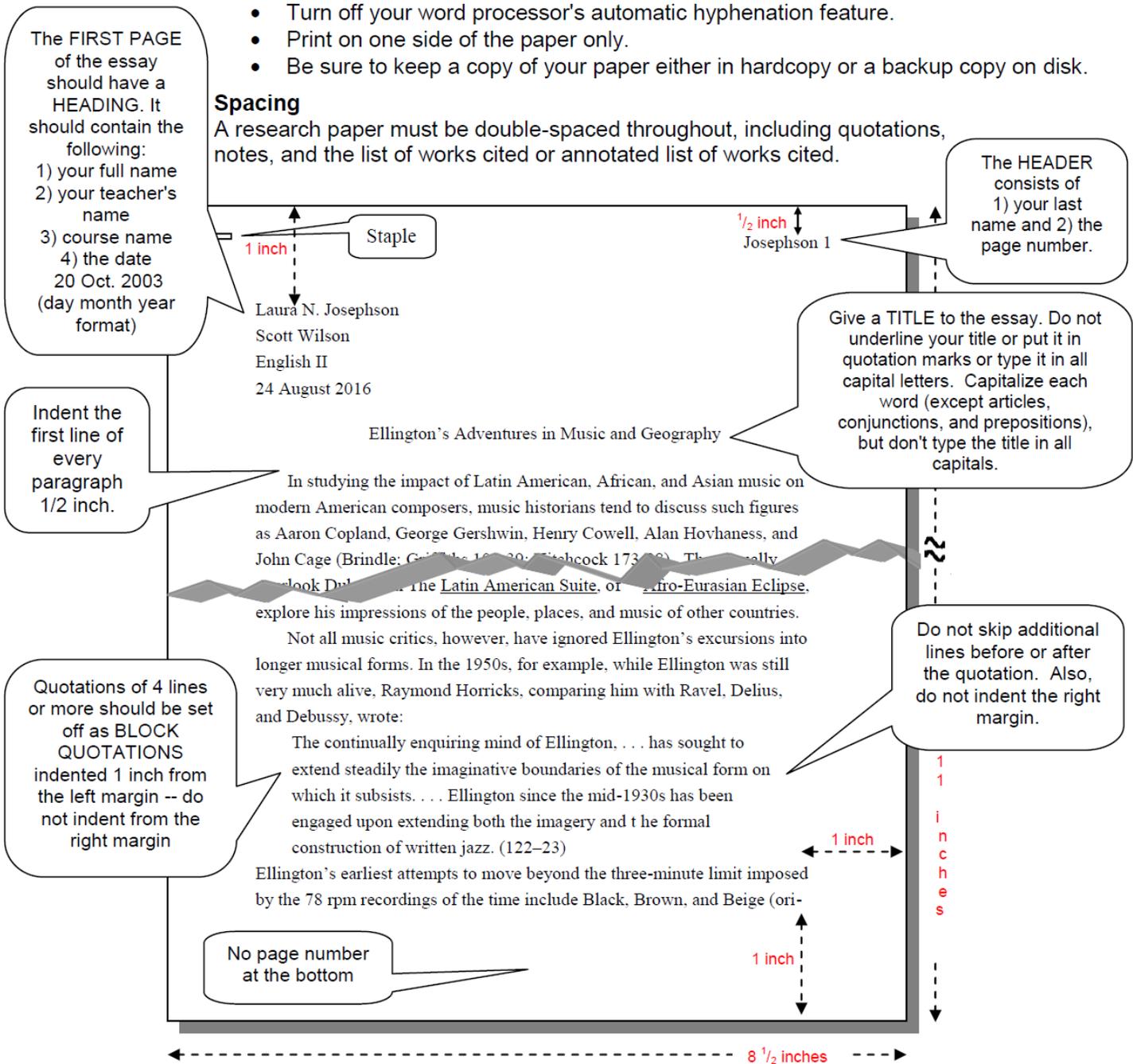
Printing or Typing

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.

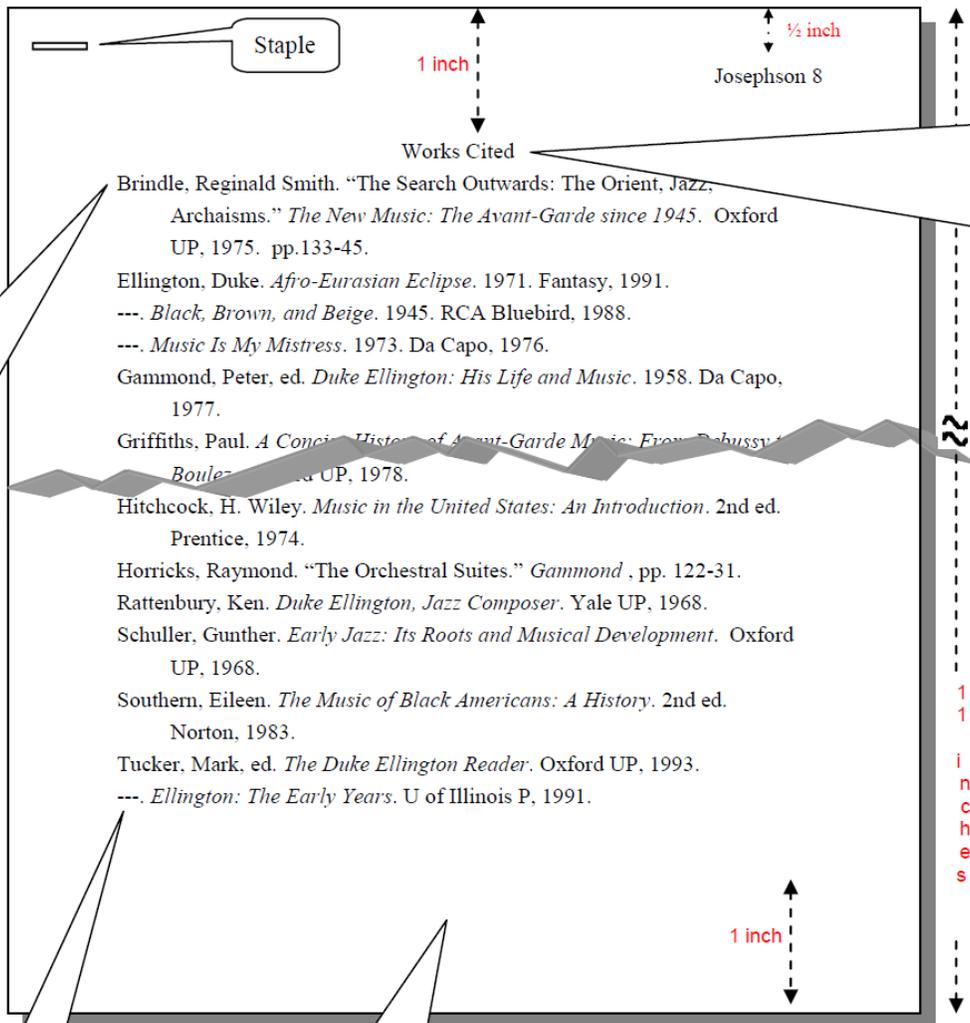
Spacing

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



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.

MLA Format for 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.

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.

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.

No page number at the bottom

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.