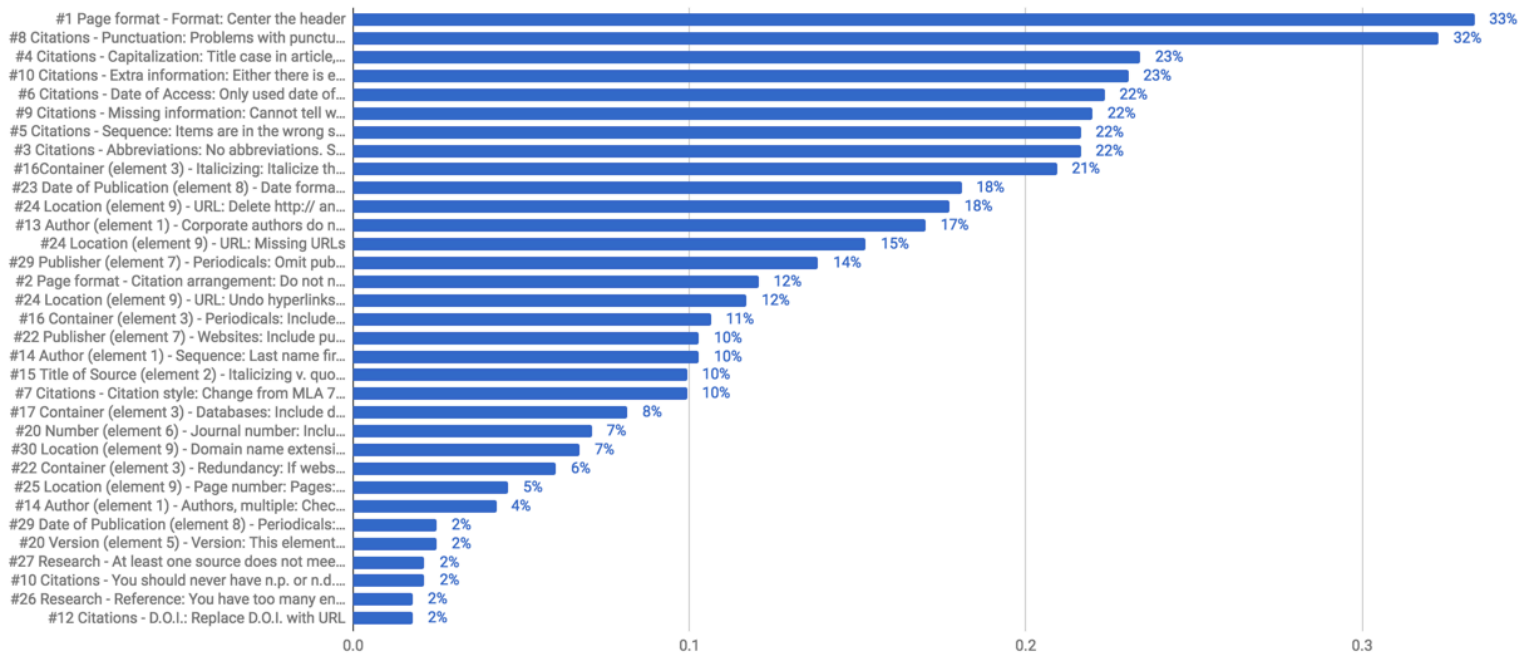


Most Common Bibliography Mistakes (Percent)



Comment Bank

1. Page format - Format:

- Bibliography/Works Cited List is on its own page following the complete research task (essay, presentation, graphic, etc.).
- Size 12 font
- Times New Roman font
- Double-spaced
- No lines skipped between citations
- Left margin aligned
- Hanging indents
- Alphabetized according to first word in citations (after "a", "an", and "the")

For more details, visit <<http://bit.ly/MLA8comment1and2>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

2. Page format - List: Alphabetize list according to the first word in your citations after "A" "An" or "The"; Align left; Do not number or categorize or bullet your sources.

For more details, visit <<http://bit.ly/MLA8comment2>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

3. **Citations - Abbreviations**: No abbreviations. Spell it out (e.g., TED is Technology, Engineering, and Design [not TED Talks!], NPR is National Public Radio; BBC is British Broadcasting Corporation, CNN is Cable News Network).

For more details, visit <<https://bit.ly/MLA8comment3>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

4. **Citations - Capitalization**: Use title case for authors, article titles, containers, and publishers.

For more details, visit <<http://bit.ly/MLA8comment4>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

5. **Citations - Sequence**: Some elements are in the wrong sequence.

For more details, visit <<http://bit.ly/MLA8comment5and10>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

6. **Citations - Date of Access**: Only use date of access when you cannot find the publication date for an Internet source. Date of access follows URL and a period.

For more details, visit <<http://bit.ly/MLA8comment6>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

7. **Citations - Citation style**: Change into MLA 8. You may have used MLA 7 (Usually happens in EasyBib. Indicators include Web., Print., n.p., n.d.) or APA (Usually happens when the wrong database citation is copied and pasted. Indicators include a date in parentheses, the omission of **vol.** and **no.** before the volume and issue numbers).

For more details, visit <<http://bit.ly/MLA8comment7>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

8. **Citations - Punctuation**: Problems with punctuation or spacing between the elements. This may mean that a period(s) at the end of the citation or before starting the second container was/were left out.

Review the full comment bank at <<http://bit.ly/MLA8comment8>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

9. **Citations - Missing information**: A properly cited source implicitly identifies the resource type (e.g., magazine, journal, newspaper, website, book, e-Book, etc.). This one does not.

Review the full comment bank at <<http://bit.ly/MLA8comment9>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

10. **Citations - Extra information**: Citations include more information than what is called for in MLA 8. Check required 9 elements. Often, when students copy and paste the URL into EasyBib to create a citation, the generator lumps extra information into the title.

For more details, visit <<http://bit.ly/MLA8comment5and10>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

11. **Citations - Symbols**: Avoid using math symbols (+ or |) in citations. This usually happens when EasyBib fails to separate elements 2 (Title of Source) and 3 (Container). They get lumped together in quotation marks with the | as a divider. Then the software generates a redundant citation because the website name is repeated.

For more details, visit <<http://bit.ly/MLA8comment11>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

12. **Citations - D.O.I.**: Omit D.O.I. The publisher assigns a Digital Object Identifier (DOI) when your article is published and made available electronically. It is used as a substitute for the URL. You may use this in college, but it is to be replaced by a URL at NCHS.

For more details, visit <<http://bit.ly/MLA8comment12>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

13. **Author (element 1) - Corporate author**: Do not reverse corporate authors. Associated Press is correct. (not Press, Associated). A corporate author is a tricky concept. The Central Intelligence Agency is the author of The World Factbook, but a periodical such as New York Times is never listed as a corporate author. On the other hand, the Associated Press, which is a news agency, is a corporate author. United States government agencies are tricky. Use the agency

as a corporate author and the United States as the publisher. There are often agencies within agencies (e.g., Choose My Plate -> Center for Nutrition Policy and Promotion -> Department of Agriculture -> United States. This complicates the container listing. If you are confused, ask for help.

Also, several websites provide incorrect recommendations for citations. Biography.com, History.com, and Encyclopaedia Britannica are just three of the many websites that lead students astray on citations. This is especially relevant when it comes to the corporate author piece. History.com suggests that you include "History.com Staff" as the corporate author. Encyclopedia Britannica makes a similar recommendation on their Cite link. Don't do what they tell you!

For more details, visit <<http://bit.ly/MLA8comment13>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

14. **Author (element 1) - Sequence**: Last name first, first name last for one author. For two authors, Last name first, first name last, first name first last name last. For three or more authors, only include first author followed by et al. Place name suffixes after middle name, or first name if there is no middle name.

For more details, visit <<http://bit.ly/MLA8comment14>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

15. **Title of Source (element 2) - Italicizing v. quotes**: If the title is part of a larger source, write it in quotation marks. If the entire source is being used, the title is written in italics.

For more details, visit <<http://bit.ly/MLA8comment15>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

16. **Container (element 3)** - A web page is the "title"; a website is a container. **Italicize** the names of containers (e.g., books, periodicals, and databases).

For more details, visit <<http://bit.ly/MLA8comment16>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

17. **Container (element 3)** - There can be **multiple containers**. Database names are often included as second or third containers. When there are multiple containers,

add elements 1-9 first, followed by a period, then add elements 3-9 as many times as you need.

For more details, visit <<http://bit.ly/MLA8comment17>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

18. **Additional Contributor (element 4)** - Describe the contributor's **role** where appropriate (e.g., edited by, directed by, translated by, performed by, etc.). Capitalize the first letter in the role if it follows a period, but start with a lowercase letter if it follows a comma. The contributor name is written first name first and last name last. Use the et al. abbreviation when there are more than two contributors.

For more details, visit <<http://bit.ly/MLA8comment18>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

19. **Version (element 5)** - Version: This element helps to identify **e-books**. Other **versions** could include an edition, director's cut, late edition, radio edit, etc.

For more details, visit <<http://bit.ly/MLA8comment19>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

20. **Number (element 6)** - Include number information when resource is released **periodically** (e.g., an academic journal, episode in a program, etc.) or **part** of a multi-volume work (e.g., an encyclopedia or other reference work). Abbreviate vol._, no._, (insert correct number in blank spaces!).

For more details, visit <<http://bit.ly/MLA8comment20>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

21. **Publisher (element 7) - When to include**: Do NOT include publisher information when citing newspapers, magazines, and journals. DO thoroughly investigate the publisher on all websites (e.g., "About" page, breadcrumbs, root URL [what ends with the .com/.edu/.gov/.org, etc.], "Contact", "Mission", etc.) but check the rules about redundancy before including it in the citation. Publisher MUST be included in book citations (print AND eBooks). Click here for more information:

For more details, visit <<http://bit.ly/MLA8comment21>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

22. **Publisher (element 7) - Redundancy**: If author and publisher are the same, omit the author. If the webpage name and the website name are the same (which is very unusual, so look twice!), include only the website as title in italics. If the website and its publisher share the same name (which is common), omit the publisher and include the container only. Do not repeat information in the citation. Click here for more information:

For more details, visit <<http://bit.ly/MLA8comment22>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

23. **Date of Publication (element 8) - Date format**: Dates are Day Mon. Year. Abbreviate all months to 3 letters followed by a period except May, June and July, which are written in their entirety and September, which is (oddly) abbreviated as "Sept."

For more details, visit <<http://bit.ly/MLA8comment23>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

24. **Location (element 9) - URLs**: Remove hyperlinks, delete http:// and omit "greater than" and "less than" symbols < >. Use permalinks wherever possible (e.g., New York Times and EBSCO).

For more details, visit <<http://bit.ly/MLA8comment24>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

25. **Location (element 9) - Pages**: Include page number or range. Abbreviate the word page (singular) as p. and pages (plural) as pp. Use lower case letters for abbreviations.

For more details, visit <<http://bit.ly/MLA8comment25>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

26. **Research - Reference**: You have too many encyclopedic resources in this bibliography.

For more details, visit <<http://bit.ly/MLA8comment26>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

27. **Research - Alignment**: At least one source does not meet one or more of the required research expectations for this assignment.

For more details, visit <<http://bit.ly/MLA8comment27>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

28. **Research - Range**: The resource collection lacks range. Consider including expert opinion, academic journals, primary sources, research studies, statistical analysis, and/or public opinion surveys. What you have here would not meet passing criteria in college. Academics want to see the work of academics in works cited lists. A list of mainstream news publications will suggest that you did not dig deep enough into your topic.

For more details, visit <<http://bit.ly/MLA8comment28>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

29. **Periodicals (newspapers, magazines, journals)**: It is essential that you include as many of the following as are available
- Publication name (must be included!)
 - Volume
 - Issue
 - Date of publication (must be included!)
 - Location (URL or page - or both!)

For more details, visit <<http://bit.ly/MLA8comment29>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.

30. **Domain name extension**: Omit domain extensions from website names (.org, .com, .edu, etc.)

For more details, visit <<http://bit.ly/MLA8comment30>>.

Review the full comment bank at <<http://bit.ly/MLA8comments>>.