

**MLA Style Sheet and Writing Guide
Your Guide for Documenting Research**

**Washington Township High School IMC
2009-2010**



Revised 10/03/09

**Writing Guide and MLA Style Sheet
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Purpose of the Research Paper Manual

The purpose of the Washington Township High School IMC's research paper manual is to provide all students and teachers with a concise and consistent guide to research that can be used in all classes and with all grade levels.

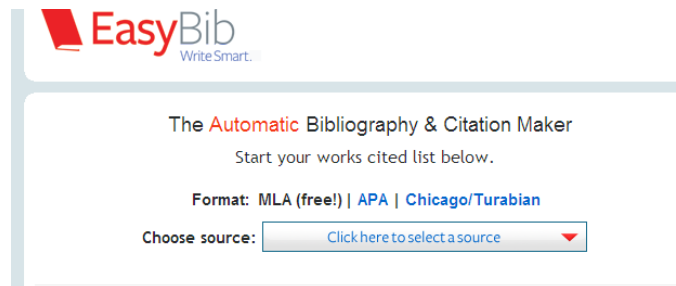
The Big6 developed by Eisenberg and Berkowitz and The Research Process developed by Kuhlauthau are used to teach the research process whether the final research product is a paper, debate, multimedia presentation, web page or other format. This manual is based on instructional materials prepared by the high school librarians and English teachers and *MLA Handbook for Writers of Research Papers*. 7th ed. New York: MLA, 2009.

Guide to Using the Manual

It is important for you to know how to identify the original source of your information: books, magazines, newspapers, scholarly journals. It is equally important to identify where it was found: Print, Database, Web, Television, Radio.

This manual is divided into sections that will explain each step of the research process. This guide will assist you in writing your Works Cited, but it might be helpful to you to use a citation maker such as *EasyBib* that will format the citation.

<http://www.easybib.com/>



Works Cited

The list of works cited is an alphabetical list of sources that you used to gather information for your paper. The Works Cited is the last page of your research paper.

It is important for you to know how to identify the original source of your information: a book, a magazine, a newspaper, or a scholarly journal. It is equally important to identify where it was found: Print, Database, Web, Television, Radio.

As the title indicates, every source listed should be cited within the text and vice versa, every source cited within your text must be included in the works cited list. A works cited list might contain books, articles, films, Web sites, newspaper articles, and a variety of other print and non-print sources. A Works Cited list gives these writers proper credit for their ideas—whether facts, opinions, or quotations—by indicating where you found that information. You should be writing your Works Cited list throughout the research process. It is important to gather necessary information while you are studying a source to avoid having to retrace your steps later to locate the material again, or even worse, having the information disappear, a definite possibility when dealing with the Internet. Writing the Works Cited list before writing the paper will also make writing parenthetical references within the text much easier since you will know exactly what information to include.

General Rules for of Works Cited Entries

Helpful Hints

1. Identify the original source for the information: book, database, web site.
2. Use correct punctuation and spacing.
3. Every entry has a medium of publication such as Print, Web, Radio, Television, CD, Film, DVD, PDF file.
4. **Double space entries.**
5. Begin the first line at the margin and indent subsequent lines five spaces.
6. **Place entries in alphabetical order** by the author's or editor's last name.
7. **If no author is given, start the citation by the title.**
8. Italicize the names of books, magazines, newspapers, journals, web sites and databases; however, do not underline the name of a book series.
9. Give the city of publication; if there is more than one city listed, use the first city. **Do not list the state.**
10. Put titles of articles, essays, and poems in quotation marks.
11. Dates are written as day month year (**6 Aug. 2004**).
12. Use ed. for editor, trans. for translator and comp. for compiler.
13. Abbreviate the names of the months except for May, June and July.
14. **Abbreviations for Editions:** 2nd ed., 3rd ed., Rev. ed. (Revised edition), Abr. Ed. (abbreviated edition), Supp. (Supplement), Supp. II, Pt. 1 (Supplement and Part)
15. The first letter of words in a title are capitalized.
16. Use shortened forms of the names of publishers. Omit business abbreviations (Co., Corp., Inc., Ltd) and descriptive words such as Publishers, Press, and House. For University Press use the abbreviation UP.

17. Newspaper articles are usually not published on consecutive pages; give the first page number and a plus sign (6+).
18. Use italics for names of books, periodicals, web sites.

Sample Works Cited

Bloom, Harold, ed. *F. Scott Fitzgerald*. Englewood Cliffs: Salem, 1999. Print.

___. "Seniors and the Term Paper." *Time* 17 Feb. 2008: 18. Print.

Landsburg, Steven E. "Who Shall Inherit the Earth?" *Slate* 1 May 2001. Web. 2 May 2002.

Neubauer, Carol. "Displacement and Autobiographical Style in May Angelou." *Black American Literature Forum* 17:2 (1983): 123-9. *Literature Resource Center*. Web. 20 Mar. 2007.

Tolstoy, Leo. *War and Peace*. Ed. Harold Bloom. New York: Albans, 1997. Print.

Sample Format for Citing Print Publications

Please note that the first section is the citation while the second section explains the citation.

These sample citations are a guide for documenting your sources. The format for the citations will vary according to the original sources used in your research, but, in general, **follow these elements in the order given:**

name of author, editor, compiler or translator

title of the work (*italicized*)

edition

number of the volume

city of publication, name of the publisher, year of publication

Medium (Print)

Book with 1 author (Gerber 17).	<p style="background-color: #cccccc; padding: 5px;">Gerber, Phil. <i>Robert Frost</i>. New York: Chelsea, 1999. Print.</p> <p>Author's last name, first name. <i>Name of the Book</i>. City of Publication: Publisher, Year. Medium.</p>
Book with 2 authors (Cullen and McNally 250).	<p style="background-color: #cccccc; padding: 5px;">Cullen, Gerald, and Kathleen McNally. <i>Exploring Literature</i>. Philadelphia: Temple UP, 1999. Print.</p> <p>First author's last name, first name, and second author's first and last name. <i>Name of the Book</i>. City of Publication: Publisher, Year. Medium.</p>
Book with 4 or more authors - Use et al (Schmo et al. 20)	<p style="background-color: #cccccc; padding: 5px;">Schmo, Joseph, et al. <i>Exploring Design</i>. 2nd ed. Boston: Chelsea, 1987. Print.</p> <p>First author's last name, first name, et al. <i>Name of the Book</i>. Edition. City of Publication: Publisher, Year. Medium.</p>
Book with editor	<p style="background-color: #cccccc; padding: 5px;">Bloom, Harold, ed. <i>F. Scott Fitzgerald</i>. Englewood Cliffs: Salem, 1988. Print.</p> <p>Editor's last name, first name, editor. <i>Name of the Book</i>. City of</p>

(Bloom 52).	Publication: Publisher, Year. Medium.
Book with 2 editors (Napierkowski and Ruby 212).	<p>Napierkowski, Marie Rose, and Mary K. Ruby, eds. <i>Poetry for Students</i>. Vol. 3. Detroit: Gale, 1998. Print.</p> <p>First editor's last name, first name, and second editor's first and last name, editors. <i>Name of the Book</i>. Volume. City of Publication: Publisher, Year. Medium.</p>
Book with an editor and an author (Prichard 18).	<p>Prichard, Rick. <i>Lives of Modern Poets</i>. Ed. Harold Bloom. New York: Albans, 2002. Print.</p> <p>Author's last name, first name. <i>Name of the Book</i>. Editor's first and last name. City of Publication: Publisher, Year. Medium.</p>
Different editions of the same book (Magill 27).	<p>Magill, Frank N., ed. <i>Contemporary Poets</i>. 2nd ed. New York: St. James, 1994. Print.</p> <p>Editor's last name, first name, editor. <i>Name of the Book</i>. Edition. City of Publication: Publisher, Year. Medium.</p>
Book with multi-volumes using only 1 volume (Smith 98).	<p>Smith, Valerie, ed. <i>African American Writers</i>. 2nd ed. Vol. 2. New York: Charles Scribner's, 2001. Print.</p> <p>Editor's last name, first name, editor. <i>Name of the Book</i>. Edition. Volume. City of Publication: Publisher, Year. Medium.</p>
Book with multi-volumes using 2 or more volumes (Beachem 5: 7).	<p>Beacham, Frank, ed. <i>Popular World Fiction</i>. 12 vols. New York: Beacham, 1987. Print.</p> <p>Editor's last name, first name, editor. <u>Name of the Book</u>. Number of Volumes. City of Publication: Publisher, Year. Medium.</p>

<p>Work in an Anthology (Eckley 37).</p>	<p>Eckley, Grace. "Ray Bradbury." <i>Contemporary Science Fiction</i>. Vol. 1. Ed. Frank N. Magill. Pasadena: Salem, 1997. 124-30. Print. Author's last name, first name. "Title of the Article or Poem." <i>Name of the Book</i>. Volume. Editor. First and last name. City of Publication: Publisher, Year. Pages. Medium.</p>
<p>Book with no author or editor (<i>Notable Writers</i> 12).</p>	<p><i>Notable Writers</i>. Rev. 3rd ed. Vol. 1. Pasadena: Salem, 1998. Print. <i>Name of the Book</i>. Edition. Volume. City of Publication: Publisher, Year. Medium.</p>
<p>Unsigned article in a reference book (familiar & less familiar) ("Updike, John" 41).</p>	<p>"Updike, John." <i>Compton's Encyclopedia</i>. 1997 ed. Print. "Dracula." <i>Novels for Students</i>. Ed. David Galens. Vol. 18 Detroit: Gale, 2003. 22-50. Print. "Title of the Article." <i>Name of the Book</i>. Edition. Year. Medium. "Title of the Article." <i>Name of the Book</i>. Editor. Edition. Volume. City of Publication: Publisher, Year. Pages. Medium.</p>

Rules for Formatting Periodicals
(newspapers, magazines, and scholarly journals)

Citations for periodical include the following:

Author, Title and subtitles of the article, Name of the periodical, volume and issue number (for scholarly journals), date or year of publication, page numbers and medium

<p>Articles from Newspapers</p>	<p>Lyons, Bill. "Philadelphia Sports." <i>The Inquirer</i> 12 Feb. 2002, late ed.: F1+. Print.</p>
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<p>(Fisher 21).</p>	<p>Fisher, Julieta Dias. "Irish Schools." <i>New York Times</i> 12 Jan. 2001: C 21. Print.</p> <p>Author's last name, first name. "Title of the Article." Name of the <i>Newspaper</i> Date (edition, if applicable): section pages. Medium.</p>
<p>Weekly Magazine (Gilligan 20).</p>	<p>Gilligan, Kim. "Health and Fitness." <i>Sports Illustrated</i> 21 Mar. 2008: 20. Print.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Magazine</i> Date: pages. Medium.</p>
<p>Monthly/Quarterly Magazine (Callaway 64).</p>	<p>Callaway, Rob. "Bowling is Fun." <i>Entertainment Today</i> June 2008 64. Print.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Magazine</i> Month year: page. Medium.</p>
<p>Article with an anonymous author (“The Fabulous” 11).</p>	<p>“The Fabulous Decade.” <i>Time</i> 10 Jan. 1996: 12-14. Print.</p> <p>“Title of the Article.” <i>Name of the Magazine</i> Date: pages. Medium.</p>
<p>Scholarly Journal (Finn 8).</p>	<p>Finn, Ann. "Kate O'Brien: The Feminist James Joyce." <i>Irish Literature Review</i> 42.7 (2007): 5-10. Print.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Journal</i> Volume. Issue (Date): Pages. Medium.</p>
<p>Review (Killian 78).</p>	<p>Killian, Joan. "Public Relations in School Media Centers." Rev. of <i>Tooting Your Own Horn</i>, by Julieta Dias Fisher and Ann Hill. <i>Library Talk</i> 12 Nov. 2002: 75-81. Print.</p> <p>Reviewer's last name, first name. Title of the Review. (if given)</p>

	<p>Rev. of <i>Name of the Work Being Reviewed</i>, by the name of the author being reviewed. <i>Name of the Magazine</i> Date: Pages. Print.</p>
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Citing Other Common Sources

<p>Radio Program (“The Music Hour”).</p>	<p>“The Music Hour.” Narr. Joan O’Brien. <i>Weekend Edition Sunday</i>. Natl. Public Radio. WUMM, Milwaukee, 25 Jan. 2007. Radio.</p> <p>“Title of the Segment.” Narrator. <i>Title of the Program</i>. Name of Network. Call letters and city of the station, Broadcast date. Medium.</p>
<p>Television Show (“Frederick Douglass”).</p>	<p>“Frederick Douglass.” <i>Civil War Journal</i>. Narr. Danny Glover. Dir. Craig Haffner. Arts and Entertainment Network. 6 Apr. 2004. Television.</p> <p>“Title of episode.” (if appropriate) <i>Title of the Program or Series</i>. Narrator. Director. (if given) Title of the Network. Date. Medium.</p>
<p>Videocassette or DVD (“It’s a Wonderful”).</p>	<p><i>It’s a Wonderful Life</i>. Dir. Frank Capra. Perf. James Stewart, Donna Reed, and Lionel Barrymore. 1946. Republic, 2001. DVD.</p> <p><i>Title</i>. Director. Performers. Year. Distributor, Year. Medium.</p>
<p>Painting, Sculpture or Photograph</p>	<p>Da Vinci, Leonardo. <i>Mona Lisa</i>. 1420. Oil. The Louvre, Paris.</p> <p>Artist’s last name, first name. <i>Title of the Work</i>. Date. Medium. Name of the person or the institution that owns the work, City.</p> <p>(If found in a book, cite the book information)</p>

(Da Vinci).	By author or editor's first and last name. City of Publication: Publisher, Year. Plate number or Page number.
Sound Recording CD Format (Simon).	Simon, Paul. <i>The Rhythm of the Saints</i> . Warner Bros., 1990. CD. Composer or performer. <i>Name of the CD</i> . Label, Year. Medium.
Sound Recording CD Format Citing a Song (Simon)	Simon, Paul. "Spirit Voices." <i>The Rhythm of the Saints</i> . Warner Bros., 1990. CD. Composer or performer. "Title of the Song." <i>Name of the CD</i> . Label, Year. Medium.
Audio Recording (Smith). (Hermann).	Smith, Edward, narr. <i>Twilight</i> . By Stephanie Meyer. Simon, 2007. CD. or Hermann, John, narr. <i>Playing for Pizza</i> . By John Grisham. Doubleday, 2009. Audiocassette. Speaker's last name, first name, narrator. <i>Title of the Work</i> . By the Name of the Writer. Publisher, year. Medium.
Map or Chart (Philadelphia)	<i>Philadelphia</i> . Map. Chicago: Rand-McNally, 1999. Print. <i>Name of the Map or Chart</i> . Descriptive Label. City of Publication: Publisher, Year. Medium.
Interview Published (Kidman).	Kidman, Nicole. Interview. <i>Conversations</i> . By Barbara Walters. New York: Holt, 2004. Print. Name of Person Interviewed. Interview. <i>Name of Book</i> . Author. City of Publication: Publisher, year. Medium.

<p>Interview on Television, Radio or DVD (Wiesel).</p>	<p>Wiesel, Elie. Interview by Ted Koppel. <i>Nightline</i>. ABC. WABC, New York, 18 Apr. 2006. Television. Name of the person interviewed. The interviewer's name. <i>Name of</i> <i>show</i>. Channel, City. Date. Medium.</p>
<p>Interview: Personal Personal (Schmo).</p>	<p>Schmo, Joe. Personal interview. 22 Aug. 2007. Name of Person Interviewed. Type of Interview. Date.</p>

Sources Found on the Web

You will use the Web to access information from a variety of sources including subscription databases, scholarly journals, archives of print publications, reference books, primary sources, and multimedia sources.

In this section, you will find examples examples from subscription databases, books and periodical on the Web, and other common web sources.

Subscription Databases

The IMC has many subscription databases that you will use in your research. These databases usually provide a citation at the end of the article. Use this as a guide, but always modify it so it follows the MLA format.

It is important for you to know how to identify the original source of your information: book, magazine, newspaper, scholarly journal. It is equally important to identify where it was found: Database or Web.

Since many subscription databases were previously published in a print format include the following:

The citation for the print source

- **For an article in an online scholarly journal in a database, give the page numbers, if there are no page number, use the abbreviation, n. pag.**

Title of the database in italics

Medium of publication consulted, Web

Date of access (day month, and year)

Under most circumstances, there are no page numbers with subscription databases. The exception is for an article from a book, newspaper, magazine or scholarly journal that is a PDF file. Since PDF files are exact copies, if the page numbers are included on the print out of the original article, the page numbers are included in the citation.

Sample Format for Citing Subscription Databases

Subscription Databases

The IMC has many subscription databases that you will use in your research. These databases usually provide a citation at the end of the article. Use this as a guide, but always modify it so it follows the MLA format.

It is important for you to know how to identify the original source of your information: book, magazine, newspaper, cholarly journal. It is equally important to identify where it was found: Database or Web.

Since many subscription databases were previously published in a print format include the following:

The citation for the print source

- **For an article in an online scholarly journal in a database, give the page numbers, if there are no page number, use the abbreviation, n. pag.**

Title of the database in italics

Medium of publication consulted, Web

Date of access (day month, and year)

Follow the Pattern for Each Example

Please note that the first section is the citation while the second section explains the parts of the citation.

A sample parenthetical citation is found in the second column.

Art Databases

Parenthetical Citation

<p>Rosenthal, Michael. "Gainsborough." <i>Grove Art Online</i>. Oxford UP, 2009. <i>Oxford Art Online</i>. Web. 20 Sept. 2009.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Book or Original Source</i>. Publisher, year. <i>Name of the Database</i>. Medium. Date of access.</p>	<p>(Rosenthal).</p>
<p>Morris, Christine. "Minoan Art." <i>The Oxford Companion to Western Art</i>. Ed. Hugh Brigstocke. Oxford UP, 2009. <i>Oxford Art Online</i>. Web. 21 Sept. 2009.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Book</i>. Editor's first and last name. Publisher, year. <i>Name of the Database</i>. Medium. Date of access.</p>	<p>(Morris).</p>
<p>Image Monet, Claude. <i>Waterlilies</i>. 1914-1918. Museum de l'Orangerie,</p>	<p>(Monet).</p>

Paris. <i>Oxford Art Online</i> . Web. 30 Sept. 2009.	
Artist's last name, first name. <i>Title of Work</i> . Date of Work.	
Museum Name, City. <i>Name of Database</i> . Medium.	
Date of access.	

Biography Databases**Parenthetical Citation**

McGill, Sara Ann. "Joan of Arc." <i>Joan of Arc</i> . September 2005:1. <i>Biography Collection Complete</i> . Web. 7 May 2009.	(McGill).
Author's last name, first name. "Title of the Article." <i>Name of the Magazine</i> . Date: page <i>Name of the Database</i> . Medium. Date of Access.	
Stengel, Richard. "Treasures from Mount Vernon." <i>Time</i> 28 Dec. 2001: 186. <i>Biography Resource Center</i> . Web. 9 Oct. 2008.	(Stengel).
Author's last name, first name. "Title of the Article." <i>Name of the Magazine</i> Date: Pages. <i>Name of the Database</i> . Medium. Date of access.	
"Julius Caesar." <i>UXL Biographies</i> . Online ed. Detroit: UXL, 2003. <i>DiscoveringCollection</i> . Web. 1 Oct. 2008.	("Julius Caesar").
"Title of the Article." <i>Name of the Book</i> . Edition. (if given) City of Publication: Publisher, Year. <i>Name of Database</i> . Medium. Date of access.	

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Career and College Databases**Parenthetical Citation**

<p>Ebert, Jerry. "Dairy Inspector." <i>Career Bridges</i>. Bridges, 2002. <i>Career Bridges</i>. Web. 6 May 2009.</p> <p>Author's last name, first name. "Title of the Article." Name of the Book. Publisher, Year. <i>Name of the Database</i>. Web. Date of access.</p>	(Ebert).

Current Event and Controversial Issue Databases**Parenthetical Citation**

<p>Clemmitt, Marcia. "Intelligent Design." <i>The CQ Researcher</i> 29 July 2005: 637-44. <i>CQ Researcher Online</i>. Web. 12 Sept. 2009.</p> <p>Author's last name, first name. "Title of the Article." <i>Source</i> Date. Pages. <i>Name of the Database</i>. Medium. Date of access.</p>	(Clemmitt).
<p>Carlson, Peggy. "Animal Experimentation is Unjustified." <i>Current Controversies: The Rights of Animals</i>. Ed. Tamara Roelff. San Diego: Greenhaven, 2007. <i>Opposing Viewpoints Resource Center</i>. Web. 3 Jan. 2008.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Book</i>: Series Title. Editor. First name, last name. City of Publication: Publisher, Year. <i>Name of the Database</i>.</p>	(Carlson).

Medium. Date of access.	
<p>“Update: Obesity.” <i>Issues and Controversies On File</i> 22 June 2007. <i>Issues & Controversies</i>. Web. 6 July 2009.</p> <p>“Title of the Article.” <i>Name of the Source</i> Issue Date. <i>Name of the Database</i>. Web. Date of Access.</p>	(“Update: Obesity”).
<p>Baish, Vanessa. “Cliques.” <i>Teen Health and Wellness: Real Life, Real Answers</i>. Web. 5 July 2008.</p> <p>Author’s last Name, first Name. “Title of Article.” <i>Name of Database</i>. Medium. Date of access.</p>	(Baish).
<p>Pullano, Don. “Acid Rain.” <i>U.S. News and World Report</i> 1 Nov. 2009: 2-3. <i>SIRS Researcher</i>. Web. 5 Nov. 2009.</p> <p>Author’s last name, first name. “Title of the Article.” <i>Name of the Magazine</i> Date: Pages. <i>Name of the Database</i>. Medium. Date of access.</p>	(Pullano).

Literature Databases**Parenthetical Citation**

<p>Smith, John. “The Road Not Taken.” <i>Masterplots II: Poetry Series</i>. Rev. 3rd ed. Salem, 2007. <i>Literary Reference Center</i>. Web. 23 Jan. 2008.</p> <p>Author’s last name, first name. “Title of Essay.” <i>Name of the Book</i>. Edition. Publisher, Year. <i>Name of the Database</i>. Medium. Date of access.</p>	(Smith).
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<p>Hughes, Langston. "The Weary Blues." <i>Granger's World of Poetry</i>. <i>Columbia Granger's Poetry</i>. Web. 6 July 2008.</p> <p>Author's last name, first name. "Title of Poem." <i>Name of the Book</i>. <i>Name of the Database</i>. Medium. Date of access.</p>	(Hughes).
<p>French, Warren. "J. D. Salinger: Overview." <i>Reference Guide Guide to American Literature</i>. 3rd ed. Ed. Jim Kamp. Detroit: St. James, 1994. <i>Literature Resource Center</i>. Web. 20 Sept. 2008.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Book or Original Source</i>. Edition. (if given) Editor. First name and last name. (if given) City: Publisher, Year. <i>Name of the Database</i>. Medium. Date of access.</p>	(French).
<p>Scholarly Journal</p> <p>Oates, Joyce Carol. "The Death Throes of Romanticism." <i>The Southern Review</i> IX.3 (1978): 501-2. <i>Literature Resource Center</i>. Web. 12 Dec. 2007.</p> <p>Author's last name, first name. "Title of the Journal Article." <i>Name of the Journal</i> Volume. Issue (Date): Pages. (if given) <i>Name of the Database</i>. Medium. Date of access.</p>	(Oates).
<p>"Ernest Hemingway." <i>Contemporary Authors Online</i>. Detroit:</p>	("Ernest Hemingway").

<p>Gale, 2006. <i>Literature Resource Center</i>. Web. 15 Oct. 2009.</p> <p>“Title of the Article.” <i>Book or Original Source</i>. City of Publication: Publisher, Year. <i>Name of Database</i>. Medium. Date of access.</p>	
<p>Bagby, George F. “Frost and the Book of Nature.” <i>Robert Frost: Bloom’s Major Poets</i>. Ed. Harold Bloom. Chelsea House, 2007. <i>Bloom’s Literary Reference Online</i>. Web. 6 July 2009.</p> <p>Author’s Last Name, First Name. “Title of the Article.” <i>Name of the Book</i>: Series. Editor’s first name, last name. Publisher, Year. <i>Name of the Database</i>. Medium. Date of access.</p>	(Bagby).
<p>Smith, James. “Explanation of Mother to Son.” <i>Lit Finder</i>. Detroit: Gale, 2007. <i>Litfinder for Schools</i>. Web. 30 Oct. 2007.</p> <p>Author’s last name, first name (if given). “Title.” <i>Name of the Book</i>. City of Publication: Publisher, year. <i>Name of the Database</i>. Medium. Date of access.</p>	(Smith).
<p>“The Raven by Edgar Allan Poe.” <i>Poetry Criticism</i>. Ed. Timothy J. Sisler. Vol. 54. Detroit: Thomson Gale, 2004. 253-345. <i>Literature Criticism Online</i>. Web.. 10 Sept. 2008.</p> <p>Author’s last name, first name. (if given) “Title of the Article.” <i>Name of the Book</i>. Editor’s First name, last name. Volume. City of Publication: Publisher, Year. Pages. <i>Name of the</i></p>	(“The Raven”).

<i>Database. Medium. Date of access.</i>	
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Music Databases**Parenthetical Citation**

<p>Neighbour, O. W. "Schoenberg, Arnold." <i>Grove Music Online</i>. Oxford UP, 2009. <i>Oxford Music Online</i>. Web. 30 Sept. 2009.</p> <p>Author's last name, first name. "Title of Article. <i>Name of Book or or Original Source</i>. Publisher, date. <i>Name of Database</i>. Medium. Date of access.</p>	(Neighbour).
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Periodical Databases**Magazines, Newspapers, Scholarly Journals****Parenthetical Citation**

<p>Magazine</p> <p>Mahon, Bette. "Biomes, Biomes." <i>Biology Today</i> 12 Feb. 2008: 20- 21. <i>Masterfile Premier</i>. Web. 30 April 2008.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Magazine</i> Date: pages. <i>Name of the Database</i>. Medium. Date of access.</p>	(Mahon).
<p>Newspaper - Historical</p> <p>Jones, Thomas. "Our Great Loss." <i>The New York Times</i> 17 Apr. 1865: 1. <i>Historical Newspapers</i>. Web. 20 Oct. 2008.</p> <p>Author's last name, first Name. "Title of the Article." <i>Name of the Newspaper</i> Date: Section and Page. <i>Name of the Database</i>. Medium. Date of access.</p>	(Jones).
<p>Newspaper</p>	

<p>Skelton, George. "The State Capital Journal." <i>Los Angeles Times</i> 3 Sept. 2007: A1+. <i>Newspaper Source</i>. Web. 12 Oct. 2008.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Newspaper</i> Date: Section and Page. <i>Name of the Database</i>. Web. Date of access.</p>	(Skelton).
<p>Scholarly Journal</p> <p>Finn, Ann. "Kate O'Brien: the Feminist James Joyce." <i>Irish Literature Review</i> 42.7 (1995): 5-10. <i>Discovering Collection</i>. Web. 12 Jan. 2008.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Scholarly Journal</i> Volume. Issue (Year): Pages. <i>Name of Database</i>. Medium. Date of access.</p>	(Finn).

Reference Databases**Parenthetical Citation**

<p>Rabate, Jean-Michel. "Tradition and T. S. Eliot." <i>The Cambridge Companion to T. S. Eliot</i>. Ed. A. David Moody. Cambridge U P, 1994. <i>Cambridge Collections Online</i>. Web. 11 Sept. 2009.</p> <p>Author's last and first name. "Title of the Article." Name of the Book. Editor's first name, last name. Publisher, Year. Name of Database. Medium. Date of access.</p>	(Rabate).
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<p>Keenan, Kevin M. <i>Invasion of Privacy: A Reference Handbook</i>. Santa Barbara: ABC-CLIO, 2005. <i>History Reference Online</i>. Web. 11 Sept. 2009.</p> <p>Author's last and first name. <i>Title of Book</i>. City of Publication: Publisher, Year. <i>Name of Database</i>. Medium. Date of access.</p>	(Keenan).
<p>"The English Patient." <i>Novels for Students</i>. Ed. Sara Constantakis. Vol. 23. Detroit: Gale, 2006. 20-51. <i>Gale Virtual Reference Library</i>. Web. 15 Nov. 2008.</p> <p>Author's Last name, First name (if given). "Title of the Article." <i>Name of the Book</i>. Editor's first and last name. Volume. City of Publication: Publisher, Year. Page numbers. <i>Name of Ebook Database</i>. Medium. Date of access.</p>	("The English Patient").
<p>Bowker, John, ed. "Buddhism." <i>The Concise Oxford Dictionary of World Religions</i>. 2000. <i>Oxford Reference Online</i>. Web. 5 July 2008.</p> <p>Last name, first name, editor. "Title of the article." <i>Name of the Book</i>. Year. <i>Name of Database</i>. Medium. Date of access.</p>	(Bowker).
<p>Ruggles, Steven, ed. "Households by Race and Sex 1850-1990." <i>Family and Household Compositions</i>. Series Ae1-513. <i>Historical Statistics of the United States</i>. Web. 22 Nov. 2008.</p>	(Ruggles).

<p>Last name, first name, editor. "Name of Table." <i>Name of Book</i>.</p> <p>Series Number. <i>Name of Database</i>. Medium. Date of access.</p>	
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Science Databases**Parenthetical Citation**

<p>Ashworth, William, and Charles E. Little. "Emission Standard." <i>Encyclopedia of Environmental Studies</i>. New York: Facts on File, 2001. <i>Science Online</i>. Web. 3 Oct. 2009.</p> <p>Author's last name, first name, and second author's first name, last name. Title of the Article." <i>Name of the Book</i>. City of Publication: Publisher, year. <i>Name of Database</i>. Medium. Date of access.</p>	<p>(Ashworth and Little).</p>

Social Studies Databases**Parenthetical Citation**

<p>Cushing, Thomas, and Charles E. Sheppard. <i>History of the Counties of Gloucester, Salem and Cumberland</i>. Philadelphia: Everts and Peck, 1883. 325-28. <i>Accessible Archives</i>. Web. 3 Aug. 2009.</p> <p>Author's, last name, first name, and second author's first name, last name. <i>Name of the Book</i>. City of Publication: Publisher, Year. Pages. <i>Database Name</i>. Medium. Date of access.</p>	<p>(Cushing and Sheppard 325).</p>
<p>Helmer, Diana Star. "Paul, Alice." <i>Women Suffragists: American Profiles</i>. New York: Facts On File, 1998. <i>American History Online</i>. Web. Web. 1 Oct. 2009.</p>	<p>(Helmer).</p>

<p>Author's last name, first name. "Title of the Essay." <i>Name of the Book</i>: Series. City of Publication: Publisher, Year. <i>Name of Database</i>. Medium. Date of access.</p>	
<p>"Kennedy-Nixon Debates 1960." <i>American Government</i>. Web. 09 Sept. 2009.</p> <p>"Title of Article." <i>Name of Database</i>. Medium. Date of access.</p>	<p>("Kennedy-Nixon").</p>
<p>Singman, Jeffrey L. <i>Daily Life in Elizabethan England</i>. <i>Daily Life Through History Online</i>. Web. 12 Feb. 2008.</p> <p>Author's last name, first name. <i>Name of the Book</i>. <i>Name of the Database</i>. Medium. Date of access.</p>	<p>(Singman).</p>
<p>Standish, Peter, and Steven M. Bell. "Mexico: Dance in the Twentieth Century." <i>Cultures and Customs of Mexico</i>. <i>Daily Life Online</i>. Web. 5 July 2008.</p> <p>Author's Last Name, first name and second author's first name and last name. "Title of Article." <i>Name of the Book</i>. <i>Name of the Database</i>. Medium. Date of access.</p>	<p>(Standish and Bell).</p>
<p>"The First Atomic Bomb Is Successfully Detonated, July 16, 1945." <i>Discovering World History</i>. Online ed. Detroit: Gale, 2003. <i>Discovering Collection</i>. Web. 30 Sept. 2009.</p> <p>"Title of the Article" <i>Name of the Book/Source</i>. Edition. City of Publication: Publisher, year. <i>Database Name</i>. Medium. Date of access.</p>	<p>("The First Atomic").</p>

<p>Schowalter, Dennis, ed. "U.S. Asia Policy Preceding World War II." <i>History in Dispute</i>. Vol. 4. St. James, 2000. <i>History Resource Center</i>. Web. 17 Aug. 2008.</p> <p>Author's or Editor's last name, first name. (if given) "Title of the article." <i>Book or Original Source</i>. Volume. Publisher, Year. <i>Name of the Database</i>. Medium. Date of access.</p>	<p>(Schowalter).</p>
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Video Databases**Parenthetical Citation**

<p>"Entertainment." <i>History in Focus: 1960-1969</i>. Discovery Education, 1998. <i>United Streaming</i>. Web. 5 July 2007.</p> <p>"Title of Video Segment." <i>Title of Video</i>. Production Company, Year. <i>Name of Database</i>. Medium. Date of access.</p>	<p>("Entertainment").</p>
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Helpful Hints and Sample Format for Citing the Web Sources

Helpful Hints for Citing the Web Sources

Keep in mind that many resources on the Internet are also available in a print format.

All of the information may not be available for a site; the goal is to provide readers with enough information so they can locate the web site. **So, if you cannot find some of the information, cite what is available (see first two examples – Basic Citation Information and Personal Site).**

- Name of the author, compiler, editor, narrator, translator of the site, copyright owner.
- **If the site is the same as the print version (book, magazine, newspaper, or reference book), give the complete publication information (see sample format for citing print sources above)**
 - **For an article in an online scholarly journal, give the page numbers, if there are no page number, use the abbreviation, n. pag.**
- If citing the entire web site, italicize the title of the site. If the web site, has no title, use a description such as Home page (do **not** italicize)
- If citing an article from a web site, put the title of the article in quotes and the name of the web site in italics
- The name of the Publisher or Sponsor of the site. **If none, use N.p.**
- The date on a web site is its copyright date, its date posted, or the last time page was updated **If there is no date, use n.d.**
- Medium (Web)
- Date of access (day month year)
- **Web sites usually do not have page numbers.**

The numbers that appear on a hard copy from a printer are the total number of pages printed. There is an exception:

Since PDF files are exact copies, if the page numbers are included on the print out of the original article, the page numbers are included in the citation.

Sample Format for Citing Web Sources

<p>Basic Citation Example 1</p> <p>(<i>Rainbows</i>).</p>	<p><i>Rainbows</i>. N.p., 2007. Web. 12 Mar. 2008.</p> <p><i>Name of the Web Page</i>. No Publisher/Sponsor. Publication Date.</p> <p>Medium. Date of access.</p>
<p>Basic Citation Example 2</p> <p>("Hurricanes").</p>	<p>"Hurricanes." <i>The Weather Channel</i>. N.p., n.d. Web. 15 Jan. 2008.</p> <p>"Title of the Page." <i>Name of the Site</i>. No Publisher/Sponsor, No</p>

	date. Medium. Date of access.
<p>Basic Citation Example 3 Sponsoring Organization</p> <p>(“Smoking Cessation”).</p>	<p>“Smoking Cessation.” <i>Doctors Against Smoking.</i></p> <p>American Cancer Society, 2009. Web. 10 Mar. 2008.</p> <p>“Title of the Page.” <i>Name of the Site.</i> Name of the Publisher/Sponsor, Publication Date. Medium.</p> <p>Date of access.</p>
<p>Personal Site</p> <p>(Johnson).</p>	<p>Johnson, James. <i>William Shakespeare.</i> N.p., 2009. Web. 12. Sept. 2002.</p> <p>Site creator’s last name, first name. (if given) <i>Name of the Site.</i></p> <p>No publisher/sponsor, date. Medium. Date of access (if no title is given use Home Page)</p>
<p>Online Dictionary</p> <p>(“Hydrogen”).</p>	<p>“Hydrogen.” Entry 4, def. 12. <i>Oxford English Dictionary Online.</i> 2nd ed. Oxford UP, 2008. Web. 20 May 2008.</p> <p>“Definition.” Entry, Definition number. <i>Name of Book.</i> Edition.</p> <p>Publisher, year. Medium. Date of access.</p>
<p>Scholarly Project or Non-Subscription Database</p> <p>(Frost).</p>	<p>Frost, Robert. “Apple-Picking Time.” <i>Project Guttenberg.</i></p> <p>Ed. Matthew Hill. Library U of Penn, 2002. Web. 19 May 2008.</p> <p>Author’s last name, first name. (if given) “Title of the Work.”</p> <p><i>Name of the Site.</i> (other information such as editor, if given)</p> <p>Publisher/Sponsor, Copyright Date. Medium.</p> <p>Date of access.</p>

<p style="text-align: center;">Online Book Within a Scholarly Project</p> <p style="text-align: center;">(Hawthorne).</p>	<p>Hawthorne, Nathaniel. <i>Complete Works</i>. 1885. <i>Project Bartleby</i>. Ed. Nathan Pullano. Bartleby, 2007. Web. 25 Apr. 2009.</p> <p>Author's last name, first name. <i>Name of the Book</i>. Date. <i>Name of the Project</i>. Editor's name. (if given) Publisher/ Sponsor, Date. Medium. Date of access.</p>
<p style="text-align: center;">Google Book</p> <p style="text-align: center;">(Whittier).</p>	<p>Whittier, John. "A Prayer." <i>The Freedmen's Book</i>. Ed. L Maria Child. Boston, 1866. 178. Google Book. Web. 15 May 2008.</p> <p>Author's last name, first name. "Title of the Essay." <i>Name of the Book</i>. Editor (if given). City of Publication, Copyright Date. Page. Publisher/Sponsor. Medium. Date of access.</p>
<p style="text-align: center;">Online Periodical Scholarly Journal</p> <p style="text-align: center;">(Robinson).</p>	<p>Robinson, Amy. "The Modern IMC." <i>English Journal</i> 9.1 (1999): n. pag. Web. 10 June 2009.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of Scholarly Journal</i> Volume. Issue (Year): no pages. Medium. Date of access.</p>
<p style="text-align: center;">Online Magazine</p> <p style="text-align: center;">(Shine).</p>	<p>Shine, Ann. "Web Connections." <i>U.S. News and World Report</i>. US News Online, 20 Aug. 2007. Web. 10 Nov. 2009.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Magazine</i>. Publisher/Sponsor, Date. Medium. Date of access.</p>

<p>Online Newspaper (Gorski).</p>	<p>Gorski, Bob. "The Kennedy Assassination." <i>The New York Times</i>. The New York Times, 22 Nov. 1963. Web. 12 Jan. 2001.</p> <p>Author's last name, first name. "Title of the Article." <i>Name of the Newspaper or Newswire</i>. Publisher/Sponsor, Date.</p> <p>Web. Date of access.</p>
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Digital Files on the Web

<p>Online Music (Simon).</p>	<p>Simon, Paul. "Spirit Voices." <i>The Rhythm of the Saints</i>. iTunes, 30 Sept. 2002. Web. 2 Oct. 2002.</p> <p>Composer or performer. "Title of the Song." <i>Name of the CD</i>. (if given) Publisher/Sponsor, Date. Medium. Date of access.</p>
<p>Blog Entire (Smith).</p>	<p>Smith, John. <i>A Brave New World</i>. CNN, 27 May 2009. Web. 19 Sept. 2009.</p> <p>Author's last name, first name. <i>Name of the Blog</i>. Publisher/Sponsor, Date. Medium. Date of access.</p>
<p>Blog Entry (Smith).</p>	<p>Smith, John. "It Begins." <i>A Brave New World</i>. CNN, 27 May 2009. Web. 19 Sept. 2009.</p> <p>Author's last name, first name. "Title of the Entry." <i>Name of the Blog</i>. Publisher/Sponsor, Date. Medium. Date of access.</p>
<p>E-Mail</p>	<p>Schmo, Joseph. "School." Message to Ann Schmo. 22 May 2002. E-mail.</p>

(Schmo).	<p>Writer's last name, first name. "Title of message from Subject Line." (if given) E-mail name of recipient.</p> <p>Date of the message. Medium.</p>
Podcast (Meyer).	<p>Meyer, Stephanie. "The Making of Twilight." Host Lauren Anderson. <i>Teen Reads Podcasts</i>. ALA, 13 Apr. 2007.</p> <p>MP3 file. 10 Jan. 2009.</p> <p>Podcaster's last name, first name. "Name of the Podcast." Host.</p> <p><i>Name of the Site</i>. Publisher/Sponsor, Date. Medium.</p> <p>Date of access.</p>
Online Video Clip (Hush).	<p>Hush, Tony. "The Quiet Librarian." <i>YouTube</i>. N.p., 22. Sept. 2008. Web. 28 Oct. 2009.</p> <p>Author's last name, first name. "Title of the Clip." <i>Title of the Web Site</i>. No Publisher/Sponsor, Date. Medium.</p> <p>Date of access.</p>

Documenting Sources

A Works Consulted page and Source Cards list all the books, magazines articles, databases and Internet sites that you found in your preliminary survey of materials available on your topic.

The Purpose of Source Cards or Works Consulted Page is to

- keep you organized
- assist you in writing your works cited list

For a Source Card use 3 x 5 inch index cards

For a Works Consulted:

Copy the source citation information into a Word document. Follow the guidelines found on pages 3-4 of this manual for proper formatting.

MLA does not require a specific format for source cards, the format is left to the discretion of the teacher, but WTHS Style Guide recommends that a Source Card contain the following information:

- Essential information about your sources – See MLA sample citation formats for information on citing specific sources
- If using Source Cards, use one card for each source
- The initials of the library where the sources were found
- A call number (if applicable)
- **See your teacher and media specialist to determine whether you have to double space and indent all lines except the first when using source cards.**

Sample Source Card

Author's last name, first name. <i>Name of the</i> <i>Book.</i> City of Publication: Publisher, Year.	Crutcher, Chris. <i>Running Loose.</i> New York: Random, 1993.
Library Call Number	WTHS F CRU

Copy the information on 3x5 cards. Be careful to use correct punctuation. After you have completed all your source cards, put them in alphabetical order according to the first main word (this is usually the author's last name).

Some of your teachers may require that you number your cards. If so, the number is placed in the upper-right hand corner of the card.

Note Cards

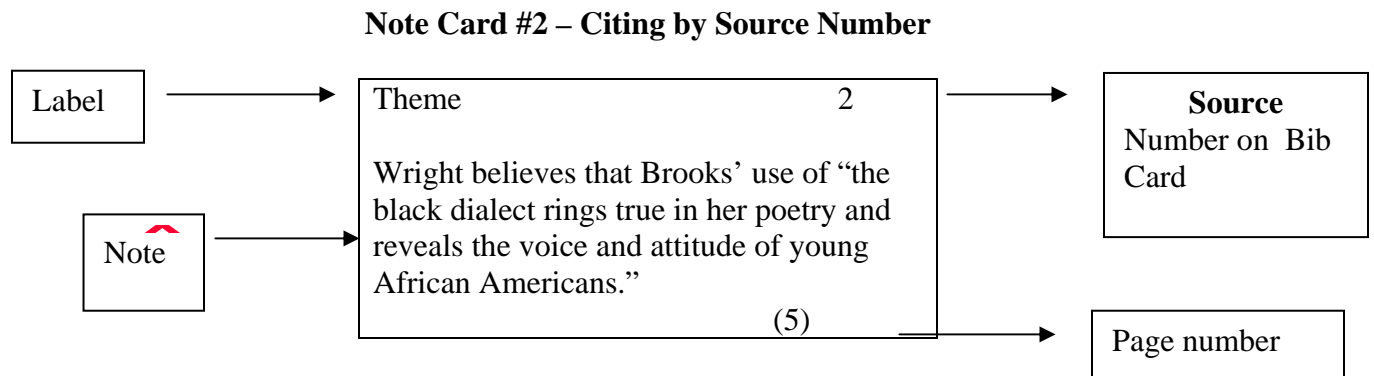
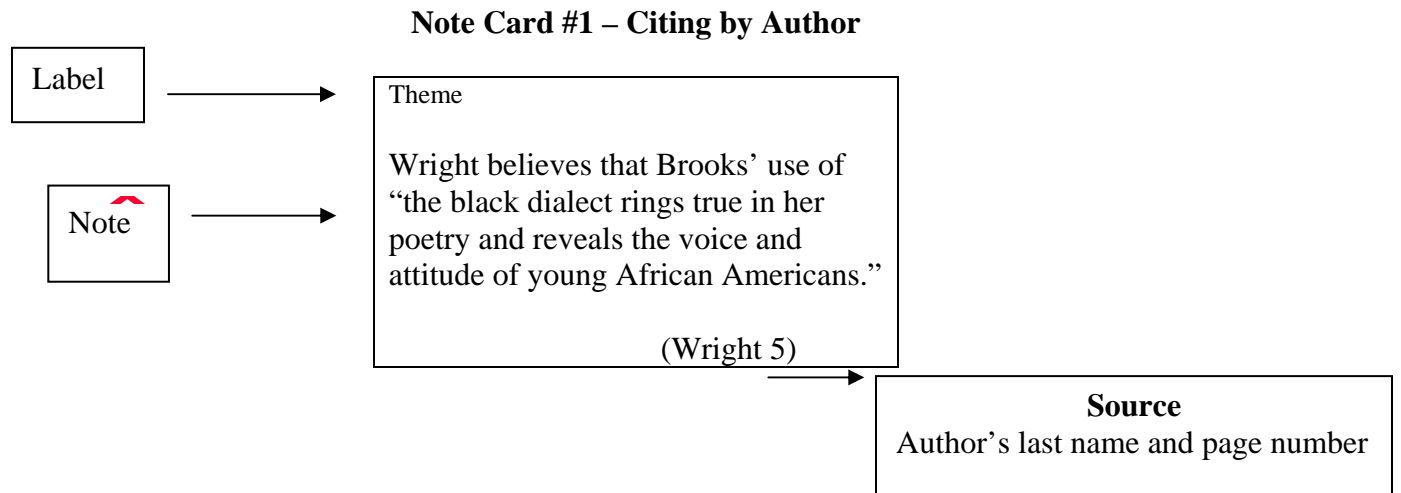
Now that you have completed your survey of resources and your Source Cards or Works Consulted page, it is time to read about your topic and begin taking notes. An organizational tool for this phase of the research process is a note card.

Suggestions for Note Cards

- Write on only one side of each 3x5 or 5x7 card.
- You will need a note card for quotations, an author's ideas, statistics, graphs and charts.
- Make a separate note card for each idea or quotation you might want to use in your paper.
- Put quotation marks around material that is copied word for word.
- If you find the information in 3 or more sources and put it in your own words, it is common knowledge and doesn't require that you document the source. **It will be difficult during the early stages of reading and taking notes to determine what is common knowledge, so if you write it on a note card, give the source.**

Organization of Note Cards

MLA does not require a specific format for note cards, it is left to the discretion of the teacher, but the WTHS Style Guide recommends using one of these formats.



Explanation of the Parts of the Note Card

Label - The label is used to categorize the notes you are taking under several descriptive headings. Labels allow you to arrange your notes in some logical order according to the topics and subtopics in your preliminary outline. You will arrange your cards according to their labels before you write your page. **You may not be able to label your note card as soon as you take the note. This may have to be done after you've had time to reflect on your reading and note taking.**

Page Number – The exact page number where you found the citation should be noted on the card. Keep in mind that online databases and the Internet do not have page numbers.

The Source – This refers to where you found your information. It is always enclosed in parentheses.

Note Card #1 – This is the name of the author or editor of the book and the page number.

Note Card #2 – This number corresponds to the number you wrote on your bibliography card.

The Note – This can be a summary, a paraphrase, or a quotation from a book, a magazine article, an online database, or the Internet. This is the information that you will use to write your paper; in fact, you should be able to write your paper by using your note cards and not have to refer back to the sources of information. **Be sensible about note taking. You will have more cards than you need to write your paper, but do not take down every detail and do not duplicate material.**

Types of Note Cards – Quotation, Summary and Paraphrased

Quotations

Put quotation marks around material that you copy word for word.

When quoting a source that uses quotation marks, change the author's double quotation marks to single quotation marks.

According to Harold Bloom “the essence of *The Great Gatsby* is double vision” (25).

When quoting lines of poetry, put the lines of poetry in quotation marks. You may use two or three lines of poetry by separating each line with a slash (/).

Langston Hughes describes the realities of life in “A Dream Deferred”: “What happens to a dream deferred? / Does in dry up like a raisin in the sun? / Or fester like a sore?” (10).

If you are incorporating a quoted question and a parenthetical citation, the question mark is followed by the quotation mark and then the parenthetical citation, which ends with a period.

If you are going to alter the quote by adding your own thoughts, use **brackets** around your words.

If you are going to omit words or sentences from the quoted material, use **ellipsis points**

Words – use 3 dots ...
Sentences – use 4 dots

“Dickens was a keen observer of life...he showed sympathy for the poor” (Magill 27).

Summary

A summary captures the key ideas of an author in a few words.

Paraphrasing

This is a restatement in your own words of the thoughts and ideas of a writer. Usually paraphrased material is written in about the same number of words as the original.

When paraphrasing, read the material. Then close the book before you write the note card.

Parenthetical Citations

The purpose of a parenthetical citation or in-text documentation is to document where you found your information. You give credit to the authors for using their works. You must use a parenthetical citation for quotations, ideas that are not common knowledge, statistics, figures, charts or graphs.

Parenthetical citations refer the reader to your Works Cited page at the end of your paper.

Do not use back-to-back parenthetical citations; each citation should be followed by your ideas, explanations, or analysis

Helpful Hints for Writing Parenthetical Citations

Try to incorporate the author’s name within the text.

Punctuation

As a general rule, the punctuation is placed after the parenthetical citation. The exceptions to the rule are long quotations, exclamation points, and question marks.

Brief Quotes

These are quotations incorporated in the text and using quotation marks. **The period is placed after the parenthetical citation** and not inside the quotation mark.

Example:

Shelley thought poets “the unacknowledged legislators of the world” (Magill 2001).

Long Quote

If your quote is more than three or four lines, set it off from the rest of the text in your paper by beginning a new line, **indenting 1 inch (10 spaces or 2 tabs), and typing it in double space without quotation marks.**

The parenthetical citation is placed after the period.

Example:

At this point, the creature has wrecked havoc on the villagers, and this causes Dr. Frankenstein to wonder:

How can I describe my emotions at this catastrophe or how delineate the wretch whom with such infinite pains and care I had endeavored to form. I cannot understand what could have caused the catastrophe that altered everything.

(Shelly 43)

Use a colon (:) at the end of the sentence that begins the long quote.

Format for Parenthetical Documentation

Books with 1 Author or Editor

(Magill 220).

Book with 2 Authors or Editors

(Taves and Meade 155).

Two or More Works by the Same Author

(Bloom, *Survey* 110).

(Bloom, *Critical* 227).

Use a shortened title to distinguish between the two books.

Put a comma between the author or editor's name and the title.

Italicize the shortened title.

Using 2 or more Volumes of a Multivolume Work

(Wellek 5: 7).

Author/ Editor's last name, volume, page number
Use a colon to separate the volume and the page number

Citing By Title – No Author is given

("Robert Frost" 10) - this is an essay in an anthology
(*Salinger* 10) – this is a book

Use an abbreviated title or if the title is brief, use the full title
Article titles are put in quotes while book titles are underlined

******Citing Online Databases and the Web Sources******

If the online source uses a PDF format, include the page numbers

One Author

(Schmo)

No Author and Same Title of Article

("F. Scott Fitzgerald," *Literature*) - use the name of the database

Notice there are no page numbers. Online databases and the Internet do not have page numbers. The numbers on your hard copy are numbers placed there by the printer. The exception is a PDF file that contains the original page numbers from the article.

Hints for Placement of Citations within Your Paper

Parenthetical citations should be brief and should not interfere with the presentation of your paper.

Do not use back-to-back parenthetical citations; each citation should be followed by your ideas, explanations, or analysis.

Using One Source on a Page or in a Paragraph

If you are using information from one source in a section of your paper and the next parenthetical citation is from the same source, follow this format:

For the first parenthetical citations use the author/editor's name and the page number
(Magill 20)

Then, just use the page numbers for the other information: (25)

Vary the Format of the Parenthetical Citation

Weave the author's name into the paragraph and just give the page number in the parenthetical citation.

If using two or more works by the same author, weave the title of the article or name of the book into the sentence and just give the author's name and page number in the parenthetical citation.

Structure of a Research Paper or Essay

All essays and research papers consist of three parts: an introduction, body, and conclusion.

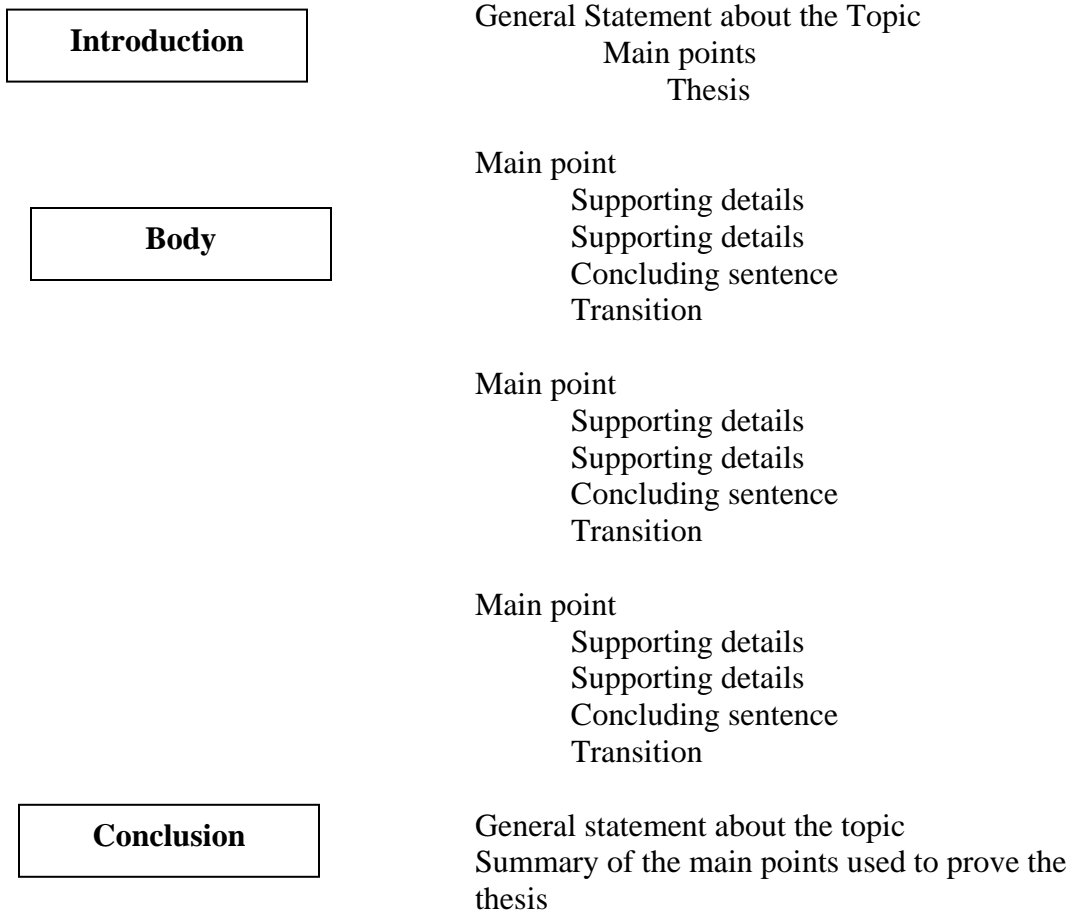
The Introduction is the first paragraph and is a general statement about the topic. It provides the main arguments of the paper and concludes with the thesis. The thesis is the last sentence of the Introduction and is a strong statement that you can prove.

A thesis statement is the controlling idea of the research and is a map to the route the research will follow. The thesis is specific and expresses one major idea about the subject.

The Body is where the evidence to prove the thesis is presented. The information supports or proves the thesis statement. This supporting information can be analysis, argument, evaluation, persuasion and comparison/contrast. The body of the paper is well organized with each paragraph consisting of a topic sentence, supporting and concluding sentences, and a transition to the next paragraph.

All support for your thesis, whether quoted or paraphrased, must be cited.

Conclusion – This is the last paragraph of the paper and summarizes how your paper proved the thesis; no new information is given in this paragraph.



Typing the Research Paper

Spacing - Double Space the Paper – In Microsoft Word, Click on Format, Paragraph then Click on Line Spacing and change to Double.

Hanging Indents – In Microsoft Word, Click on Format, Paragraph then Click on Special and then Hanging

Font - Use Times New Roman, 12 pt. font

Margins - Use 1” margins – Click on File, Page Set Up, and make sure margins are set at 1”

Spacing After Punctuation Marks – Can use 1 or 2 spaces after a punctuation mark.

Header - Insert a Header of ½ “ (0.5) from the top of the paper and align on the right; the header includes your last name and the page number

Inserting a Header in Microsoft Word 97-2003

Click on View Header/Footer. Type in your name and then click on the first icon after the words “insert auto text.” The icon looks like a piece of paper bent at the top. This will automatically insert the page number on every page in your paper. If you do not want a page number on the first page of your paper, click on the icon that looks like a book and then put a check mark in the box that says “different front page” and click on “ok. Next highlight your name and the page number and then align to the right. Click on close.

Inserting a Header in Microsoft World 2007

Click on the Insert Tab

Double Click on the icon for Header

Click on the Blank Header

In the space “type your text,” type your last name

Hit the space bar once

Click on the page number tab, click on current position and click on plain number

Justify the header to the right by hitting the tab key

Click on Close Header/Footer



Removing the Header from the First Page of the Paper

Click on the Insert Tab

Click on the arrow under the Header icon

Click on Edit Header (at the bottom of the window)

Under the Design Tab, click on the box “different front page

Click on Close Header/Footer

Including a header on the first page is left to the discretion of the teacher.

Tabs – Set at 5 spaces. In Microsoft Word, Click on Format, Tabs and make sure tabs are set at 0.5”.

Heading – Identifies the paper. Place it on the left side of the page and include your name, your teacher’s name, the name of the course, and the date.

↓	1” margins
Your Name	
Teacher’s Name	
Course	
Date	
Title of the Paper	
Introductory paragraph begins here	

Student 2
Body of the Paper

Student 7
Works Cited

Helpful Hints

- Avoid – “got,” “a lot,” abbreviations, and contractions.
- Vary your word choice.
- Stay in third person (he, she, it, they). Avoid first or second person (I, you).
- Avoid passive voice. Use active voice.
- Numbers one through nine are spelled out in the paper; numerals are used for 10 and above.
- Use the last name of the person who is the subject of your research.

- Capitalize:

The first word of every sentence.

the first word of every direct quotation.

The first word after a colon, if that word begins a complete sentence.

The first, last, and all other words in title of books, articles, periodicals, headings, and plays except words of four or few letters used as articles, conjunctions or prepositions.

An official title when it precedes a name or when used elsewhere if it is a title of distinction.

All proper nouns and their derivatives.

Days of the week, months of the year, holidays, periods of history, and historic events.

Geographic regions.

Names of organizations, clubs, and buildings.

Streets, avenues, and company names when used with a proper noun.

Commonly Misused Words

accept (verb) to receive, to approve to take
 except (preposition) excluding or leaving

adapt (verb) to adjust
 adept (adjective) skilled

affect (verb) influence a change in
 effect (noun) result

choose (verb) to select
 chose (verb) past tense of choose

cite (verb) to use as support
 sight (noun/verb) something seen; the ability to see
 site (noun) location

complement (noun) something that completes or makes perfect
 compliment (noun/verb) an expression of admiration; to pay respect or admiration

fair (adjective/noun) equitable, a competitive exhibition
 fare (noun) a charge

farther (adverb) greater distance
 further (adverb) additional or in greater depth

it's (contraction) it is or it has
 its (possessive adjective) shows ownership

lie (noun/verb) an untrue statement; to rest or recline
 lay (verb) to place

personal (adjective) of or relating to a person
 personnel (noun) people working for a business or an organization

principal (noun/adjective) a leader, money invested
 principle (noun) a rule or law

stationary (adjective) fixed in position; not moving
 stationery (noun) paper

than (conjunction/preposition) used in comparison to show differences
 then (noun/adverb) at that time: next

Transitions

Using these words or phrases will help your writing flow smoothly within or between paragraphs.

Adding Information		
also	but	thus
next	again	in contrast
as a result	on the contrary	in conclusion
consequently	in other words	since
finally	to sum up	similarly
in addition to	another point	yet
in the same way	moreover	in as much as
for example	nevertheless	for instance
on the other hand	although	furthermore
otherwise	instead	however
then	in fact	therefore
even though	likewise	

Indicating Space		
on the left, right	over	next
in the center	at the top, bottom	nearby
on the side	surrounding	in the distance
along the edge	straight ahead	next to
on top	opposite	beyond
below	at the rear, front	in the foreground
beneath	in front of	within sight
under	beside	out of sight
around	behind	nearby
above		

Time		
after	formerly	during the morning, day, week
before	rarely	most important
next	another	later
at last	finally	ordinarily
first, second, etc.	soon	to begin with
at first	meanwhile	afterwards
now	at the same time	one thing
last	for a minute, hour, day week	generally
duration	in order to	

Plagiarism

“To steal and pass off the ideas or words of another as one’s own.”

(Webster’s New College Dictionary 156)

Many times plagiarism is unintentional. It results from poor note taking, careless cutting and pasting, and not knowing how to paraphrase or cite. Every time you borrow from one of your sources, you must give credit to the author. The following should be cited: charts, graphs and illustrations, opinions, statistics, anything copied word-for-word, original ideas, direct quotes, and the why and how of people, places, and things. If unsure, ask your teacher for help.

Copyright

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If you are using a small portion of music, a video, photographs or art in your research assignments, you may use it without getting the author’s permission, but you must acknowledge its use by including it in your Works Cited.

Academic Integrity

It is the intent of the administration and staff of Washington Township High School to preserve the integrity of all curricular and co-curricular programs. The basis for all integrity is honesty, honor, and truthfulness. Every student is expected to pursue his/her education with a commitment to these qualities.

Any student caught cheating, plagiarizing, or otherwise compromising the educational process, will be subject to disciplinary action.

Academic Integrity Policy

The Washington Township school district views plagiarism in any form as unethical and unacceptable. In an attempt to maintain academic integrity, students are instructed as to what constitutes plagiarism and how to prevent it through class and IMC lessons. To ensure that everyone is aware of the policy, please read the examples of plagiarism and the points of this agreement and sign accordingly.

Examples of plagiarism:

- A. Presenting the entire text of another source (student paper, published author, editor, database, internet, etc.) as one's own work
- B. Cutting and pasting segments (key words, phrases, sentences, etc.) of text from another source (see examples in A) and presenting it as one's own work
- C. Buying a paper and presenting it as one's own work
- D. Presenting data and ideas verbatim (word for word) without quotation marks
- E. Presenting data and ideas, verbatim or paraphrased, without proper documentation
- F. Providing inaccurate documentation

Points of agreement

- A. I have read the above information
- B. I understand that there are serious consequences for plagiarism

Student's Name (please print) _____ Grade _____

Student's signature _____ Date _____

Parent's signature _____ Date _____