

## Research Paper Style Sheet

Adapted from *MLA Handbook for Writers of Research Papers: 9<sup>th</sup> Edition*

### I. FORMAT

- One inch margins all the way around
- White 8 ½ by 11 inch good quality paper
- Print on one side only
- Indent paragraphs ½ inch (hit tab once)
- Font should be 12 point Times New Roman or Arial
- Left justify all paragraph text
- Turn off automatic hyphenation feature
- Double space everything
- No title page allowed
- Do not italicize, underline, or all cap your title
- No period after your title
- ALL pages must be numbered in upper right hand corner ½ from top and flush with right margin, include your last name before page number, do not include the abbreviation *p* or any other mark or symbol
- Electronic submissions should follow your teacher's guidelines

### II. WORKING BIBLIOGRAPHY

The working bibliography is a list of all the information sources—books, magazine articles, Internet sites, videos, etc—that you looked at during your research. You would include here any sources you read for background information. One method for organizing your bibliography is to write each source on an index card (one title per card). Then you will take notes on each source. For research parts 2 and 3, the working bibliography becomes the Works Cited page.

### III. WORKS CITED

The Works Cited page is **a list of all the information sources that you actually used in preparing your paper.** The page is the last page of your paper. The title of the page, Works Cited, (only the W and the C are capitalized) is in regular 12 pt., is centered, is alphabetized, is double spaced, and contains a page number.

Each entry is arranged alphabetically, according to the first word in the citation (usually the author's last name, but it may be the first (other than *a*, *an*, or *the*) word in the title. **Do not number or bullet the entries on your works cited page.** The entire sheet is double spaced. If the citation is longer than one line, each additional line is indented ½ inch (or use hanging indent feature). Use as many pages as necessary.

**A. Citing Sources** (remember the Works Cited page must be double spaced; these examples are not)

#### 1. Book or pamphlet form (printed and web books)

Author's last name, author's first name. *Full title: including subtitle.* City of publication: publisher, year of publication. Media form.

*Examples:* Tartar, Maria. *Off with Their Heads! Fairy Tales and the Culture of Childhood.* Princeton: Princeton UP, 1992. Print.

Wise, Richard M, Jr. *Understanding The Great Gatsby.* San Diego: Lucent, 2002. Web. 25 January 2015.

*Example, book by two authors:*

Jakobson, Roman, and Linda R. Waugh. *The Sound Shape of Language*. Bloomington: Indiana UP, 1979. Print.

*NOTE: If there are three authors or more authors, you may name only the first and add et al. (and others).*

*Example, two books by the same author*

Rowling, J.K. *Harry Potter and the Chamber of Secrets*. New York: Scholastic, 1999. Print.

-- --. *Harry Potter and the Goblet of Fire*. New York: Scholastic, 2000. Print.

**1. b. book or pamphlet form (web form)** [see later page- "Work on Web in Print form]

Last, First M. *Book*. City: Publisher, Year Published, Database Name. Web. Date Month Year.

Morem, Susan. *101 Tips for Graduates*. New York:Ferguson, 2005. HarperCollins. Web. 16 Mar. 2010.

**2. Book with an Editor**

Author's last name, author's first name. ed. *Full title: including subtitle*. City of publication: publisher, year of publication. Print.

French, Christopher W., ed. *The Associated Press Stylebook and Libel Manual*. Menlo Park, CA: Addison-Wesley, 1987. Print.

**3. a. Essay or Article in a Collection or Anthology** (lit text books are anthologies)

Author's last name, author's first name. "Essay or article." *Name of anthology*. Ed. Name of editor(s). City of publication: Publisher, year of publication. Page number(s). Print.

*Example:* Hollander, John. "Wordsworth and the Music of Sound." *New Perspective on Coleridge and Wordsworth*. Ed. Geoffrey H. Hartman. New York: Columbia UP, 1973. 41-48. Print.

**3. b. Encyclopedias, dictionaries, or other reference books form**

*Note: You are not allowed to use encyclopedias in this research project/paper.*

**4. Familiar reference books** (those that have frequent new editions).

Author's last name, author's first name. (If available, it usually appears at the end of the article; if signed with initials, look for the author's identity elsewhere in the work.) "Title of article." *Title of reference work*. Edition [if available]. Year of publication. Print.

*Example:* Ginsburg, Ruth Bader. *Who's Who in America*. 48<sup>th</sup> ed. 1994. Print.

*Example, no author:* "Mandarin." *The Encyclopedia Americana*. 1993 ed. Print.

### 5. Less familiar reference books (those that have appeared in only one or two editions)

Author's last name, author's first name. "Title of article." *Title of reference work*. Editors. Number of vols. City of publication: Publisher, copyright date. Print.

*Example:* Brakeley, Theresa C. "Mourning Songs." *Funk and Wagnalls Standard Dictionary of Folklore, Mythology, and Legend*. Eds. Maria Leach and Jerome Fried. 2 vols. New York: Crowell, 1950. Print.

### 6. Periodical form (magazine or newspaper in print)

Author's last name, author's first name. "Title of article." *Title of magazine/newspaper*. Date of publication: pages. Print.

*Example:* Marano, Hara Estroff. "Domestic Violence." *Psychology Today*. Nov.-Dec. 1993: 180. Print.

**B. Citing Non Print Sources** – Please print ALL sources you find on the internet or download them to a folder on your computer. Web address change frequently, and a printed source may be your only verifiable proof that the site existed.

#### 1. a. Citing an article from the GALILEO database (you may only use full text articles)

Author's name. "Title of Article." *Original Source of Article*. Volume. Issue Number (Year of original source): page numbers. *Name of the Database Used*. Name of the Service. Media form. Date of access.

*Example:*

Liss, Neil J. "What We Talk about When We Talk about Social Studies." *Social Studies* 94.6 (2003): 245-250. *Academic Search Premier*. GALILEO. Web. 25 September 2004.

*Note: If you use the citation link found on the GALILEO cite, your citations will be in the wrong format. Follow these guidelines for citing GALILEO sources.*

#### 1. b. Citing an ebook from the GALILEO database.

Author's name. "Title of chapter (if only using a chapter)." *Title of Book: The Complete Title*. page numbers (if only using a chapter)." Publisher. Date of publication. *Name of Database Used*. Name of Service. Media From. Date of access.

*Example:*

Cahn, Victor L. "Nature." *Plays of Shakespeare: A Thematic Guide*. 255-261: Greenwood, 2001. *eBook Collection*. GALILEO. Web. 8 January 2013.

#### 2. Work Cited Only on the Web

Most works on the web are nonperiodical; this means they are not released or updated on a regular schedule. Web sites sponsored by newspapers and magazines are generally non-periodical and documented differently.

Citations of web sites should include the following.

- Name of author (if there's no author, there MUST be a sponsor)
- Title of work (italicized if independent/ quoted if part of larger site)
- Title of web site (italicized if distinct from title of work)
- Publisher or sponsor of site (Often, this is the same as the title of the web site; only list once). Do not punctuate or repeat the title (If there's no sponsor, there MUST be an author.)
- Date of publication (day, month, year);
- Media form (Web)
- Date of access (day, month, year)

If you cannot find some of the information, cite what is available. However, be forewarned. You are staking your grade on a source you cannot verify. I would suggest you NOT use the site. Don't risk your grades on weak internet sources.

#### WITH AUTHOR

Antin, David. "Bell Tower Shooting." *Dalkey Archive Press*. Web. 21 Aug. 2007.

Landa, Jose Angel Garcia. "Authors and Schools Directory." *A Bibliography of Literary Theory, Criticism, and Philosophy*. 13<sup>th</sup> ed. Unizar. 15 Jan. 2004. Web. 17 June. 2009.

Shiva, Vandana. "Bioethics: A Third World Issue." *NativeWeb*. 15 April 2007. Web. 24 Feb. 2018.

#### AUTHOR UNKNOWN

"Media Giants." *The Merchants of Cool*. PBS Online. 7 Mar. 2001. Web. 17 June 2009.

**3. Work on Web and in Print form (online books, magazines)** This will count as one of your internet sources. I strongly suggest you find the physical book in a library or book store. This type of citation is to be used only for books that are scanned and read like physical books. (You can see the pages as you read). The online etext of a work would be cited as above.

Any book published before 1900 does NOT need to include the place of publication. However, if you know the city, please include it. My classes are required to include the original year of publication.

Child, L. Maria. *The Freedman's Book*. Boston, 1866. *Google Book Search*. Web. 15 May 2008.

Whitman, Walt. *Leaves of Grass*. Brooklyn, 1855. *The Walt Whitman Archive*. Web. 12 Mar. 2007.

### 3. Additional Common Sources

*Note: Talk to me for approval before you use these types of sources in your paper; you must gain approval BEFORE you use these.*

#### a. An Interview

**CONDUCTED BY YOU** (Your source must be an expert in the field and that person cannot be a family member.)

Jones, Scott. Personal interview. 22 Sept. 2015

Reed, John. Telephone Interview. 10 Dec. 2015.

**For additional help, consult the MLA Handbook (use the latest edition) or one of the following websites:**

www.mla.org (*this is the official site, but it is hard to navigate and to understand*)

http://owl.english.purdue.edu/oldindex.html (*excellent site; I use it frequently*)

## **I. CITING SOURCES / PARENTHETICAL DOCUMENTATION** (*citing sources in the text of the paper*)

When you borrow information from a source, whether you are quoting directly or restating in your own words, you must document the use of that information with a citation. To document your sources you will provide a parenthetical notation immediately following the quoted or paraphrased material that includes the exact page number from which the documented material was taken. The first time you use a source, introduce it to your reader with a lead-in phrase establishing the author's authority. This practice helps to advance the credibility of your argument.

### **A. Quotations**

There is NO reason to quote more than a sentence or two at a time. Anything longer, can be paraphrased or summarized. Quotations must be copied accurately, and they must be enclosed in quotation marks. Occasionally, you will want to delete unnecessary material from a quotation. Show these omissions with ellipsis dots: three dots...

**Example:** According to Eugene Linden, author of *Silent Partners: The Legacy of the Ape Language Experiments*, some psychologists have adopted the oddly unscientific attitude that “the idea of the language capacity of apes is so preposterous that it should not be investigated at all” (11).

**Example, with an ellipsis:** According to Eugene Linden, author of *Silent Partners: The Legacy of the Ape Language Experiments*, some psychologists have adopted the oddly unscientific attitude that “the idea of the language capacity of apes...should not be investigated at all” (11).

Quotations from an Internet source (*not a Galileo source*) need either the author's name or essay title if there is not an author provided.

**Example:** In an online article, Janet Smith writes, “Psychologists have adopted oddly unscientific attitudes” towards the Bermuda Triangle.

**Example:** The online essay titled, “Psychologists Today” explains that “Psychologists have adopted oddly unscientific attitudes” towards the Bermuda Triangle.

**B. Common knowledge—what is common knowledge?** Common knowledge is information you could find in at least five other sources. If I have any doubt as to whether or not information is common knowledge, YOU will be required to produce five sources that contain the information.

### **C. Summaries, paraphrases, and facts or ideas that are not common knowledge**

A summary condenses information, shortening it to the main points of an author's argument; a paraphrase is a restatement of the author's ideas in your own words and is the same length as the original. Because the words of a summary or paraphrase are yours, they do not have to be enclosed in quotation marks. But because the ideas belong to someone else, you do need to document the passage with a parenthetical reference and, if using it for the first time, cite the source in your text.

*Original source from Eckholm, "Pygmy," p. B7:* Public and scientific interest in the question of apes' ability to use language first soared some fifteen years ago when Washoe, a chimpanzee raised like a human child by R. Allen Gardner and Beatrice Gardner of the University of Nevada, learned to make hand signs for many words and even seemed to be making short sentences.

**Summary:** Interest in the ability of apes to use language was sparked in the early seventies, when R. Allen and Beatrice Gardner taught sign language to a chimpanzee named Washoe (Eckholm B7).

**Paraphrase:** Eckholm establishes that interest in the ability of apes to learn language mounted in the early seventies, with reports that Washoe, a chimpanzee raised and trained by professors R. Allan Gardner and Beatrice Gardner, had learned words in sign language and may even have created short sentences (B7).

#### D. Plagiarism

Plagiarism is the use of someone else's writing without giving proper credit—or perhaps without giving any credit at all—to the writer of the original. Whether intentional or unintentional, it is a serious offense that can be easily avoided by adhering scrupulously to the following advice. You should document your sources whenever you do the following.

- Use a direct quote.
- Copy a table, chart, or other diagram.
- Construct a table from data provided by others.
- Summarize or paraphrase a passage in your own words
- Present specific examples, figures, or factual information that are taken from a specific source and used to explain or support your judgments.

**Sample works cited page:** Will be an entire sheet by itself, double spaced, 12 point Times New Roman or Arial font, and 1 inch margins.

Douglas

#### Works Cited

Antin, David. "Local Boy Hits Major League" *Dalkey Archive Press*. Web. 21 Aug. 2017.

Brakeley, Theresa C. "Mourning Songs." *Funk and Wagnalls Standard Dictionary of Folklore, Mythology, and Legend*. Eds. Maria Leach and Jerome Fried. 2 vols. New York: Crowell, 1950. Print.

Child, L. Maria. *The Freedman's Book*. Boston, 1866. *Google Book Search*. Web. 15 May 2016.

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Ginsburg, Ruth Bader. *Who's Who in America*. 48<sup>th</sup> ed. 1994. Print.

- Hollander, John. "Wordsworth and the Music of Sound." *New Perspective on Coleridge and Wordsworth*. Ed. Geoffrey H. Hartman. New York: Columbia University, 1973. 41-48. Print.
- It's a Wonderful Life*. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. Republic, 2001. DVD.
- Jakobson, Roman, and Linda R. Waugh. *The Sound Shape of Language*. Bloomington: Indiana University, 1979. Print.
- Jones, Scott. Personal interview. 22 Sept. 2015.
- Landa, Jose Angel Garcia. "Authors and Schools Directory." *A Bibliography of Literary Theory, Criticism, and Philosophy*. 13<sup>th</sup> ed. Unizar. 15 Jan. 2004. Web. 17 June. 2015.
- Liss, Neil J. "What We Talk about When We Talk about Social Studies." *Social Studies* 94.6 (2003): 245-250. *Academic Search Premier*. GALILEO. Web. 25 Sep. 2016.
- "Mandarin." *The Encyclopedia Americana*. 1993 ed. Print.
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- Rowling, J.K. *Harry Potter and the Chamber of Secrets*. New York: Scholastic, 1999. Print.
- --. *Harry Potter and the Goblet of Fire*. New York: Scholastic, 2000. Print.
- Shiva, Vandana. "Bioethics: A Third World Issue." *NativeWeb*. 15 April 2007. Web. 24 Feb. 2016.
- Steeffel, Jeffery. Interview by Robert Purchase. "The Lord of the Rings Online." *Eurogamer MMO*. 23 April 2009. Web. 30 May 2015.
- Tartar, Maria. *Off with Their Heads! Fairy Tales and the Culture of Childhood*. Princeton: Princeton University, 1992. Print.
- Whitman, Walt. *Leaves of Grass*. Brooklyn, 1855. *The Walt Whitman Archive*. Web. 12 Mar. 2015.
- Wiesel, Elie. Interview by Ted Koppel. *Nightline*. ABC. WABC, New York. 18 April 2015. Television.

Wise, Richard M, Jr. *Understanding The Great Gatsby*. San Diego: Lucent, 2002. Print.