

MILA @ SJ

Amaranth Chapter
National English Honor Society
Spring 2017

MLA @ SJ

MLA @ SJ was originally conceived by Tommy Magnusson ('16), a founding member of the Amaranth Chapter of the National English Honor Society, as a way to standardize the use of MLA format across departments at St. Joseph High School. The NEHS MLA Committee developed a list of information most commonly used by teachers and students at St. Joseph High School. This document is a work in progress and is not meant to be an exhaustive reference resource, but it reflects the current needs of the school and will continue to grow and change over time.

NEHS refers teachers and students to the Owl at Purdue website as well as the *MLA Handbook Eight Edition*, both referenced on the Works Cited page, should a question or need arise.

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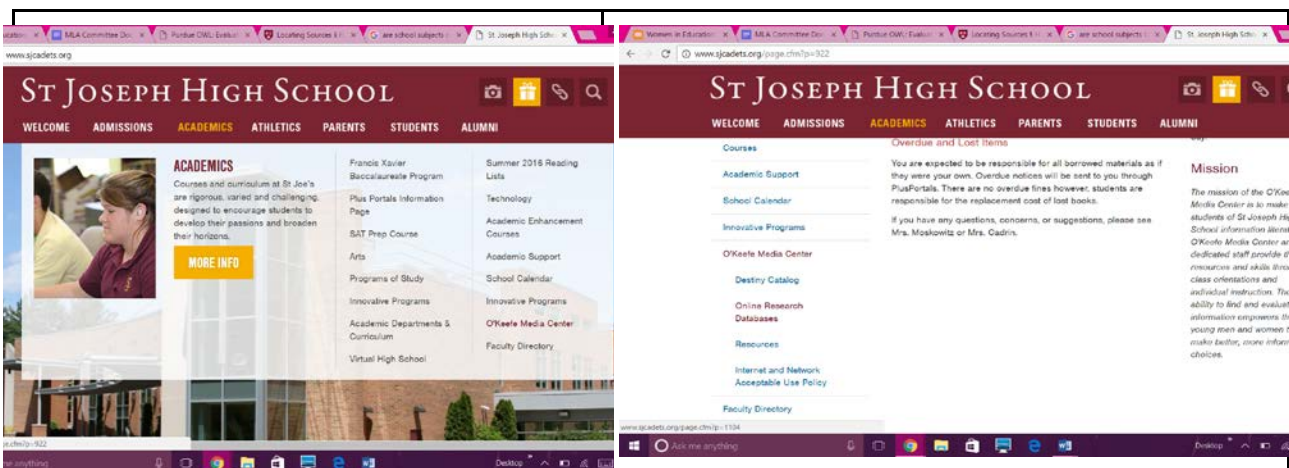
Sources

What is Considered a “Good” Source?

- For most writing, students are expected to use reputable and trustworthy sources to support their statements. Having multiple reputable sources is the foundation of a sound and well written paper.
- As a writer, you want to avoid using “.com” websites or crowdsourcing pages (such as wikipedia). These pages can be posted and edited by almost anyone with little to no limitation on what is put there.
- Here are some easy questions to ask yourself when considering a source:
 1. **How current is the source?** You want to make sure you are not going to be referencing outdated information. You want to be especially careful of this when researching for science and history papers.
 2. **Is the source biased?** If the article is written by an organization with a strong stance on the topic you are researching or if there is a strong political point of view, the source may only present one side of the topic. You want to make sure your research is well-rounded.
 3. **Is this same information found in another reputable article?** This is a great way to evaluate the accuracy of the information presented in a source. If you find the same information in multiple publications, there is a greater likelihood that information is true.

Where Can You Find Good Sources?

- One of the resources for research offered to St. Joseph students is the extensive list of online databases provided by the O’Keefe Media Center. These databases offer a variety of content in many different subject areas. They also provide reliable information with many of the databases offering peer-reviewed content ensuring credibility. A list of these sources can be found on the school website (sjcadets.org).
- Use the steps below to access them:



1. Go to www.sjcadets.org and select the “Academics” tab. Then, choose the “O’Keefe Media Center” option.

2. Scroll down to select the subpage titled “Online Research Databases.”

- This page will then provide a complete list of every database to which the school is subscribed. By clicking on a source, you will see a brief summary of the information that source can provide and a link to that database.

- In order to access these databases outside of the SJ campus, you will need the list of passwords found on PlusPortals page. After signing in to you PlusPortals account, here is what you will need to do:

1. Select the “Groups” tab in the top right corner.
2. Then, select the “O’Keefe Media Center” group in the drop down list.
3. You will be directed to the Center’s Group Page and here, under Link and Files, you will find the Microsoft Word Document titled “Passwords for Online Databases.”

Paraphrasing from Sources

- Paraphrasing allows you to express information gathered from your sources in your own words.
- Paraphrased information must be cited as coming from the source from which you first learned the information.
- Even though you are using your own words to state this information, you still have to cite where the information was sourced .
- Poor paraphrasing or lack of a citation for paraphrased material can be considered plagiarism so it is very important that you paraphrase effectively and that you cite the source(s) of your information.

Italics v. Quotation Marks Concerning Literature

- The following outlines the use of italics and quotation marks in literature titles:

Use Italics for the Titles of:	Use Quotation Marks for the Titles of:
Books	Articles in newspapers, magazines, or journals
Magazines	Short stories
Newspapers	Essays
Plays	Poems
	Titles of sections from longer works, chapters in books

In-Text Quotation Format Guidelines

- Short Quotations: quotations of fewer than four typed lines of prose (or under 40 words) or three lines of verse qualify as short
- Should be enclosed by quotation marks
- For verse quotations, a slash (/) should mark the break between lines: “Of all the things that happened there / That’s all I remember”
- Periods should appear after the parenthetical citation
- Long/Block Quotations: quotations that are more than four lines of prose (40+ words) or three lines of verse qualify as long. Refer to your teacher’s directions as to long quotations, many teachers instruct students NOT to use them and will deduct points for long quotations.
- Should be placed in a freestanding block of text and quotation marks should be omitted
- Should be started on a new line, and the entire quotation should be indented ½ inch from the left margin
- Double-spacing should be maintained
- Parenthetical citations should come after the closing punctuation mark
- Maintain original line breaks from quoting verse
- Adding or Omitting Words in Quotations: If you add a word or words, you should place brackets around the words to indicate they are not part of the original text.: individuals [who retell urban legends] make a point

- If you omit a word or words, you should indicate the deleted word or words by using ellipsis marks (...) preceded and followed by a space: every recent rumor or tale ... and in a short time
- When omitting words from poetry quotations, use a standard three-period ellipses, but when omitting one or more full lines of poetry, space several periods to about the length of a complete line in the poem.
- Also indicate omitted lines in parenthetical citation: (22-24, 28-30)

In-Text Citations

In-text citations are meant to guide the reader as to where you found your information/quotation. Any source information provided in the text must match what appears on your Works Cited page. A good rule of thumb is to start with the author's name. If there is no author, go to the article name. Do not cite website names. For electronic sources, cite only stable pagination (e.g. PDF files), do not cite paragraphs.

- Book with one author, last name and page number(s): (Wilson 5)
- Book with two authors, last names and page number(s): (Wilson and Burns 5)
- Book with multiple authors, last name of first author, et al and page number(s): (Wilson et al. 5)
- Two or more books or electronic sources with same author, shorten name of work and page number(s): (*Great Gatsby* 5) (*Tender is the Night* 23).
- Multiple citations, last names and page number (s), separate by semicolon: (Wilson 5; Hastings 7)
- Article with author and page numbers, last name and page numbers: (Pearl 9-10)
- Electronic article from website with author, last name only: (Roman)
- Electronic article from website with no author, use article name in quotations marks: ("Literary Criticism of Holden Caulfield")
- Work in an anthology, last name of the literary work's author and page number: (Whitman 235)
- Poems require that you use the poet's name in a signal phrase (e.g. Walt Whitman writes) and cite the lines. The first citation uses the word lines with the line numbers, all subsequent citations of the same poem use numbers only: (lines 4-7) or (8-10)
- Prose plays, last name, page number, act and scene (depending upon how play is broken up: (Miller 9; act 1)
- Verse plays require that you use the author's name in a signal phrase (e.g. William Shakespeare writes) and cite the name of the play, the act, the scene and the lines: (*Hamlet*. 1.5.35-37) This breaks down to act 1, scene 5, lines 35-37.
- Bible, first citation include the title of the edition or the editor or translator's name, followed by the abbreviated name of the book and chapter and verse numbers: (*New Jerusalem Bible*, Ezek. 1.5-10). Subsequent citations do not require the title of the edition: (Rev. 4.6-8).

Works Cited Page

Works Cited identifies only those sources quoted or paraphrased in your essay or research paper. If you do not use a source, you do not include it. Every in-text citation in your paper should match up exactly with a source on your Works Cited page. A source citation includes core elements, not all of which may apply to your source. Use the following list as a guide to build your source citation, utilizing all the information that applies:

1. Author
 2. Title of source
 3. Title of container (may be an anthology, a website, etc.)
 4. Other contributors (e.g. translator)
 5. Version (e.g. edition)
 6. Number (e.g. volume)
 7. Publisher
 8. Publication date (in the case of books with multiple editions, use the most recent date printed)
 9. Location (page number or numbers where applicable)
-
- URLs are now required for electronic sources and should also include the access date.
 - Book with one author: Hemingway, Ernest. *A Farewell to Arms*. Scribner, 2003.
 - Book with two authors: Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Allyn and Bacon, 2000.
 - Book with multiple authors: Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Utah State UP, 2004.
 - Translated book: Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason*. Translated by Richard Howard, Vintage-Random House, 1988.
 - Edition of a book: Crowley, Sharon, and Debra Hawhee. *Ancient Rhetorics for Contemporary Students*. 3rd ed., Pearson, 2004.
 - Anthology or collection: Hill, Charles A., and Marguerite Helmers, editors. *Defining Visual Rhetorics*. Lawrence Erlbaum Associates, 2004.
 - Organization as author: The Modern Language Association. *MLA Handbook Eighth Edition*. The Modern Language Association of America, 2016.
 - Work in an anthology or collection (short story, essay, poem, play): Kafka, Franz. "A Hunger Artist". *Literature: An Introduction to Reading and Writing*, edited by Edgar V. Roberts and Robert Zweig, Pearson, 2012, pp. 398-403.
 - Article in a reference book (e.g. encyclopedia or dictionary): "Ideology." *The American Heritage Dictionary*. 3rd ed., 1997.
 - Bible: *The New Jerusalem Bible*. Edited by Susan Jones, Doubleday, 1985.
 - Article in a magazine: Poniewozik, James. "TV Makes a Too-Close Call." *Time*, 20 Nov. 2000, pp. 70-71.
 - Article in a newspaper: Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post*, 24 May 2007, p. LZ01.
 - Article in a journal (non-electronic): Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*." *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.
 - Article in a journal (electronic): Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social Work and Society: The International*

Online-Only Journal, vol. 6, no. 2, 2008, www.socwork.net/sws/article/view/60/362. Accessed 20 May 2009.

- Article from an on-line database: Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal*, vol. 50, no. 1, 2007, pp. 173-96. *ProQuest*, doi:10.1017/S0018246X06005966. Accessed 27 May 2009.
- Page on a website: Lundman, Susan. "How to Make Vegetarian Chili." *eHow*, www.ehow.com/how_10727_make-vegetarian-chili.html. Accessed 6 July 2015.
- An entire website: *The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2016, owl.english.purdue.edu/owl. Accessed 8 May 2017.
- An image, painting or sculpture: Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*, www.artchive.com/artchive/K/klee/twittering_machine.jpg.html. Accessed May 2006.

Works Cited

- If there is only one source, title it "Work Cited"
- If there are multiple sources, title it "Works Cited"
- The title should be in Times New Roman and centered at the top of its own page, do not bold it or underline it
- The list of sources should be in alphabetical order
- The Works Cited page requires the student's last name and page number in the upper right hand corner, with a .5 inch margin
- If a cited source is longer than one line, all lines after the first line should be indented. Click "enter" right before the first letter of the line you want to indent, and then click "tab"
- This link is to a helpful website that shows how to cite all kinds of different sources, from books and websites to YouTube videos and anthologies: <https://owl.english.purdue.edu/owl/resource/747/01/>

MLA Hacks and Helpful Hints

- Set the bottom margin to .7 inches instead of one inch to avoid margins over 1”
- Click on “Page Layout” tab in Microsoft Word and go to “Margins.”
- Choose “Custom Margins” and set bottom margin equal to .7”
- This setting will save after first use, so remember to choose this option every time you write an essay
- Turn off widow and orphan line control
- Remove space before and after paragraphs to avoid extra spacing.
- Insert your cursor at the end of a paragraph
- Right click and choose “Paragraph”
- Go to “Spacing”
- Change spacing “After” to 0 pt
- Set the font style to “No Spacing” under “Styles” before changing it to size 12 Times New Roman and then double space.

Checklist

- Correct MLA Header: Top right hand corner with a .5 inch margin, Student last name and page number. This appears on all pages in the paper. Double space down and on the left hand side with a 1 inch margin type Student name, Teacher’s name, Class name and period and Date.
- Double spaced throughout
- 12 point, Times New Roman Font
- Header margin: .5 inch
- Side and bottom margins: 1 inch
- Turn off widow and orphan controls
- Remove spaces before and after paragraphs
- No block quotes (40 or more words)
- Correct in-text citations for direct quotes and paraphrasing
- Correct Works Cited format (in alphabetical order, hanging indent on subsequent lines)
- Proofread for grammatical errors

Works Cited

The Modern Language Association. *MLA Handbook Eight Edition*. The Modern Language Association of America, 2016.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2016, www.owl.english.purdue.edu/owl. Accessed 8 May 2017.