LOS ALAMITOS HIGH SCHOOL

HANDBOOK

FOR

WRITING ASSIGNMENTS

Revised
2004-2005

Los Alamitos Unified School District

LOS ALAMITOS HIGH SCHOOL

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
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INTRODUCTION

This writing handbook is intended to serve as a research guide for Los Alamitos High School students to use in all subject areas. It reflects the *MLA* (*Modern Language Association of America*) guidelines.

Now that you have it, what should you do with it?

First, keep it in a safe place. You will use this for the four years you are at Los Alamitos High School.* The purpose of this writing handbook is to serve as a handy reference on the format and documentation of the written research papers you will be asked to do by various teachers for various classes. Unless directed otherwise, your teachers will expect you to follow the recommended formats shown on the following pages. (The exception to this will be your information processing teachers as they use a business format rather than the *MLA* format.)

Second, use it! Appearances are important in life. That is why you spend so much time on your personal appearance. If your written work is both correct in appearance and clear in content, your final grade should reflect your effort.

Third, remember that this booklet offers a recommended set of guidelines. The *MLA* is not the only guideline in use today; however, after surveying many local colleges, both private and public, we found that it is the one most commonly used. One of your teachers may, however, prefer a different format or style for a particular assignment or class. **Always listen to the instructions of your teacher.**

*Your first copy of this handbook is free. You will be charged an appropriate fee for a replacement copy. Replacement copies can be purchased at the ASB office. Even though the handbook is updated regularly, you will follow the guidelines in this handbook for the next four years. You will find that this format will be used in many of your college classes; therefore, save this handbook for a ready reference.

*Be sure to follow the guidelines given in the handbook you receive. The handbook is updated frequently. Using someone else's handbook updated in another year might not reflect guidelines for which you will be held accountable.

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RESEARCH AND ESSAY WRITING

LETTERS OF CORRESPONDENCE

THE RESEARCH PAPER

Much of your writing thus far has probably been writing personal essays that have expressed your thoughts, feelings, and opinions that did not use other sources of information or ideas. Many subjects and assignments you will be getting in your various classes, however, will require you to go beyond your personal knowledge and experience. Research writing requires you to seek out, investigate, and use materials beyond your personal resources. The research paper presents the findings and conclusions of such inquiry. It increases your knowledge and understanding of a subject. Sometimes research will confirm your ideas and opinions; sometimes it will challenge and modify them, but almost always it will help you shape your thinking.

Perhaps the most disconcerting requirement of a research paper is its length - often five or more times longer than most of the other papers you have written in your English class. Writing a long paper that draws on material from different sources is good practice in the kinds of writing tasks that you will be asked to do in your college classes and later on in many professions: business reports, legal briefs, case histories, and feature articles, to name just a few. You will find that writing a research paper is much like planning, drafting, and revising any other kind of writing. Because you will be using quotations and ideas from other writers, however, the process of research writing is somewhat more complex. The following pages focus on the special demands of research writing: conducting research, citing sources, avoiding plagiarism, integrating quotations, using standard methods of documentation, and learning correct formatting standards.

Your teacher may wish to recommend specific steps and format for either the research or the final product. Listen to instructions! Ask questions! Follow directions! Whether the teacher requires a short research report or a formal term paper, the written research project will demand the most of your ability to think, organize, and write. The successful paper takes time and effort. **It is not an assignment to be done at the last minute.**

The basic steps for preparing the research paper are as follows:

1. Choose a general topic that meets the requirements of the teacher and that interests you.

2. Do some preliminary reading in a general reference book like an encyclopedia. Make sure that other reference materials are available on the topic as teachers will expect you to cite several sources.

3. Focus your topic to one that you can cover adequately in the required assignment. Formulate a temporary or working thesis statement.

4. A check of a subject-heading thesaurus can assist you in formulating a list of key words that will be useful when searching for information.

5. Make a working outline of general topics to research.

THE RESEARCH PAPER

6.   Prepare a "working bibliography" of sources available on your topic as listed in the card catalog, *Readers' Guide*, vertical file, *ProQuest*, *Encarta*, *Grolier Multimedia Encyclopedia*, and other library sources. Before looking up each article, a quick check of *Readers' Guide Abstracts* may save time.

7.   Obtain a printout from *Newsbank* and computerized *Readers' Guide* on current sources of information.

8.   Begin taking notes as you read the material you have gathered. Write down all ideas and quotations that you feel may be useful in writing your paper. (See information on note cards.)

9.   Revise your working outline by using your note cards to organize your research.

10.   Continue your research to find specific information to complete your report.

11.   Revise your thesis statement if needed and outline to prepare for the writing of your first rough draft.

12.   Write your first rough draft.

13.   Revise your rough draft twice: once for content, meaning, and overall effectiveness; and again for punctuation, usage, spelling, and mechanical errors.

14.   Organize your in-text citations and assemble your works-cited page.

15.   Edit your work to correct all errors in spelling, punctuation, usage, etc.

16.   Type your final copy following correct documentation and formatting given in this handbook.

17.   Arrange and number your pages.

18.   Type a title page if requested by your teacher; otherwise, the heading on page one will suffice.

19.   Type the final outline for the formal term paper.

20.   Check your paper once more for errors.

RESEARCH HINTS

1.   Refine your research topic into one sentence; this sentence is called the **thesis statement.** Try to keep your thesis concise; use a semicolon if you find your thesis is too cumbersome. (Note: Key words are especially important when utilizing a computer search.)

     For example:

     Your American history teacher has given you an assignment to discuss a topic concerning the period between 1920 and 1930. You have selected the **Stock Market Crash** as your topic.

     Your thesis statement might be the following:

     Thesis: The causes of the 1929 stock market crash were over-speculation, lack of regulation, inflation, economic speculation, and economic nationalism; the result was economic hardship for thousands of Americans.

     Some key words might be:
                         Great Depression
                         stock market
                         speculation
                         panic
                         banks
                         business cycles
                         economics
                         inflation

2.   Expand your knowledge of the topic by reading or scanning a short essay on the topic--possibly in a textbook or encyclopedia--so that you have a beginning understanding of the many aspects of your topic.

3.   Check the dictionary definition of your terms or key words. Unabridged dictionaries are good for this purpose as are specialized dictionaries such as *Reader's Encyclopedia, Dictionary of American History, Dictionary of Synonyms, Van Nostrand's Science Dictionary*, etc. A subject heading thesaurus such as the one for *Magazine Index* or *The Library of Congress Subject Headings* may be helpful.

4.   Check the electronic card catalog for your topic (using key words). Search for both title and subject records that might apply.

5.   Go to the bookshelves in the subject area indicated by your search of the Media Center catalog. Pull out several books that appear to be related to your topic and check the indexes for mention of this topic. While the Media Center may not

RESEARCH HINTS

have an entire book on your topic, a search of the index or of the table of contents may reveal a chapter or a section or even a paragraph that may be of use to you.

6.   Use magazine databases, checking entries under the subject headings that you used in searching the catalog. ProQuest is only one periodical database; there are many others, including Ebsco Host, SIRS Researcher, InfoTrac, etc.

7.   Many computerized magazine and newspaper databases can be accessed from any Internet connected computer; all you have to have is a public library card with a barcode (some libraries also use a secret password or ZIP Code field). From the library main page, check the page that has Electronic Databases or Research/Resources, etc.

8.   Try the vertical or pamphlet files for fugitive information. This is information gleaned from newspaper articles, pamphlets, etc., that have been collected at random but cannot be placed on the regular shelves. Catalogs generally do not list these items.

9.   For difficult-to-find topics, searching specialized databases is a possibility. Again, you should have public library cards. One of the databases especially useful for literature is the Gale Literature Resource Center available through Orange County and Los Angeles County Public Library systems. The Literature Resource Center gives background information and reviews on literature genres, authors and titles.

10.   A newer service offered by many libraries is the on-line 24-7 reference service. This allows a person to chat with a librarian who can help direct your search. They can help find websites that will be useful and have accurate information. Just look for the 24-7 icon on the library web pages.

11.   Using the Internet for information gathering has become a very popular choice for everyone. A problem to be aware of is the need to be able to judge the quality of the material that is presented. Before you take information from the site, you should be able to tell who created the information, why they did it, if they have a bias and is it clearly stated, and if the web site has been updated recently.

NOTE CARDS: A SYSTEM FOR GATHERING INFORMATION FOR RESEARCH

The process of doing research requires some system of recording the data, general information, and quotations that you acquire from your reading. This note-taking system will later become the source for your writing, for works cited (documentation), and for the works-cited page. One of the best and most traditional research note-taking systems is that of using note cards.
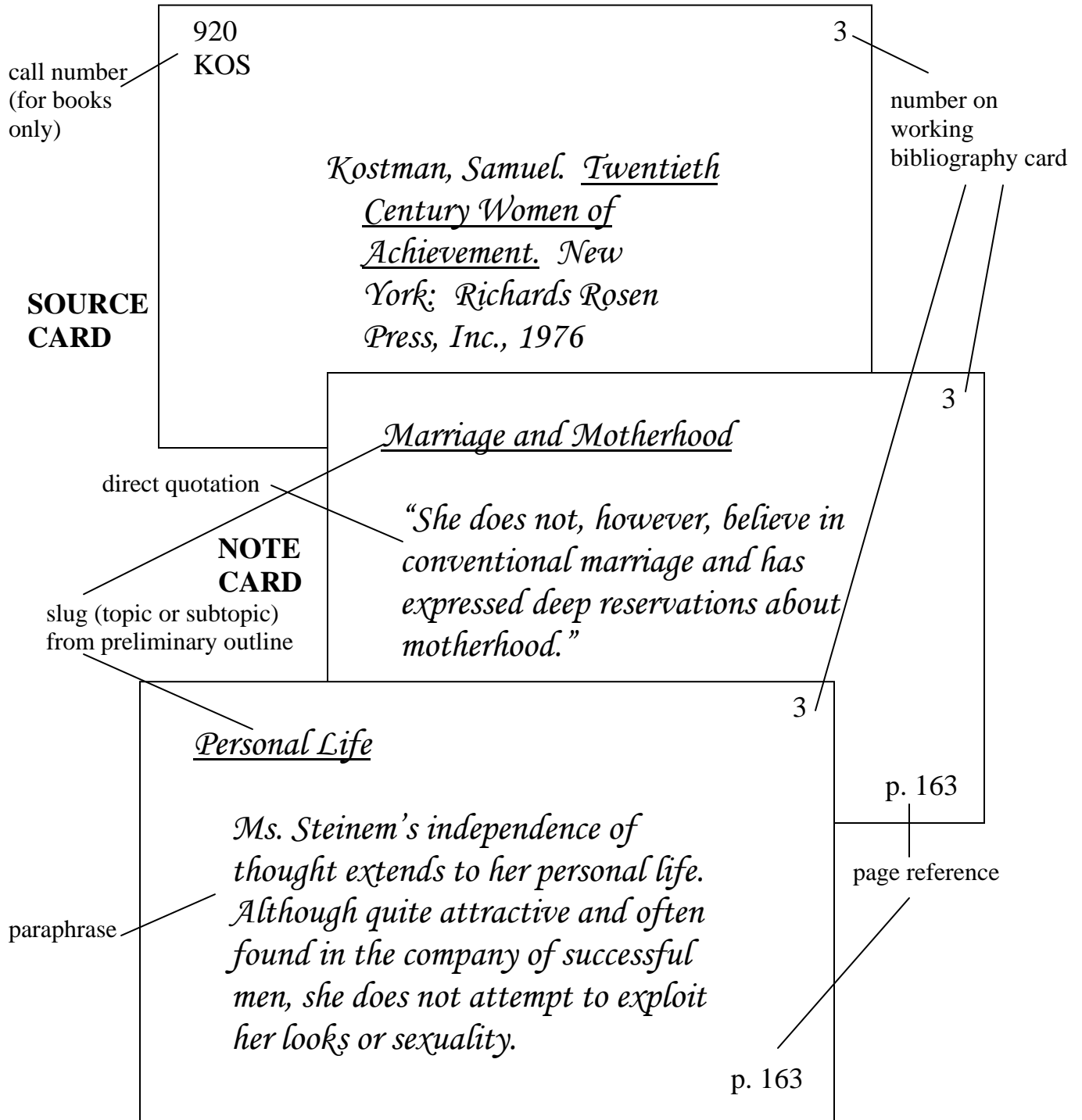
A complete explanation of the note card system can be found in your English textbook, *Elements of Writing* (in the chapter on research), if you are a freshman or sophomore; juniors and seniors can use any grammar textbook available to you. For every source of information - whether it be a book, magazine, microfiche, etc. - you make one **bibliography card** and then as many information cards as you need. On these **information cards** you can write either direct quotes, paraphrased information, or ideas gathered from the source.

After all the notes have been taken, organize your cards according to topics on your working outline. Remember that when you use information from your note cards in your writing, a signal phrase and/or parenthetical reference is in order as well as an entry in the works-cited page.

See the following page for examples of quoted and paraphrased note cards as well as source cards.

Note: Some teachers will ask for Xerox copies of sources and will ask you to highlight areas you use rather than asking for note cards.

NOTE CARDS

920
KOS

3

call number
(for books
only)

number on
working
bibliography card

**SOURCE
CARD**

Kostman, Samuel. Twentieth
Century Women of
Achievement. *New
York: Richards Rosen
Press, Inc., 1976*

3

Marriage and Motherhood

direct quotation

**NOTE
CARD**

*"She does not, however, believe in
conventional marriage and has
expressed deep reservations about
motherhood."*

slug (topic or subtopic)
from preliminary outline

3

Personal Life

p. 163

*Ms. Steinem's independence of
thought extends to her personal life.
Although quite attractive and often
found in the company of successful
men, she does not attempt to exploit
her looks or sexuality.*

page reference

paraphrase

p. 163

7

THE OUTLINE

A good outline is essential to a formal research paper. It provides a useful tool for later study of textbook material as well. There are two basic types of outlines: the topic outline and the sentence outline. Below you will find a page from a book that is the source of information for the sample outlines. Always ask your teacher which is required for a specific assignment. Additional samples can be found in your *Elements of Writing* textbook. Most outline formats use a system of numbers and letters to organize information into a logical order of main ideas and smaller ideas or subtopics.

Here is a typical example:

Project Title

Thesis:

I.   First major heading/topic
   A.   First subtopic of "I."
      1.   Subtopics of "A"
      2.
         a.   Subtopics of "2"
         b.
            (1) Subtopics of "b"
            (2)
               (a) Subtopics of "(2)"
               (b)
   B.   Second subtopic of "I"
      1.   Second subtopic of "B"
      2.
II.   Second major heading

Here is an example of how the above outline might work:

Inspiration from an Ordinary Life

Thesis: John Steinbeck credits his past real-life experiences and his traveling lifestyle for his achievement in writing.

I. Inspirations from people and experiences in real life for writing
   A. Childhood
      1. Books and reading at home
         a. Read to by mother at age two; began reading at age five
         b. Mom believed a higher education would bring opportunities
         c. Received *Morte d'Arthur* from aunt
            (1) Favorite book
            (2) Began to love literature and language
      2. Nature
         a. Became more interested in outdoors and less interested in lessons
         b. Favorite spot as a boy was Pacific Grove
   B. Friends and family as influences

DOCUMENTATION

In academic research papers, and in any other writing that borrows information from sources, the borrowed information - quotations, summaries, paraphrases, and any facts that are not common knowledge - must be clearly documented.

You must realize that your **documentation is the foundation and base of your scholarly paper**, and without it, your paper is nothing! This is probably the most important component of your academic research paper. Without including documentation in your paper, you have either plagiarized or made up your own information.

The *Modern Language Association's* in-text citations are made with a combination of signal phrases and parenthetical references. A **signal phrase** indicates that something drawn from a source (such as a quotation, summary, or paraphrase) is about to be used; usually the signal phrase includes the author's name. The **parenthetical reference** includes at least a page number (Harker 272).

In-text citations are used so that readers can find the source in the list of works cited (thus, the name) at the end of the paper, where works are listed alphabetically by authors' last names.

Author Named in a Signal Phrase
Ordinarily, you should introduce the material being cited with a signal phrase that includes the author's name and the source. The next time the source is used, only the author's name need be used. If there is no author, then just the source is used in the signal phrase. In addition to preparing readers for the source, the signal phrase allows you to keep the parenthetical citation brief.

Example:

> Flora Davis reports in her Eloquent Animals article that a chimp at the Yerkes
>
> Primate Research Center "has combined words into new sentences that she was never
>
> taught" (67).

The signal phrase - "Flora Davis reports" - provides the name of the author; the parenthetical citation gives the page number where the quoted sentence may be found. By looking up the author's last name in the list of works cited, readers will find complete information about the work's title, publisher, and date of publication.

DOCUMENTATION

Author Not Named in a Signal Phrase
If the signal phrase does not include the author's name (or if there is no signal phrase), the author's last name must appear in parentheses along with the page number.

Example:

Although the baby chimp lived only a few hours, Washoe signed to it before it

died (Davis 42).

Two or More Works by the Same Author
If your list of works cited includes two or more works by the same author, include the title of the work either in the signal phrase or in abbreviated form in the parenthetical reference.

Example:

In <u>Eloquent Animal</u>s, Flora Davis reports … (67).

Flora Davis reports that a chimp … (<u>National Geographi</u>c 67).

Two or Three Authors
If your source has two or three authors, name them in the signal phrase or include them in the parenthetical reference.

Unknown Author
If the author is not given, either use the complete title in a signal phrase or use a short form of the title in the parentheses.

Example:

The UFO reported by the crew of a Japan Airlines flight remains a mystery. Radar

tapes did not confirm the presence of another craft ("Strange Encounter" 26).

A Work Without Page Numbers
You may omit the page number if a work has no page numbers. This is ideal for pamphlets, etc.

Note: Mass printing copies of the handbook makes it difficult to distinguish between the periods and the commas. You will notice that the last letter of titles is not underlined; this allows a clearer image for you to follow. However, **you will underline all letters of the title in your report.**

WORKING WITH QUOTATIONS

Quotations are obviously an important part of your paper. Be sure to follow the rules below to treat them with the respect they deserve. Quotations should be treated as follows:

Prose
Quotations of two lines or less are not set off from the text but are placed within double quotation marks. Use single quotation marks for quotations within short quotations.

Example:

"It was the best of times, it was the worst of times…," wrote Charles Dickens of

the eighteenth century (35).

You need not always reproduce complete sentence. Sometimes you may want to quote just one word or phrase as part of your sentence.

Example:

For Charles Dickens the eighteenth century was both "the best of times" and "the

worst of times" (35).

If a quotation runs to more than four typed lines, set it off from your text by beginning a new line, indenting one inch (or two tabs) from the left margin, and typing it double-spaced without adding quotation marks. A colon generally introduces a quotation displayed in this way.

Example:

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror

of their actions:

> The tears began to flow and sobs shook him. He gave himself up to them
>
> now for the first time on the island; great, shuddering spasms of grief
>
> seemed to wrench his whole body. His voice rose under the black smoke
>
> before the burning wreckage of the island; and infected by that emotion,
>
> the other little boys began to shake and sob too (186).

WORKING WITH QUOTATIONS

Poetry
Poetry of three lines or less is placed in double quotation marks within the text. Separate lines by a slash (/) with a space before and after the slash.

Example:

Reflecting on the "incident" in Baltimore, Cullen concludes, "Of all things that

happened there / That's all that I remember" (11-12).

Citing Literary Works
In citing classic verse plays and poems, omit page numbers altogether and cite by division (act, scene, canto, book, part) with periods separating the various numbers.

Example:

Shakespeare's *Hamlet* seems resolute when he declares, "The play's the thing /

Wherein I'll catch the conscience of the King" (2.2.633-34).

General Punctuation Rules
- Periods and commas are placed inside quotation marks.
- Semicolons and colons go outside quotation marks.
- Question marks and exclamation marks not originally in the quotation go outside the quotation marks. Words omitted (ellipses) are shown by three periods after the last mark.
- When using an attributor (a clause or phrase added to a full sentence quotation to identify its source), use either the writer's name or an appropriate identifying phrase **followed by a comma; begin the quote with a capital letter.**

Example:

Dickens writes, "It was the best of times…" (35).

A well-known writer suggests, "It was the best of times…" (35).

WORKS CITED

Very Important Notes about *Works Cited*

As the heading *Works Cited* indicates, this list contains all the works that you cite (take direct quotes from **or** paraphrase) in your text. The list, which appears at the end of your paper, gives full publishing information for each of the sources you have cited. Start on a new page and title your list **Works Cited**. Then list in alphabetical order **all** the sources that you have cited in the paper. Sources not actually cited in the paper **should not** be given in this list even if you have read them. Do not forget to put your last name and page number at the top right-hand corner; number it as your last page of the paper.

Alphabetize the list by the last names of the authors (or editors); if a work has no author or editor, alphabetize by the first word of the title other than *a, an* or *the.*

Double space all entries.

Do not indent the first line of each entry in the list of works cited but **do indent** any additional lines one tab or one-half inch. This technique highlights the names by which the list has been alphabetized.

Source names (book, newspaper and magazine titles, etc.) may either be italicized **or** underlined. Keep this consistent throughout the paper. Abbreviate the names of months **except** May, June and July. Give the complete publication or issue date in the following order: day, month and year (1 Dec. 1989).

Page numbers - If the article is not printed on consecutive pages, write only the first page number and a plus sign, leaving no intervening space (50+). Do not use the letter *P* before the page number. Most internet articles are numbered 1, 2, 3, etc. Use these numbers for clarification. Some electronic sources use paragraph numbers instead of page numbers. For such sources, use the abbreviation "par." or "pars." in the parentheses: (Long, par. 4).

Publishers' names can be shortened as long as they are easily identifiable; omit terms such as *Press, Inc.,* and *Co.* except when naming university presses (Harvard UP, for example). Use *P* for *Press.*

An **anonymous** book, article, magazine, etc. requires you to begin the entry with the title; do not use either *Anonymous* or *Anon.* Alphabetize the entry by title, ignoring any initial *A, An or The*. (Alphabetize <u>A Guide to Our Federal Lands</u> under *G,* not *A.)*

Punctuation rules – Put two spaces after periods and colons; one space after commas and semicolons.

Note: Not all types of sources are listed. If you use a source in which the example is not included here, refer to any current *MLA* handbook.

WORKS-CITED SOURCES

The following examples illustrate the form that the *Modern Language Association* (*MLA*) recommends for works-cited entries. This is the form which you are to use unless otherwise directed by your teacher.

ARTWORK

Raphael. School of Athens (original in the Vatican). Illus. in The World Book

  Encyclopedia. 1976 ed.

Remington, Frederic. Mountain Man. Sculpture. Metropolitan Museum of Art. New

  York.

BIBLE

"Psalm 22:3-12." *The Bible, New International Version.* Colorado Springs:

  International Bible Society, 1994.

BOOK--COMPONENT PART OF
(essay or chapter in a book)

Floss, Catherine. "Insanity: A Professional Malaise." The Complexities of Modern

  Library Science. Ed. D. T. Baird. Los Angeles: Modern School Publishers,

  1988.

BOOK--EDITOR INSTEAD OF AUTHOR

Steel, Daniel, ed. Short Stories of New Guinea. New York: Native Publishers, 1954.

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WORKS-CITED SOURCES

BOOK--INTRODUCTION, PREFACE, FOREWARD, AFTERWORD

Borges, Jorge Luis. Foreword. <u>Selected Poems, 1923-196</u>7. By Borges. New York:

Delta-Dell, 1973. xv-xvi.

Walters, Cameron. <u>The Great American Sandwic</u>h. Introd. Darren Anthony, San

Francisco: Cookbook Publisher, Inc., 1988.

Note: The Walter's example is used when you are citing information taken from the introduction of a book, and the introduction has a different author.

BOOK--ONE AUTHOR

Showder, Dwane. <u>The Surrealist Revolution in Modern Educatio</u>n. Los Angeles:

Bombshelter P, 1983.

BOOK--TWO OR THREE AUTHORS

Frost, Katherine, Jane Goodbody and Melinda Small. <u>After the Bomb Fell: a Cris</u>is.

Cleveland: Ohio Press, 1984.

BOOK--FOUR OR MORE AUTHORS

Medhurst, Martin J., et al. <u>Cold War Rhetoric: Strategy, Metaphor, and Ideolog</u>y. New

York: Greenwood, 1990.

Note: *"et al."* is Latin for *"and others"*

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WORKS-CITED SOURCES

BOOK--TWO OR MORE BOOKS BY SAME AUTHOR

Pearson, Anne. "Going to School." *EVERYDAY LIFE IN ANCIENT GREECE.* Los

    Angeles: Franklin Watts, 1994.

---. *WHAT DO WE KNOW ABOUT THE GREEKS?* New York: Peter Bedrick Books,

    1992.

BULLETIN OR PAMPHLET (treat as you would a book)

Sugar, Berg Randolph. *Mecca 1911 Double-Folder Baseball Cards.* Mineola: Dover,

    1991.

Best Museums: New York City. New York: Trip Builder, 1993.

COMMITTEE REPORT

The Natural Superiority of the Female Adolescent, Report of a commission appointed by

    the National Science Research Foundation of America. New York: NSRF

    Publishers, 1988.

CRITICAL ANALYSIS (editor & writer)

Lewis, C. S. "Viewpoints: C. S. Lewis." Twentieth-Century Interpretations of Sir

    Gawain and the Green Knight. Ed. Denton Fox. Englewood Cliffs: Prentice,

    1968. 100-01.

CRITICAL REVIEW

Rogers, Elton, Rev. of The Transitions in the Twentieth Century Novel, by Edwin

    Patterson (New York: Doubleday, 1987). American Journal of Literature, 76

    (1988), 234-236.

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WORKS-CITED SOURCES

E-MAIL CITATION

Flynn, Sharron. "Advice to Freshmen," E-mail to Jonathan Dunsworth. 10 December

2003.

E-MAIL COMMUNICATION OR PUBLIC ONLINE POSTING

Danford, Tom. "Monday Greetings." E-Mail to Terry Craig. 13 Sept. 1993.

ENCYCLOPEDIAS AND REFERENCE BOOKS, AUTHOR KNOWN

Godfrey, Kelly. "Chess." Encyclopedia of Sports, 1964.

ENCYCLOPEDIAS AND REFERENCE BOOKS, AUTHOR UNKNOWN

"Color and Psychology." Encyclopaedia Britannica, 1985 ed.

"Einstein, Albert." Dictionary of American Biography. Vol X.

FILM OR VIDEO RECORDING

Like Water for Chocolate. Screenplay by Laura Esquivel. Dir. Alfonso Arau. Perf. Lumi

Cavazos, Marco Lombardi, and Regina Torne. Miramax, 1993.

Medicine at the Crossroads. Prod. 13/WNET and BBC TV. Videocassette. Embassy,

1986.

GOVERNMENT PUBLICATION

U.S. Department of the Interior. The Decline and Fall of the Patagonian Gooney Bird.

Washington, D.C.: Government Printing Office, 1978.

INTERNET

Jaeger, Kristof De. "PAN-PIPE OR SYRINX." Online. Internet. Google.

<http://users.pandora.be/avvakum/ancient/pane.html>. Accessed 18 Feb. 2002.

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underlined; this allows a clearer image for you to follow. However, **you will
underline all letters of the title in your report.**

WORKS-CITED SOURCES

INTERVIEW

To cite an interview that you have conducted:

Pei, Carl. Personal interview. 22 July 1995.

To cite an interview that is broadcast on television or radio:

Blackmun, Harry. Interview with Ted Koppel and Nina Totenberg. "Nightline." ABC.

WABC, New York, 5 April 1994.

JOURNAL ARTICLE

Mendoza, James. "Censorship: the Continuing Battle." English Teachers' Journal, 54

(1978), 799.

LETTER TO THE EDITOR

Safer, Morley. Letter. New York Times, 31 Oct. 1993, late ed., sec. 2:4.

MAGAZINE ARTICLE

According to *MLA*, to cite a magazine published every week or every two weeks, give the date (beginning with the day and abbreviating the month), followed by a colon and the inclusive page numbers of the article. To cite a magazine published every month or every two months, give the month or months and year. If the article is not printed on consecutive pages, write only the first page number and a plus sign, leaving no intervening space. Do not give the volume number or issue date even if they are given.

Truehill, Judith M. "The Perils of Overwork." Today in Education, 14 June 1984, 32-38.

Wilson, Will. "Domestic Violence." Psychology Today, Nov. 1995, 48+.

MAGAZINE ARTICLE, UNSIGNED

"Teacher Declares Working Conditions Unsafe." Los Angeles Press, 23 Dec. 2001, 14.

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WORKS-CITED SOURCES

MAP, GRAPH, OR CHART

Graystone, Gregory. "Academic Growth and Decline Patterns." <u>Academy of</u>

<u>Achievement Journal</u>, 16 (Nov. 1978), 778, graph 6.

MICROFICHE/COIN

COIN. Occupations. "Auditor." Card #: 8-4-A. Bell-Howell, 1983. Microfiche.

MICROFICHE/VIEW

VIEW. "Auditor." Fiche No. 14, Grid A7. California Superintendents VIEW

Consortium. 1984. Microfiche. VIEW. "Airline Pilots." Dot #660,280-010

0042. Santa Ana: Orange County Dept. of Education, 1982. Microfiche.

MICROFILM OR MICROFICHE

THOMAS, Lawrence. "Computers and Paranoia." <u>Educational Administrators' Review</u>,

99 (1985), 145, microfilm.

MUSICAL COMPOSITION

Beethoven, Ludwig van. Symphony no. 8 in F, op. 93.

NAME OF EDITOR OR TRANSLATOR

Vespucci, Amerigo. <u>How I Found America</u>. Trans. Paolo Napolitano. Rome: Pasta

Publishers, 1986.

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WORKS-CITED SOURCES

NEWSPAPER ARTICLES

Cite a newspaper by giving the name as it appears on the masthead but omit any introductory article (*New York Times,* not *The New York Times*). If the city of publication is not included in the name of a locally published newspaper, add the city in square brackets, not underlined, after the name: *News-Enterprise* [Los Alamitos]. For nationally published newspapers (e.g., *USA Today, Wall Street Journal*), you need not add the city of publication. Abbreviate the names of months except May, June, and July. Do not give the volume and issue numbers even if they are listed. If the edition is named on the masthead, add a comma after the date and specify the edition (natl. ed., late ed.). Note the section number and page at the end of citation. If the article is not printed on consecutive pages, write only the first page number and a plus sign, leaving no intervening space.

Manegold, Catherine S. "Becoming a Land of the Smoke-Free, Ban by Ban." New York

Times, 22 Mar. 1994, late ed.: A1+.

NEWSBANK

Morson, Berny. "Measure to Raise Drinking Age to 21 Stumbles." (Denver, Colorado)

Rocky Mountain News, 14 Mar. 1985 (located in Newsbank, [microfilm], Social

Relations, 1986, 19:A7, fiche).

PERFORMANCE

Hamlet. By William Shakespeare. Dir. John Gielgud. Perf. Richard Burton. Shubert

Theatre, Boston. 4 Mar. 1964.

POEM

Podunk, E.A. "The Big Blackbird," in Unknown American Poetry. New York:

McGraw-Hall, 1972.

Note: Mass printing copies of the handbook makes it difficult to distinguish between the periods and the commas. You will notice that the last letter of titles is not underlined; this allows a clearer image for you to follow. However, **you will underline all letters of the title in your report.**

WORKS-CITED SOURCES

PUBLIC ADDRESS OR LECTURE

Moffitt, Bruce. "The Ecstasy of Curriculum Development." Address presented at Los

Alamitos High School Academic Convocation, Los Alamitos, 15 May 1988.

RECORDING ON RECORD OR TAPE

Marsalis, Branford. Romances for Saxophone. English Chamber Orch. Cond. Andrew

Litton. Audiocassette. CBS. 1986.

(SIRS) SOCIAL ISSUES RESOURCE SERIES

Ehrlich, Paul R. and Anne H. Ehrlich. "The Population Explosion." The Amicus

Journal, Vol. 12, No. 1, Winter 1990, PP. 22-33. Reprinted in Population, Vol 5

(Boca Raton, FL: Social Issues Resource Series, Inc., 1991), Article No. 1.

SOURCE FOR A LETTER AND E-MAIL

Morrison, Toni. Letter to the author. 17 May 1992.

Lancashire, Ian. E-mail to the author. 1 Mar. 1994.

TELEVISION OR RADIO PROGRAM

"Yes…but Is It Art?" Narr. Morely Safer. "Sixty Minutes." CBS WCBS, New York, 30

Oct. 1938.

Note: Mass printing copies of the handbook makes it difficult to distinguish between the
periods and the commas. You will notice that the last letter of titles is not
underlined; this allows a clearer image for you to follow. However, **you will
underline all letters of the title in your report.**

CD-ROMS AND ONLINE DATABASES

Databases are distributed on CD-ROMS and are portable and online. You need a computer to read databases. Portable databases are created, manufactured, and issued by publishers as products that you can buy in a store and carry around with you. Publishers update these products by creating and issuing new editions, new versions or releases. Because publishers issue many identical copies of the same products, entries in a works-cited list for CD-ROMS and other portable databases are much like those for printed sources. Research material is available in electronic form on CD-ROM (compact disc) from vendors such as SilverPlatter and UMI-Proquest and online from computer services or networks such as Dialog, Nexis, and the Internet. In citations for electronic sources, give the same publishing information as for other sources and, in addition, give pertinent information about the electronic source. You may find that some of the information about an electronic source, such as the name of the vendor, is not available. If so, you may omit this information (Gibaldi 151).

CD-ROM Issued Periodically

CD-ROM databases that are produced periodically (monthly or quarterly) may contain previously published material, such as journal or newspaper articles, or material that has not been previously published, such as reports. In either case, cite such material as you would a printed source, followed by the title of the database (underlined), the medium (CD-ROM), and the date of publication (Hacker 284).

Capussa, Mike. "A Prisoner of Memory." Sports Illustrated. 7 Dec. 1992. ProQuest.

      CD-ROM. University Microfilms. Mar. 1992.

Guidelines for Family Television Viewing. Urbana: Eric Clearinghouse on Elementary

      and Early Childhood Educ., 1990. ERIC. CD-ROM Silver Platter. June 1993.

Sawyer, Kathy. "Oceanography: Rising Tide Lifts Warming Case." Washington Post.

      12 Dec. 1994: A2. InfoTrac: National Newspaper Index. CD-ROM.

      Information Access. Jan. 1995.

CD-ROM Issued in a Single Edition

Some works on CD-ROM, such as dictionaries and encyclopedias, are released in single editions that are not updated periodically. Treat such sources as you would a book, but give the medium (CD-ROM) before the publishing information (Hacker 284).

"George Washington." Encarta. CD-ROM. Redmond: Microsoft, 2003.

"John Steinbeck." DISCovering Authors. CD-ROM. Detroit: Gale Research, 2003.

"O'Keefe, Georgia." The 1995 Grolier Multimedia Encyclopedia. CD-ROM. Danbury:

      Grolier, 2003.

CD-ROMS AND ONLINE DATABASES

Material from Online Databases

Online databases differ from CD-ROMS and other portable database products in a number of ways, including those that follow:

- Online databases are not portable or even tangible; you cannot buy them in a store or carry them around. You access material from them on a computer through a service or a telecommunications network.

- Online databases may be continually updated, corrected, and otherwise revised without notification to users. You cannot generally be sure whether material you consult online has changed since the last time you consulted it. Documents and data derived from an online database must therefore be considered unique.

Computer services such as Dialog, Compuserve, America Online, and Nexis provide a variety of databases. For material from such a source, cite the publication information given in the source, the title of the database (underlined), the medium (Online), and the name of the computer service. In addition, because it is often not possible to determine when material has been entered or updated in the service's database, give the date on which you accessed the material (Gibaldi 150).

Mann, Charles C. and Mark L. Plummer. "Empowering Species." <u>Atlantic Monthly</u>.

   Feb. 1995. <u>Atlantic Monthly Onlin</u>e. Online. America Online. 16 Feb. 1995.

Because electronic sources often cause students confusion when making a works-cited page and because the ways to cite these sources are so numerous and changes so often, we have listed the easiest format below.

Author/Editor. "Title of Electronic Work." the Medium. Information supplier. File

   identifier or number. Access date.

Daniel, Ralph. "The History of Western Music." Online. Internet. Ingress

   Communications. <http://www.ingress.com/~astanart/printker/pritzker.html>.

   Accessed 8 May 1999.

Note: Mass printing copies of the handbook makes it difficult to distinguish between the periods and the commas. You will notice that the last letter of titles is not underlined; this allows a clearer image for you to follow. However, **you will underline all letters of the title in your report.**

PUTTING YOUR PAPER TOGETHER

You have done a great deal of work to put together a successful paper. Now take time to make the final project look good. The correct format is a must! After reading these descriptions, be sure to view the sample paper found later in this document.

Title Page
The title is double-spaced (if more than one line) and centered ¼ down the page. The writer's name is centered in the middle of the page. The name of the course, the teacher's name/period #, and the date are centered ¾ down the page.

The Title
In a formal research paper, the title appears <u>three</u> times: on the title page, at the top of the outline, and centered at the top of page one. On less formal research reports, the title should appear centered at the top of the first page beneath your heading. The title should **not** be typed in all capital letters.

Page Numbers
The sheets of a research paper should have the writer's **last name and page number** (Shaw 1) consecutively beginning on the first page of the text. Do not use parentheses, dashes, quotation marks, a period, or the word "page." Neither the title page nor the outline are assigned a page number. The name and number should appear at the top right-hand corner, one-half inch from the top.

Margins
Except for page numbers, leave margins of one inch at the top and bottom and on both sides of the text. Indent the first word of a paragraph one-half inch (or five spaces) from the left margin.

Spacing
A research paper must be double-spaced throughout. Exceptions are extended quotes (those more than four typewritten lines) which are indented one inch and double-spaced.

Type/Font Size
Computers give writers many options for both type style and size. Papers should be typed in 12 point size; your teacher might direct you as to what size s/he requires. This is ten point. This is twelve point. This is fourteen point. Do **not** try to be sneaky and use it!

The preferred fonts are Times New Roman or Arial because they are easiest to read. This handbook in printed in Times New Roman font. If you cannot use these fonts, check with your teacher to determine what s/he prefers.

PLAGIARISM

The *MLA* handbook defines plagiarism as using "another person's ideas or expressions in your writing without acknowledging the source" (Harker 262). Therefore, plagiarism is intellectual theft and can carry severe penalties, ranging from failure in a course to expulsion from school.

A writer who fails to give appropriate acknowledgment when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism. Of course, you can use other's words and thoughts in your paper, but the author must be given credit for them.

Often, students plagiarize unintentionally. Suppose, for example, that you want to use the material in the following passage, which appears on page 625 of an essay by Wendy Martin in the book *Columbia Literary History of the United States*:

"Some of Dickinson's most powerful poems express her firmly held conviction

that life cannot be fully comprehended without an understanding of death" (Martin 625).

If you write the following sentence without any documentation, you commit plagiarism.

Example:

Emily Dickinson strongly believed that we cannot understand life fully unless we

also comprehend death.

But you may present the material if you cite the source.

Example:

As Wendy Martin has suggested, Emily Dickinson strongly believed that we

cannot understand life fully unless we also comprehend death (625).

In writing your academic research paper, then, you must be sure to document **everything** you borrow from the works of others. If you have **any doubt** whether or not you are committing plagiarism, cite your source. Research, read, learn from others, but do not copy. Teachers almost always recognize the difference between student writing and professional writing. Many instructors look upon copying as thievery and will treat such an act **severely.**

TITLE PAGE

Centered 1/4 From Top of Page

Ellington's Adventures in Music and Geography

Centered 1/2 From Top of Page

Gayle Allen

American Literature A/Per. 1

Professor Bender

Centered 3/4 From Top of Page

8 Nov. 2001

WORKS-CITED PAGE

Chen 7

Works Cited

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Burrell, Roy, et al. "Pericles and the Golden Age - Music." *The Greeks.* Chicago: Oxford

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"Greek Music." *Microsoft Encarta Encyclopedia 2002.* CD-ROM. Redmond: Microsoft, 2000.

Jaeger, Kristof De. "PAN-PIPE OR SYRINX." Online. Internet. Google. <http://users.

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---. "Kithara." *Microsoft Encarta Encyclopedia 2002.* CD-ROM. Redmond: Microsoft, 2000.

Pearson, Anne. "Going to School." *EVERYDAY LIFE IN ANCIENT GREECE.* Los Angeles:

Franklin Watts, 1994.

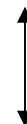---. *WHAT DO WE KNOW ABOUT THE GREEKS?* New York: Peter Bedrick Books, 1992.

Wright, John. "A Glance at Mythology." *National Geographic.* 21 Sept. 1992. *Proquest.* CD-
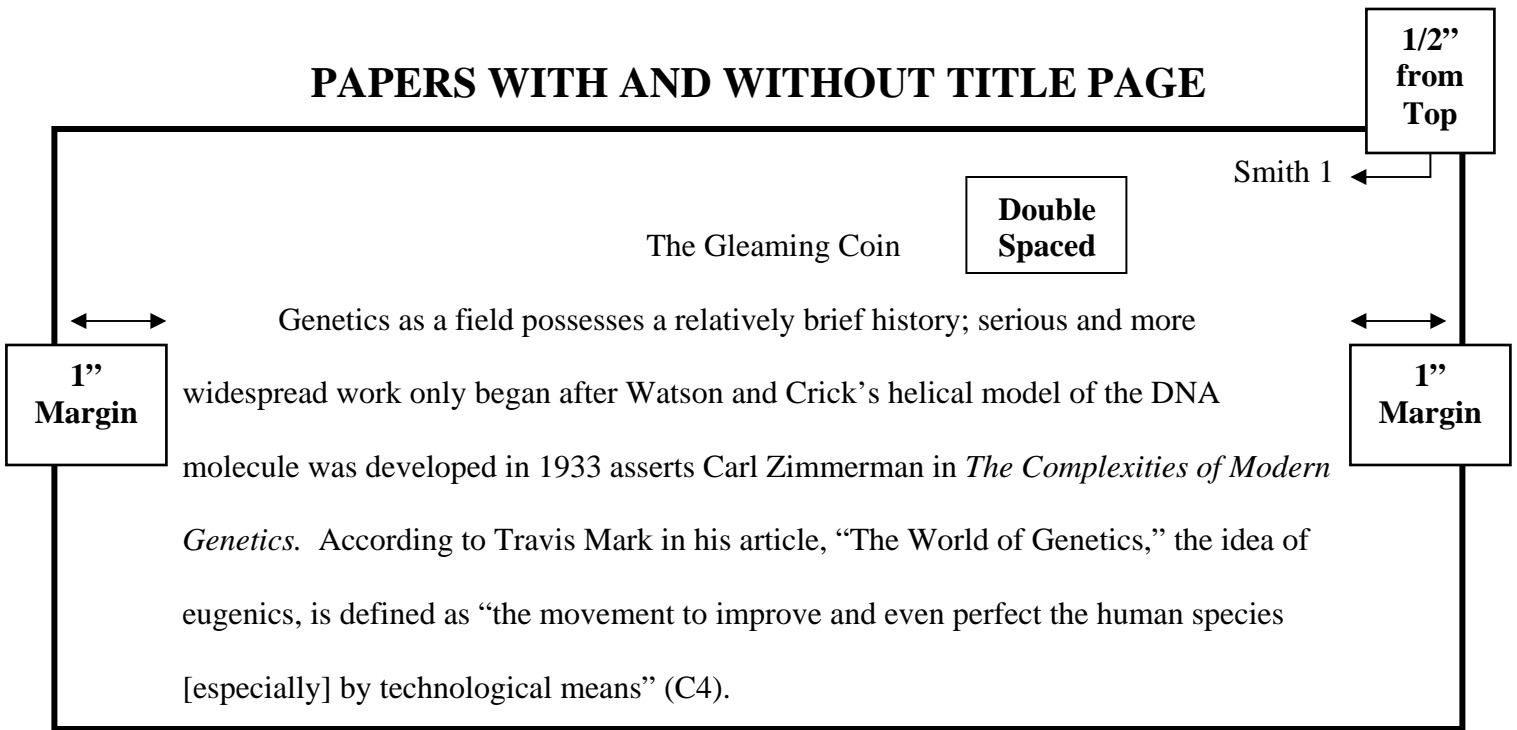
ROM. University Microfilms, Dec. 1992.

PAPERS WITH AND WITHOUT TITLE PAGE

Smith 1

The Gleaming Coin

Double Spaced

Genetics as a field possesses a relatively brief history; serious and more

1" Margin

widespread work only began after Watson and Crick's helical model of the DNA

1" Margin

molecule was developed in 1933 asserts Carl Zimmerman in *The Complexities of Modern*

Genetics. According to Travis Mark in his article, "The World of Genetics," the idea of

eugenics, is defined as "the movement to improve and even perfect the human species

[especially] by technological means" (C4).

Model above is used if there is title page

1" Margin

Smith 1

John Smith

Double Spaced

Mrs. Windsome

English II

3 May 1999

Double Spaced

The Gleaming Coin
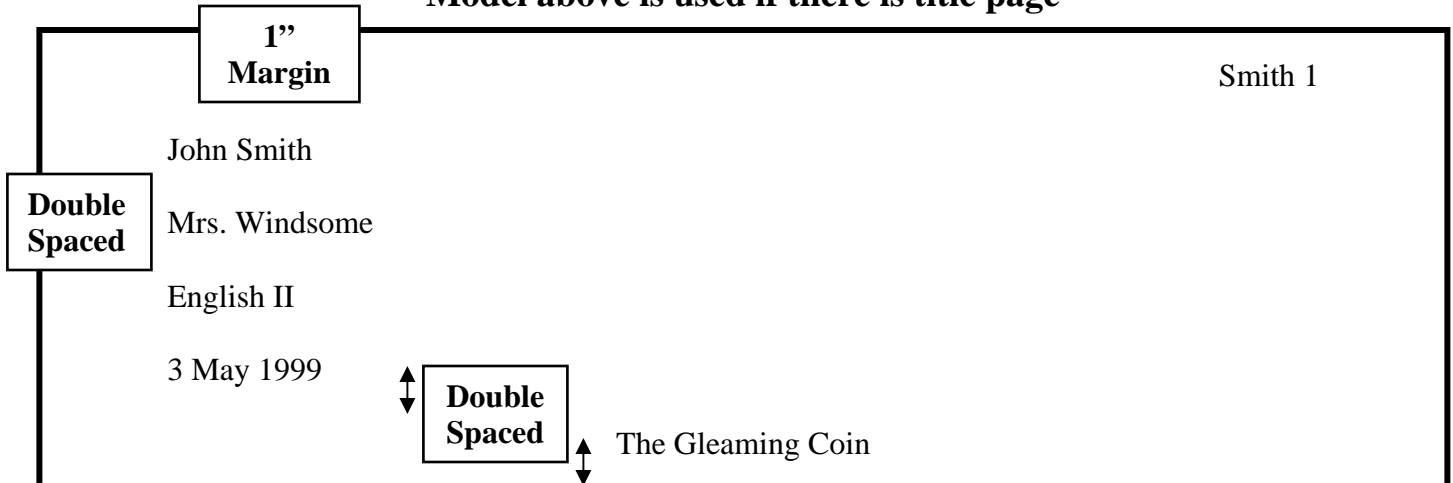
Model above is used if there is no title page

Smith 2

Pagination

It arose most strongly in the 19th century in the United States and in Europe and

thrived until the 1930's when its motives were questioned, especially its racial

Double Spaced

implications. In their *American Journal of Medicine* article, Carole Anne Flint and

Georgia O'Brien maintain that the dawn of genetic engineering, providing an opportunity

1" Margin

to tinker with and transmute virtually all the species of our planet, has reawakened an

interest in eugenics (979).

Model above is the second page; note signal phrase

BUSINESS LETTER IN BLOCK STYLE

Center Letter on Page

Heading
32571 Katella Avenue
Los Alamitos, CA 90720
September 23, 2003

Four Spaces

Inside Address
Ms. Ada Overlie
Ogg Hall, Room 222
Balliole College
Eugene, OR 97440-0222

Double Space

Salutation
Dear Ms. Overlie: (Use Ladies and Gentlemen when name is unknown)

Double Space

As the president of Balliole's Earth Care Club, I welcome you to college. I hope your freshman year is a great learning experience for both inside and outside the classroom.

Double Space

Body
That learning experience is the reason I'm writing--to encourage you to join the Earth Care Club. As a member, you could participate in the educational and action-oriented mission of the club as well as be involved in our recycling program on campus. You could also give input to the college administration on landscaping, renovating, and building for energy efficiency. Finally, you could be an integral part of putting together the annual Earth Day celebration.

Double Space

What environmental concerns and activities would you like to focus on? Bring them to the Earth Care Club. Simply complete the enclosed form and return it by September 30. Then watch the campus news for details on our first meeting.

Double Space

Closing
Yours Sincerely,

Four Spaces

Signature

Dave Wetland
President

Double Space

Optional
Encl. membership form
cc: Ester du Toit, membership committee

Model of a Friendly Letter

Return Address

<div align="center">

Center Letter on Page

43 Mulberry Lane
Maycomb, AL 85670
March 25, 1935

Four Spaces

</div>

Salutation   *Dear Dill,*

<div align="center">

Double Space

</div>

Indent   *I just wanted to write to you and tell you that things are not going so well here in Maycomb. One thing that has happened involves the knot hole in the Radley's tree. Remember how Jem and I told you about the gifts that Boo was leaving for us? Well, that mean old Mr. Radley filled it up with cement just out of spite. Jem and I fretted about it for weeks.*

<div align="center">

Double Space

</div>

Indent   *The next thing that happened really scared me - Miss Maudie's house burned down! Jem and I watched the whole thing. Amazingly, Miss Maudie wasn't sad at all; she told us later that she was glad the old barn burned down. The only good thing about the whole incident is that it started snowing. Can you imagine - snowing here in Maycomb? Jem and I took some of Miss Maudie's snow and built a snowman. Atticus got kinda mad at us because it looked just like Mr. Avery.*

<div align="center">

Double Space

</div>

Indent   *Probably the worst thing about not having you here, Dill, is the fact that Jem is leaving me out of so many things. I guess it's because I'm a girl. I've been spending more and more time with Miss Maudie and Calpurnia. I really miss spending time with him. I can't wait until you come back to Maycomb. Hurry up, will you?*

<div align="center">

Double Space

Love,

Four Spaces

</div>

Closing

Signature

WORKS CITED

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers.* New York: The

Modern Language Association of America, 1995.

Hacker, Diana. *A Writer's Reference.* Boston: Bedford Books of St. Martin's P., 1995.