EAST BRUNSWICK STYLE MANUAL
Grades 8-12 Revised May, 2009
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A Note to the Student

This handbook provides you with a standardized guideline for conducting research and for preparing research reports and papers in all subject areas for the East Brunswick Public Schools. Recommended by the Modern Language Association (MLA), the style presented here is used frequently in major colleges and universities.

The manual will guide you through a research process during which you will learn how to develop a topic, to improve your note-taking skills, to develop an outline, to produce a preliminary and final draft, and to prepare your final draft according to formal research form. The skills you develop with the help of this manual and your teachers will provide you with the background you need for conducting more sophisticated research in college and, possibly, in an eventual career.

What Is A Research Paper?

Research means to "search again." The purpose of research is to find existing facts and/or opinions from a variety of sources and to present them to support an opinion which you have developed.

A research assignment may result in more than a research report, the kind you wrote in elementary and middle school. While class reports may still be important, senior high school research assignments lead to a new kind of writing: the research paper.

How does a research paper differ from a research report? A research paper requires:

- Careful research and analysis of already existing ideas, facts, and expert opinions on a specific topic;
- Development of a thesis statement that can be supported with facts, ideas, and expert opinions;
- A formal presentation of your research and thesis that convinces the reader that your conclusions are correct;
- Documentation of the sources you have used, both through Parenthetical references; and
- A Works Cited page.

What Is The Research Paper Process?

Like the writing process, the research process follows a regular sequence of activities.

A. Prewriting Activities
      Selecting a focus for your paper
      Surveying sources in the media center
      Identifying the topic of your paper in writing
      Gathering materials
      Writing bibliography cards
      Taking notes
      Writing a thesis statement
      Preparing an outline
B. Writing A First Draft
C. Revising Activities

Organizing ideas
Adding details, examples, and/or quotations to support   your thesis
Making sure the paper is unified, coherent, and well- developed
D. Editing Activities
Using standard written English
Choosing the best vocabulary
Proofreading your paper
E. Publishing Activities
Preparing the report in correct research form, including Parenthetical references and a Works Cited page

Chapter 1: The Process

Goal:
To utilize language arts, social studies, science, and library media skills to develop and prepare an original research paper.

Selecting A Topic

Choose a research topic. Talk with your teacher about your topic choice, just to make sure you understand your research task. Your teacher will also provide you with a written explanation of the requirements.
Plan on conducting your research in the school library, public and/or college libraries.
Plan to use several kinds of sources: non-fiction books with primary and secondary information, online periodical databases, and online special subject databases. Your teacher will specify how many and what kinds of sources will be required.

Identifying Appropriate Sources

A "source" is the material of origin from which something comes, arises, or is obtained.
Sources will vary in format from anything in print to anything found on the or in another electronic medium.

Evaluating Sources

All sources - in Print, on the Web, or in another electronic medium - need to be critically evaluated before including the information in a research assignment.
1. When was the source published? Does the date of publication make a difference to your topic?
2. Who has published this source?
3. What is the intended audience for the source?
4. Is the information fact or opinion?
5. Is the author credible? What are the author's credentials or background in the topic?
6. Does this source support your topic?

Preparing A Working Bibliography

A. Keeping Track of Sources
As you discover sources of information on your topic, record the bibliography information of every source. Keep this list as a Working Bibliography.

B. Creating a Computer or Print File for the Working Bibliography
Using NoodleTools, create a file with all the bibliography information in the correct format. At any point, review your sources and save in Word file, keeping copies in backup locations.

C. Noting Other Useful Information

Besides the data necessary for the Works Cited list, it is useful to add other information in order to retrieve sources more easily. When using NoodleTools, the Annotation field may be used to note:

- where the source was acquired; i.e. CJHS, EBPL or other location
- library call number
- URL

You will delete the source origins and call numbers when you convert your Working Bibliography to your final Works Cited page.

D. Converting the Working Bibliography to the Works Cited page.

Eventually, you will transform your Working Bibliography into a Works Cited page. Edit the entries to remove unnecessary information, arrange the items alphabetically, and title the list Works Cited.

Reading And Taking Notes

1. Methods of Note-Taking

Teachers will require various methods of note-taking, and each student will eventually find which method works best. Some choices include:

- Index cards or sheets of paper
- NoodleTools Notecard section or MS Word

However you take notes, always set down first the author's full name and complete title of the source to enable you to locate the source easily in your working bibliography. Also, remember to record the page number as you take notes. Precise note-taking will help you avoid plagiarism.

2. Types of Note-Taking

- Summary – Summarize if you want to record only the general idea of large amounts of information.
- Paraphrase – Read over the material and restate in your own words. Do not simply change a few words. Interpret the information in your own way.
- Quotation – If a sentence or passage in its original working might make an effective addition to your paper, transcribe that material exactly as it appears, word for word, comma for comma. Make sure quotation marks are placed around any quoted material.

Preparing An Annotated Bibliography

Some teachers may require an annotated bibliography in order to review your research for its relevance to your topic. Each annotated bibliography is an entry as in a regular bibliography, but it is then followed by a paragraph of description.

For each entry, you can include the following:

- Summarize – give an overview of the source
- Assess – describe how the source can be used
- Reflect – evaluate the source's effectiveness

Annotated bibliographies are helpful since they identify the major points of each listing and enable the researcher to evaluate how different sources can be used in a research paper.

All notes on the cards should be in students' own words, exact words and phrases are in quotations

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James, Henry. *American Man of Letters*. Boston: Penguin Books, 1880. Print.

In a highly critical analysis of the "doom and gloom" of Hawthorne's novel, James scathingly faults the author for "a want of the reality and superficial symbolism." The text provides a very thorough evaluation of the images of disease and darkness. James' overuse of the painting metaphor is excessively trite and taxes the reader's patience.

Klondyke, Rufus Wilmot. "Nathaniel Hawthorne." *International Magazine* April 2006: 157-166. *LexisNexis*. Web. 15 Aug. 2009.

The article examines the use of color imagery. The author writes very clearly which allows the reader to trace the shades of color completely. Klondyke concentrates on an explanation of how the use of color parallels the psycho-logical development of the central characters.

Trollope, Anthony. "The Genius of Nathaniel Hawthorne." *North American Review* 129.2 (2008): 208-216. *Literary Reference Center*. Web. 15 Aug. 2009.

Trollope, a literary critic, says that the use of "pictures of diseased human nature" clearly communicates the theme that the body and spirit of people fall apart at the same time. Trollope believes that Hawthorne is good at communicating emotional tension. For example, disease often represents the lack of morals in many characters. He knows much about early medical psychology.

Preparing The Outline

1. Working Outline

Outlining is a useful intermediate activity to help organize ideas. Your teacher will provide specific instructions for the particular assignment. Depending upon the length of the paper, a working outline helps you create an overall view of the paper, and it can make it easier to keep track of your research on relevant topics. Save each version of your outline in a different file to make it easier to compare revisions.

2. Thesis Statement
   - A thesis is a single sentence that formulates both your topic and your point of view. It is your answer to a central question or problem that you have raised. Starting with a thesis will keep you focused. However, since the experience of writing might alter your vision of the topic, you can revise the thesis as you write the paper.
   - Two factors that are important in shaping the thesis are what purpose you will try to achieve and what audience you are writing for. Always make sure your thesis is arguable.

3. Final Outline

The first step in creating the final outline is to delete irrelevant material. Inclusion of irrelevant or repetitive material will lessen the effectiveness of your paper. Include on the ideas and information that will help you accomplish what your thesis seeks to prove.

The outline will help you shape the structure of your paper. Common organizing principles include:
   - Chronology – useful for historical discussions
   - Cause and effect – useful in scientific and literary discussions.
   - Process – useful for scientific and historical discussions.
   - Deductive logic – moving from general to specific
   - Inductive logic – moving from specific to general

As you choose an organizational plan for your outline, decide which method you will use to accomplish your goal.
   - To define, classify or analyze something
   - To describe or give examples
   - To compare or contrast
   - To argue for a certain point of view

Within the outline, indicate where quotes and sources will be integrated. By planning this out, you will be more likely to include all the relevant information and to cite it correctly.

Sample Outline

Kissinger's Effect on Foreign Policy
- I. Thesis Statement: Dr. Henry Kissinger was influential in shaping America's foreign policy throughout the Nixon Years.
- II. Secret China Trip
    - A. Background
        - 1. Pravda attack on China
        - 2. Mao Tse-tung's declaration
        - 3. Chou En-lai's Pakistan message
        - 4. First U.S. diplomatic relationship since 1949
    - B. Reasons
        - 1. Establish guidelines for future
        - 2. Presidential visit to follow
    - C. Reactions
        - 1. American press
        - 2. United Nations members
            - a. Nationalist China
            - b. U.S.S.R.
- III. Moscow Summit
    - A. Background
    - B. Meetings
        - 1. Soviet power structure
            - a. Kosygin
            - b. Podgorny
        - 2. SALT
        - 3. Gromyko
    - C. Accomplishments
        - 1. Non-use of nuclear weapons
        - 2. Suggested visits to Hanoi
        - 3. Middle East statement
- IV. Summary/Conclusion -- Restatement of thesis

Writing The Research Paper

Before you begin:
STEP 1. Review your major headings, topics, and subtopics one last time. Cross out any information you have which does not belong in your paper.

STEP 2.   The First Draft – Set down all your ideas in the order in which you want them to appear. Stay focused on your outline. Save each draft in a different file

STEP 3. When you have completed the first draft, you are ready to revise your research paper to improve the quality of your writing. Your teacher may direct you to work alone, to work with a partner, and/or to work with a writing group. However you work, you will be looking at the following kinds of revising:
- Is your report arranged effectively?
- Do you need to add details, examples, or quotations to make your report clear?
- Are there details, examples, or quotations in your report which do not add to the clarity?
- Does your report stick to the topic?
- Is your paper written in the third person?
- Is your paper completely in the correct tense?

Most word processing programs have the following features, which you can use profitably in your writing:
- Global revision – permits you to search for and automatically change text. If you realize the same word is misspelled several times, you can correct all the misspellings with a single command.
- Special pasting – an option that allows pasted text to take on the formatting of your paper.
- Stored phrases – assigning a shortcut to a complicated phrase. Whenever you type the shortcut, the phrase will be entered.
- Comparing documents – looking at 2 versions of your paper to see how they differ.
- Paragraph formatting – arranging indents in Works Cited list. Highlight the sections of the entries and then choose hanging indentation to format.
- Preserving work – to avoid losing your paper. Save frequently, create a backup file, and keep print copies when possible.

STEP 4. When you and your teacher are satisfied that your paper is organized and clear, you will need to edit your writing. Again, your teacher will direct you to work alone, to work with a partner, and/or to work with a writing group; however you work, you will be looking at the following editing areas:
- Spelling
- Punctuation
- Tense consistency
- Capitalization
- Agreement
- Word choice or diction

Chapter 2: Using Your Sources Wisely And Well

A Word Of Caution

Writing a quality research paper takes much time and work; therefore, you will want to make every effort to see that the work is completely your own and that you get full credit for it. Sometimes, students think that they can take short cuts by plagiarizing, such as copying word for word from another author's text, copying many of another author's words and changing only a few or rearranging the order of the sentences, or copying another author's ideas.

This practice is illegal, unethical, and completely unacceptable, since the student gives the impression that the work or ideas of an author are his/her own. A plagiarized paper will receive a zero.

Just to make sure that you do not plagiarize or paraphrase, even by accident:

- Carefully follow the directions for taking notes. Always distinguish among three types of material: your ideas, your summaries and paraphrases of others' ideas and facts, and exact wording you copy from sources. Keep precise records as to where material was acquired.
- Use quotation marks when copying an author's words directly.
- Acknowledge the source of paraphrased material using parenthetical references.

Refer to the East Brunswick Academic Integrity/Honor Code for a complete description of this issue.

Guidelines For Parenthetical References

When you do research and you have either quoted an author's words or used his/her ideas, you must give credit to the author or to the source through parenthetical reference .

Parenthetical references tell your reader the source of your information. Parenthetical references are placed in your paper directly after the quoted or paraphrased information.

The parenthetical reference must clearly point to the specific source in the list of works cited. Examples are:

- the last name of the author or authors
- the title of the work, shortened or in full

The page number where the original material is located is included, if available. Other reference numbers, such as line or paragraph numbers, can also be used. Sources with no pagination or other reference markers are simply cited in their entirety.

The following must be credited through parenthetical references:

- Any direct (exact) quote
- Any paraphrased statements
- Any significant phrase or clever expression
- Any chart, diagram, graph, or map
- Any facts, statistics, or data

Placement:
There is a direct relation between what you integrate into your text and what you place in parentheses. If you include an author's name in a sentence, you do not need to repeat it in the reference. For example:
- Tannen has argued this point (178).
- This point has been argued (Tannen 178).

If a reference is needed within a sentence, place it immediately after the cited material and where a pause would naturally occur, such as at a comma or semi-colon.

Sample Parenthetical References

One Work By A Single Author:
Give the author's last name and page number.
(Borden 138)

More Than One Work By The Same Author:
Give the author's last name, title or shortened version, and page number.
(Dickens, Oliver Twist 25)

A Work By Two Or More Authors:
Give both last names and page number.
        (Woodward and Bernstein 55)

A Poem:
Give author's last name and line number.
(Frost 33)

A Work Listed By Title:
Give title of work or a shortened version, and page number.
("Gorbachev Meets with Bush" 12)

A Play By The Same Author:
Give author's last name, act, scene, and line number.
        (Shakespeare 5. 3. 38-50)

A Quotation Cited By An Author:
Whenever possible, cite the original source of the quotation. However, if the original source is not available, cite the source in which you found the quotation. Begin the internal citation with "qtd. in".
(qtd. in Hofstadter 72)

One Volume Of A Multivolume Work:
Give author's last name and page number.
(Smith 214)

Several Volumes Of A Multivolume Work:
Give author's last name, volume number, and page number. (Smith 3: 721)

Online Sources:
Do not include a page number because paging varies from printer to printer.   If the source includes an author, include it in your citation. If there is not an author identified, include the title of the article in quotation marks. If there is neither author nor title identified, include the URL.

Guidelines For Using Quotations

Only use quotations which are relevant to your paper. Too many quotations without sufficient explanation are unacceptable.
Make sure that your quotation uses the author's exact words. Never change spelling, capitalization, and/or punctuation.

Quoting Prose
- When quoting prose that is fewer than four lines, put it in quotations and incorporate it into the text.
- If a quotation ending a sentence requires a , place the sentence period after the reference
- If a quotation extends to more than four lines when run into the text, set it off by beginning a new line, indenting one inch from the left margin, and typing it double-spaced, without adding quotation marks. A for a prose quotation set off from the text follows the last line of the quotation.

Example:
Kissinger recalls the events of the evening:
Within five minutes of reaching my office at ten o'clock in the evening, I called two leading conservatives, Governor Ronald Reagan and Senator Barry Goldwater. Both promised their support if the President did not change from the commitment to Taiwan expressed to me and by the President at Andrews Air Force Base. (Kissinger 1093)

- Exclamation points and question marks are placed inside the closing quotation marks if the quotation is an exclamatory sentence or a question. If the quotation is immediately followed by an internal citation, the closing parenthesis also will be followed by a period. Only periods follow the internal citation.

Quoting Poetry
- If you quote part or all of a single line of verse, put it in quotation marks within your text. You may also incorporate two to three lines in this way, using a slash with a space on each side (/) to separate them. The parenthetical reference will be the line number.
- If you quote a longer piece of verse, follow the directions for four or more lines of prose.

Using Ellipsis

- At times, you will wish to omit words, phrases, sentences or more from a quoted passage. When quoting only a few words, incorporate the quotation into the text. When quoting full sentences but omitting portions of the original, use an ellipsis to indicate that words are missing. An ellipsis is three periods with a space before each and a space after the last.

"Medical thinking . . . stressed air as the communicator of disease (101).

Using Brackets

- If you are adding a word, or words, to the quotation to make the meaning clearer or to make the sentence gram-magically correct, place the added word(s) in brackets.

ROMEO: Oh, she [Juliet] doth teach the torches to burn bright. (1.5.51)

Other Forms Of Citation

Some teachers recommend a more traditional way of identifying sources in a research paper, called footnotes. These citations appear at the bottom or foot of each page and contain all the information found in a Works Cited entry. Each footnote receives an Arabic numeral placed after the information cited. Footnotes are numbered sequentially throughout the research paper. An alternate method is to list all citations at the end of the paper, referred to as endnotes.

Chapter 3: Preparing the Final Draft

The final draft should be prepared according to MLA format or whatever adaptation your teacher is requiring. All final drafts should be completed using a word processor, with both print and electronic versions saved in at least two places.

Margins

One inch margins are used at the top and bottom and on both sides of the text. Using File – Page Set up, change the default margins. Indent the first word of each paragraph one-half inch from the left margin. Indent set-off quotations one inch from the left margin.

Text Formatting

Always choose a readable typeface, usually Times New Roman in 12 point font. Do not justify the lines of text at the right margin. Double space the entire research paper, including quotations, notes, and Works Cited. Leave one space after a period or other concluding punctuation mark, unless your instructor prefers two spaces.

Heading and Title

A research paper does not need a title page. Instead, follow these directions:
- Beginning one inch from the top of the page and flush with the left margin, type your name, your teacher's name, course and date on separate line, double spacing between the lines.
- Double space again and center the title. Double space between lines of the title and between the title and the first line of text. Do not italicize or underline your title, put it in quotations or bold face, or type it in all capital letters. Follow the rules for capitalization. Only use quotations or italics for words that call for it in the text.

If your teacher requires a title page, format it according to the instructions you are given.

Sample First Page

John Harrison

Mr. Haney

U.S. History II

March 17, 2010

Kissinger's Influence on American Foreign Policy

Page Numbers

Number all pages consecutively throughout the research paper. Using the Insert Page Number function, place numbers in the upper right-hand corner. Type your last name before the page number as a precaution in case of misplaced pages. Do not use the abbreviation p. before a page number or add a period, a hyphen, or any other mark or symbol.

If your teacher has other requirements, format it according to the instructions you are given.

Chapter 4: Preparing The Works Cited Page

The entries on the Works Cited page must follow the correct format. The heading Works Cited indicates that the list contains all works that you will cite in your text using parenthetical references. Some teachers will require a Works Consulted, which indicates that the list includes any works which you read in gathering information, even if they are not cited.

- Place the Works Cited page at the end of the paper.
- Begin list on a new page and number each page, continuing the page numbers from the text.
- Center the title Works Cited at the top of the page.
- Double space between the title and the first entry.
- Begin each entry flush with the left margin; if an entry runs more than one line, indent the next line or lines one-half inch from the left margin. Use the hanging indentation function.
- Double space the entire list, both between and within entries.
- Alphabetize entries, according to the first word in the entry.

Sample Works Cited Page

Works Cited

Alexander, Dan. "Japanese Culture." *Culture Wars: Opposing Viewpoints.* Ed. Fred Whitehead.

San Diego: Greenhaven, 2009. 194-199. Print.

Emmerson, John K., and James M. Holland. *The Eagle and the Rising Sun: America and Japan*

in the Twentieth Century. Reading: Addison-Wesley, 1998. Print.

"Japan." *Gale Encyclopedia of Cultural History.* 2004. *Discovering Collection.* Web. 9 Feb.

2008. <http:// galenet.galegroup.com> .

Sandberg, Peter Lars. *Dwight D. Eisenhower.* New York: Chelsea, 1986. Print. World Leaders,

Past and Present.

"U.S.-Japanese Relations." *Issues and Controversies On File*. Web. 9 Jan. 2006. *Issues and*

Controversies. 15 Oct. 2009. <http://www.2facts.com> .

Works Cited Forms

The preferred manner of citing titles is in italics; however, if this is not possible, the title may be underlined.

Print Books

Note: For electronic book, see example under GaleNet on the Web.

The following list gives the sequence of possible components in a print book citation.
1. **Name** of author, editor, compiler, or translator
2. **Title** of the work – *in italics*
3. **Edition** used
4. Number of the **volume** used
5. **Publication** information – city: publisher name, publication year.   **Note: Omit descriptive words such as "House or Press or Publishers" from publisher name**
6. **Medium** of publication – **Print**

Book By One Author
Kissinger, Henry. *White House Years*. Boston: Penguin, 2006. Print.

Book By Two Authors
Authors' names are listed in the order in which they appear on the title page.

Emmerson, John K., and James M. Holland. *The Eagle and the Rising Sun: America and Japan*

   in the Twentieth Century. Reading, MA: Addison-Wesley, 2009. Print.

Book By More Than Three Authors
Boffey, Philip M., et al. Claiming *the Heavens: Complete Guide to the Star War Debate*. New

   York: Times, 1999. Print.

Book With No Author – 2nd Edition
Managing Stress from Morning to Night. 2nd ed. Alexandria: Time-Life, 2003. Print.

Book By A Corporate Author
National Geographic Society. Visiting *Our Past: America's Historylands*. Washington, D.C.:

   National Geographic Society, 2004. Print.

Book With An Editor
Mathematics Tomorrow. Ed. Lynn Arthur Steen. New York: Springer Verlag, 2007. Print.

Book With An Author And Editor
Caly, Roy. *Presenting M. E. Kerr*. Ed. Patricia J. Wockell. Boston: Twayne, 2006. Print.

Book In A Series
The title of the series comes at the end of the citation.

Sandberg, Peter Lars. *Dwight D. Eisenhower*. New York: Chelsea, 2005. Print. World Leaders,

Past and Present.

If there is an editor or a subsequent edition, use the following format.

Daly, Jay. *Presenting S.E. Hinton*. Ed. Patricia J. Cambell. Rev. ed. Boston: Twayne, 2006.

Print. Twayne's United States Authors' Series.

Section Of A Book - Introduction, Preface, Foreword, Afterword
Use this format when you want to cite the words of someone other than the author or the editor.

Slaff, Bertram. Foreword. *What Happens in Therapy?* By Sara Gilbert. New York: Lothrop,

2009. 11-14. Print.

Short Work In An Anthology
*NoodleBib tip – Select Anthology/Book Collection

Fowles, Jib. "Television Heals. *Media*. Vol 6. Danbury: Grolier, 2002. 42-45. Print. Pro/con.

Material Reprinted In Print Collection
NoodleBib tip - Select Anthology/Book Collection

Ferrarra, Peter, J. "Medicare Should Be Privatized." *Conservative Digest* 1987: n. pag. Rpt. in

Poor and Minority Health Care. By Gary E. McCuen. Ideas in Conflict. Hudson, WI:

Gary E. McCuen Publications, 1988. 139-140. Print.

Multivolume Work: Reprinted Articles Or Excerpts In Collections
Marple, Anne. "Salinger's Oasis of Innocence." *Contemporary Literary Criticism*. Ed. Jeffrey

W. Hunter. Vol. 138. Detroit: Gale, 2001. 200-210. Rpt. of "Salinger's Oasis of

Innocence." *The New Republic*: 22-23. Print.

Section Of A Book – Essay

Lanson, Gustave. "Moliere and Farce." *Moliere: A Collection of Critical Essays*. Ed. Jacques

Guicharnaud. Englewood Cliffs: Prentice, 2004. 20-28. Print. Twentieth Century Views.

Book Having A Title Within A Title

Enclose the title within the title in quotation marks.

Interpretations of "Animal Farm". Ed. Harry Lorris. Cambridge: Harvard UP, 1997. Print.

Reference Books

Encyclopedia

*NoodleBib tip - Select Reference Source
If the article is signed, use the following format:

Pearson, Norman Holmes. "American Literature." *Encyclopedia Americana*. 2009. Print.

Use the following format if the article is unsigned:

"Tornado." *The World Book Encyclopedia*. 2008. Print.

Jackdaw

This material is a collection of primary sources and secondary sources.

Roosevelt, Theodore. "Letter to Colonel Frank Greene, January 13, 1898." *Spanish-American*

War. James A. Cruchfield, comp. Amawalk: Jackdaw, 2002. Jackdaw 405. Print.

Government Publication

If there is no author, cite the government agency that issued the publication.

U.S. Department of Education. *AIDS and the Education of Our Children*. Washington, D.C.:

GPO, 2003. Print.

Periodicals
Newspapers, magazines, journals

The following list gives the sequence of components in a print periodical citation.
1. **Author's** name
2. **Title** of the **article** – in **quotation marks**
3. **Title** of the **periodical** – *in italics*
4. **Series** number or name
5. **Volume** number
6. **Issue** number (for a scholarly journal)
7. **Date** of publication – in **parentheses**
8. **Page** numbers
9. **Medium** of publication – **Print**

Weekly
Use the following format if the author of the article is listed:

Lawrence, Herman. "Korea - the Forgotten War." *Newsweek* 8 June 2005: 25-30. Print.

If there is no author listed, follow the example below:

"Olympic Gold Up for Grabs." *Sports Illustrated* 11 October 1988: 31+. Print.

When an article begins on one or more consecutive pages and is completed on subsequent pages, write the first page number followed by a plus sign.

Monthly
Eaton, Shirley. "The Future Atmosphere of Earth." *Scientific American* Jan. 2005: 170-175.

Print.

Journal Article
A journal is a scholarly publication issued by a special group or profession. Journals often use continuous numbering of pages throughout the year. The numbers following the title (23.5) are the volume and the issue number, followed by the year and page numbers.

Rothenberg, Julia Johnson. "An Outcome of an Early Intervention for Specific Learning

Disabilities." *Journal of Learning Disabilities* 23.5 (2006): 317-319. Print.

Newspapers
Gallagher, Alice. "New Pipeline Route Debated." *Home News Tribune* 26 June 2008: B1. Print.

If the paper designates its sections with letters, the letter should precede the page number.

Online Sources

This gets tricky! The original source must be cited so the first determination will be is what the source is. Ask yourself these questions before citing:
- *What was the original source?*
- *Where did you access it?*

Web Publication Originally In Print
Possible forms: books, images (still or moving), sound, periodicals
1. Begin the citation with **PRINT PUBLICATION** guidelines
2. End the citation with:

   > Title of the database or Web site (italicized).
   > Medium – Web.
   > Date of access

Internet Publication That Is Only On The Web
The following gives the sequence of components:
1. **Name** of author, editor, compiler, director, narrator, performer or translator of the work.
2. **Title of the work**. *Italicized* if the work is independent. In **"quotes"** if the work is part of a larger work.
3. **Title of the overall Web site. *Italicized*.**
4. **Publisher or sponsor** of the site: if not available, use **n.p**.
5. **Date of publication**; if not available, use **n.d.**
6. **Medium** of publication – **Web.**
7. **Date of access** – day, month, year.
8. **URL** in angle brackets **<http://.   >**.

Example:
Ahart, Dorothy. "The Obama Presidency." *Democratic Vistas*. Cable News Network. 20 Sept.

   2009. Web. 4 Oct. 2009. <cnn.com>.

Groliers Encyclopedia On The Web
"Pot, Pot (1925-1988)."   *Encyclopedia Americana*. Grolier Online, n.d. Web.18 Aug. 2009.

   <http://go.grolier.com>.

Ebscohost Funk& Wagnalls New World Encyclopedia
Harvey, Donald Joseph. "World War I." *Funk & Wagnalls New World Encyclopedia*. EBSCO,

n.d.Web. 18 Aug. 2009.

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