Research and Style Manual (05/15/11 revision)

Introduction

A research project, whether it is a traditional paper, a video, or a multimedia presentation, is the end product of a thinking process which involves student-centered questioning.

Research is a life skill. We are always seeking information. What car or stereo should I buy? Which college should I choose? Which book should I read next? How can I sell this idea to my boss? How can I convince the school board to act on my proposal? Our ability to use information helps us reach conclusions, make our choices, and communicate more effectively.

Just as the careful car stereo buyer may "research" *Consumer Reports* and ask friends for comments about which model is the best, the careful student researches a topic in the process of thinking through his or her project. He or she consults as many different, reliable sources as possible, makes notes, asks questions, consults additional sources, and develops a point of view based upon all of the information he has found. As students gather information to reach a conclusion or support a hypothesis, they develop lifelong skills of information literacy.

Information literacy is the ability to access, evaluate and use information from multiple formats -- books, newspapers, videos, CD-ROMs, or the Web. Information literacy is a set of competencies-- skills that will grow with students, even when current operating systems, search engines, or platforms are obsolete. Information problem solving skills are required across all disciplines.

The American Association of School Librarians has identified "Nine Information Literacy Standards for Student Learning":

Information Literacy

- **Standard 1:** The student who is information literate accesses information efficiently and effectively.
- **Standard 2:** The student who is information literate evaluates information critically and competently.
- **Standard 3:** The student who is information literate uses information accurately and creatively.

Independent Learning

- **Standard 4:** The student who is an independent learner is information literate and pursues information related to personal interests.
- **Standard 5:** The student who is an independent learner is information literate and

appreciates literature and other creative expressions of information.

- **Standard 6:** The student who is an independent learner is information literate and strives for excellence in information seeking and knowledge generation.

Social Responsibility

- **Standard 7:** The student who contributes positively to the learning community and to society is information literate and recognizes the importance of information to a democratic society.
- **Standard 8:** The student who contributes positively to the learning community and to society is information literate and practices ethical behavior in regard to information and information technology.
- **Standard 9:** The student who contributes positively to the learning community and to society is information literate and participates effectively in groups to pursue and generate information. ("Information Power: The Nine Information Literacy Standards for Student Learning.")

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"Where Do I Start?"

The research process and the writing process are connected. Research is of little value unless you effectively communicate what you have learned. The same skills that you use to write an expository paper are used to develop the research paper or project. Developing a clear and focused thesis, sketching an outline, drafting, revising, peer reviewing, and editing all are steps with which you are already familiar.

The steps that you should take are as follows:

1. read about a broad topic with "peripheral vision," looking for subtopics and important terms
2. identify a focused topic or question you are interested in investigating
3. gather a working source list
4. gather information and evaluate the sources of information
5. take notes on note cards or via a database or online information gathering app
6. develop a clear and focused thesis
7. identify strong supporting points and rank them, making certain that the
8. research and logical reasoning support them
9. develop an outline or construct and complete a visual organizing tool
10. prepare a rough draft
11. add research documentation to the draft
12. revise the draft
13. have a peer review your work
14. revise the draft
15. edit the draft
16. prepare, proofread, and submit the final copy

Collecting Sources

Gather a large list of books, articles, and other sources of information on your topic. Even if you are not sure the source will have what you want, keep accurate information on EVERY source in case you do need it later. If you are using Web pages, you might want to print out the first page of the document, making sure the URL is printed on the page. Locate your sources through the online library catalog, in print and online reference works, online databases and journal indexes, other bibliographies, and sources suggested by your teacher or library media specialist.

One of the most useful resources we have available outside of your school library is the online databases offered by local or state library systems or avaialable from your school. Ask your library media specialist for information about access to these.
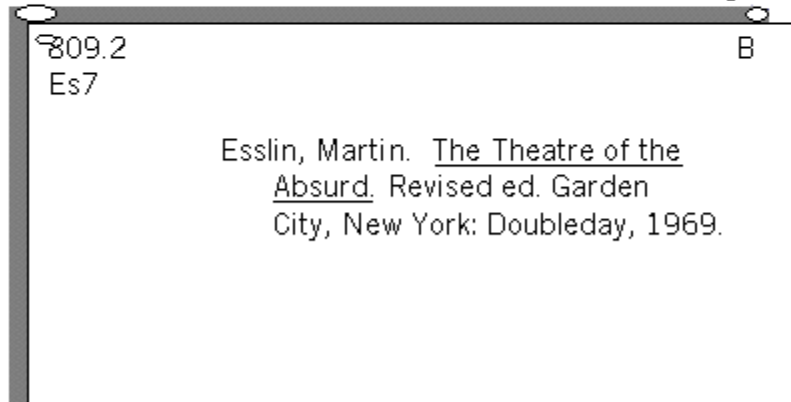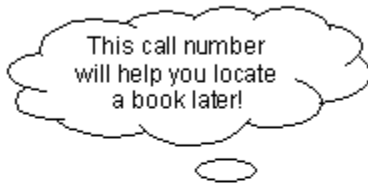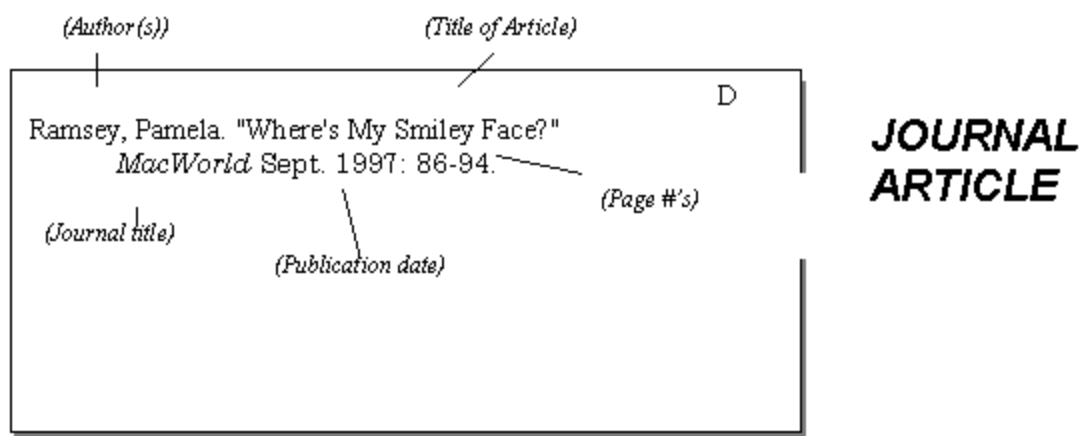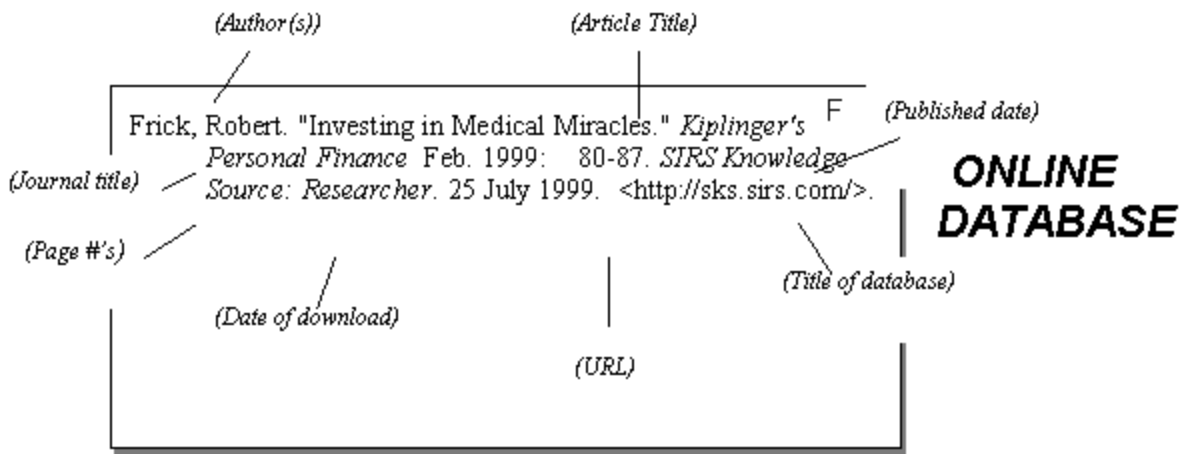
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Source Cards

Keep a separate 3x5 or 4x6 card for each new source. Write the following information on each card:

1. All of the publication information needed to include the work on your final WORKS CITED AND CONSULTED page. (This will save time because you will not have to look up the information again.)
2. All of the information on each card in proper MLA format. (Consult the examples in this guide for correct form. If you follow the correct form the first time, you will not have to do your work twice.)
3. The call number of the book. (If a book is out or not in the library, you can find it at a later time without looking it up in the online card catalog again - another time saver.)
4. A code letter (or number) to connect your source card to note cards derived from this source.

Sample Source Cards

This call number will help you locate a book later!

This code will connect your source card to information on your note cards

809.2
Es7   B

Esslin, Martin. The Theatre of the
    Absurd. Revised ed. Garden
    City, New York: Doubleday, 1969.

(Author(s))　　　　　　　*(Title of page)*　　*(Date of electronic publication)*

(Date of download)

B

Smith, George. "Graf Has Look of a Champion." *ESPNET SportsZone*. 29 Aug. 1996. ESPN.　5 May 1999. <http://www.espn.com/gen/top/ 0108716001.html>.

(Title of larger site)

(URL)

WEB SITE

(Author(s))　　　　　　　　*(Article Title)*

Frick, Robert. "Investing in Medical Miracles." *Kiplinger's Personal Finance* Feb. 1999:　80-87. *SIRS Knowledge Source: Researcher*. 25 July 1999.　<http://sks.sirs.com/>.

F

(Published date)

(Journal title)

(Page #'s)

(Date of download)

(Title of database)

(URL)

ONLINE DATABASE

(Author(s))　　　　　　　*(Title of Article)*

D

Ramsey, Pamela. "Where's My Smiley Face?" *MacWorld* Sept. 1997: 86-94.

(Page #'s)

(Journal title)

(Publication date)

JOURNAL ARTICLE

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Taking Notes

The easiest way to prepare your research project is to base it on notes which you make as you consult your sources.

You will waste time, however, if you take notes on *every* fact on your topic. To avoid this, before you start your note-taking, complete a thesis card (or database entry or online sticky note) which may include:

1. A statement of what you tentatively plan to prove about your topic.
2. Four to five general questions which will help you focus your research.

Examples of works cited/consulted and information :

Code
Author.
Title. Place of publication, Publisher. Year of publication.
Pages used, URL, volume, number, etc.

Card number
Code
General subject
Information
Information
Information
Information

Taking Notes

If you prepare your notes properly, you will find it much easier to organize your material later and to complete your project. Make clear, for each note "card", from what source your notes came and from and what page. Also make your notes clear. Doing this from the beginning will save you time later. You shouldn't need to go back to find information you missed.

Here are some important points to remember:

If you are using physical note cards:

1. Write your notes on 4"x6" index cards.
2. Write on one side of the card only -unless you have just one or two lines left, in which case, use the back.
3. On any one card, write notes only on one narrow topic and from only one reference source. This will simplify organizing your paper later.
4. Include on each card:
     - Identification of the source (which can be a code letter matching your source card, the author's name, a shortened title, or whatever you need for positive identification).
     - a label for the topic covered on this card.
     - your actual notes.
     - the page number(s) where you found this material. (It may not be possible to include page numbers for Web resources.)
5. Take notes in your own words as briefly as possible. Record all the facts, names, dates, what happened, etc., but use incomplete sentences and abbreviations, as long as you're sure you'll understand them later. Be careful not to twist facts or ideas into something that the author didn't say.
6. If you are writing an exact quotation of someone else's words, copy the quotation *exactly*, that means every little comma! Enclose the quotation in quotation marks. Also include the name of the person you are quoting and that person's position, if known.

For use of a database to collect information, set up fields for each of the pieces of info that needs to be collected. If you are using an online "sticky" note app, just make sure to include all the information you see on the card below and in the instructions above.

Note Card

This code connects notecard to outline.

Code connects note cards to source cards.

IV.A.1.   Reactions to Theatre of the Absurd   D

1-3   19 Nov. 1957—Convicts at San Quentin Penitentiary
            understood <u>Waiting for Godot</u> better than
            sophisticates in Paris, London and New York.

23   Prisoner writes ". . ."We'll call each other names,
            swear to part forever—but then there's no place
            go! (Comparison to <u>Godot</u>—shows prisoners
            understood play)

Note: quote is word for word!

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Plagiarism

Plagiarism is the act of presenting someone else's work as your own. Plagiarism is theft of intellectual property. The most obvious form of plagiarism consists of stealing an author's exact words and failing to use quotation marks or to cite the author. However, other more subtle degrees of plagiarism exist. To avoid unintentional plagiarism, a writer must be aware of this fact. The following passage is quoted exactly from F. R. Leavis's book *The Great Tradition*. Various revisions of it will demonstrate the difference between plagiarism and proper paraphrasing.

Original Text by Leavis:

Dickens, as everyone knows, is very capable of sentimentality. We have it in *Hard Times* (though not to any seriously damaging effect) in Stephen Blackpool, the good, victimized working man, whose perfect patience under infliction we are expected to find supremely edifying and irresistibly touching as the agonies are piled on for his martyrdom. But Sissy Jupe is another matter. A general description of her part in the fable might suggest the worst, but actually she has nothing in common with Little Nell: she shares in the strength of the Horse-riding. She is wholly convincing in the function Dickens assigns to her (235). -F. R. Leavis, *The Great Tradition*. New York: New York University Press, 1964.

Revision 1:

Charles Dickens, most agree, can be sentimental. We see it in *Hard Times*, (although it doesn't cause any great problems) in Blackpool, who is an honest worker with whom we sympathize because he suffers a lot. Sissy Jupe is different. Although she sounds like a sentimental character, she is very different from Little Nell. She takes part in riding horses, and Dickens makes her very convincing in that role.

Comment on Revision 1:

Revision 1 demonstrates the work of someone who either intends to commit plagiarism or who doesn't realize what plagiarism is. Plagiarism cannot be avoided just by substituting a few words and transforming some sentences. This version is plagiarism because it copies Leavis's sequence of ideas, a type of fingerprint that will give away the guilty student writer. The student has not cited Leavis as the source and has not used the information meaningfully.

Revision 2:

Sometimes Dickens is sentimental. Examples of his sentimental characters include Blackpool in *Hard Times* and Little Nell. Sissy Jupe is another character that might be considered sentimental at first glance, but she is different. She has greater depth and is more convincing as a character than the others.

Comment on Revision 2:

Examples like Revision 2 typically result from sloppy note taking. The student writer was probably trying to get the bare essentials and intended to put them into his or her own words later. In composing the draft, however, the writer forgot how closely tied these words are to the original. Notice that Revision 2 is limited to the ideas in the original. This revision is plagiarism because the student copied Leavis's ideas without giving him credit and because there is no evidence of the student's own thought here. This version could be saved from plagiarism by citing Leavis as the source of the ideas.

Revision 3:

Dickens' novel *Hard Times* rises above sentimentality. Some characters, for instance, Stephen Blackpool, do appear sentimental. Blackpool exceeds all reasonable expectation in tolerating a drunken woman who repeatedly robs him, runs off, and throws herself on his mercy when she needs help. Likewise, his patient, calm manner towards his bully of an employer (never once does he lose his temper) is unrealistic and calculated to squeeze sympathy from a reader. Sissy Jupe, however, is a more complete character. Instead of making her a mere victim, Dickens develops her role. He gives her a consistent strength and point of view. For example, when her teacher asks if a nation with fifty millions of money was a prosperous nation, she answers, "...I couldn't know whether it was a prosperous nation...unless I knew who had got the money, and whether any of it was mine" (Dickens 982).
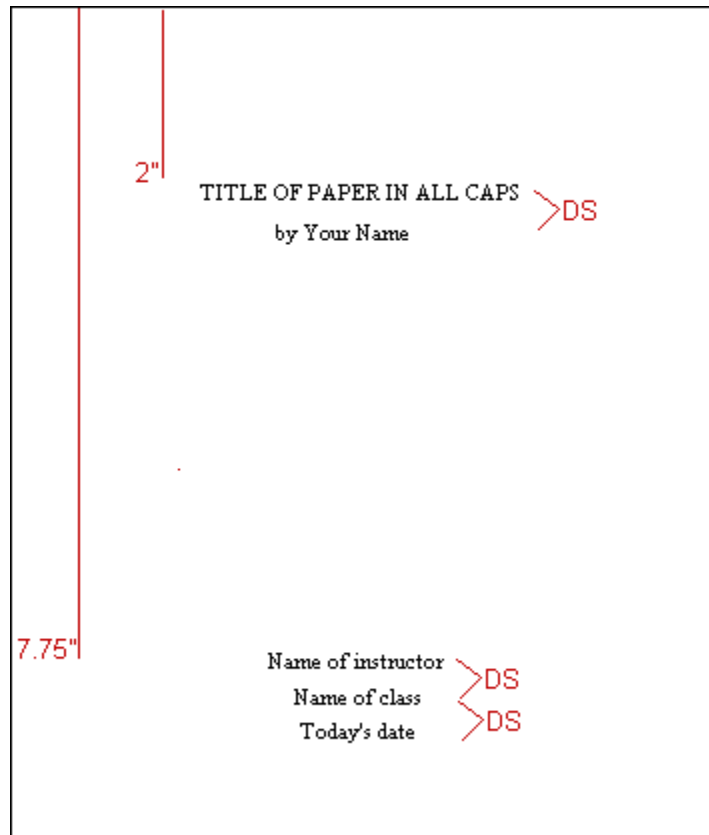
Comment on Revision 3:

Revision 3 is an example of the proper use of a source. This student has picked up some ideas but has looked for other examples to support them. Notice that this version has its own topic sentence. This student, therefore, was independently following a plan and not simply taking another author's material.

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Setting Up Your Paper (Quick start guide follows on p. 12)

The completed draft of your project should include the following:

1. A title page, containing the title, your name, the teacher's name, the specific class, and the date of submission.
2. The text of the paper. Number only the pages of the text, beginning with page 2, unless your teacher instructs you otherwise.
3. Works Cited and Consulted page set-up page.

Margins and Other Information

Font: Courier New 12
Margin set-up for entire paper:
- 1" top, bottom, left and right margins
Center all information on the title page
Start title of paper 2" from top
Title of the paper in ALL CAPS
Double space and type your name
Type name of instructor at 7.75"
Double space and type name of class
Double space and type today's date
One staple in upper left-hand corner

MLA QUICK START GUIDE

GENERAL

- Type your paper or write it on a computer and print it out on standard-size paper (8.5" x 11")
- Double-space your paper
- Set the margins of your document to 1" on all sides
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin, starting on the first page of the text of your paper. (Note: Your instructor may ask that you omit the number on your first page. Always follow their guidelines.)
- Use either underlining or *italicizing* throughout your essay or paper for highlighting the titles of longer works or for providing emphasis.
- If you have any notes, include them on a page before your *Works Cited and Consulted* page and format them using the same format as found on that page.

FORMATTING THE FIRST PAGE OF A PAPER WITHOUT A TITLE PAGE

- Do not make a title page for your paper unless specifically requested to do so.
- If there is no title page, provide a double-spaced entry in the top left corner of the first page that includes your name, your instructor's name, the course, and the date.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin, starting on the first page of the text of your paper. (Note: Your instructor may ask that you omit the number on your first page. Always follow their guidelines.)
- Center your title on the line below the header, and begin your paper immediately below the title.

Pete Purdue   1
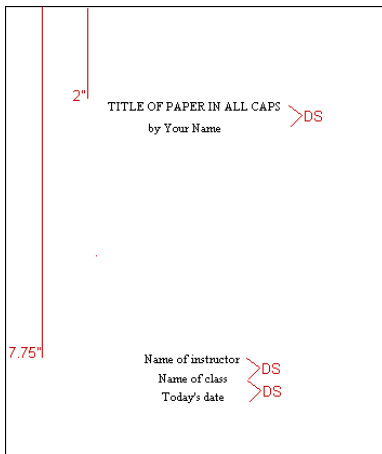
Dr. D. Smith

English 9A

11 November 2003

Building a Dream: Reasons to Expand the Nauset High School Stadium

During the 2002 season, the Nauset Warriors won the Division 1 Championship, earned

their first trip to the Rose Bowl in thirty-four years, and played consistently to sold-out crowds.

Looking to the future…

Here is an example of a title page if required.

- Center all information on the title page
- Start the title of paper 2" from top
- The title of the paper is in ALL CAPS
- Double space under the title and type your name
- Type the name of the instructor at 7.75"
- Double space and type the name of class
- Double space and type today's date
- Use one staple in upper left-hand corner to bind
- http://nausetschools.org/research/setup.htm

MAKING REFERENCE TO THE WORKS OF OTHERS IN YOUR TEXT

In MLA style, referring to the works of others in your text must be done in two ways. When you make reference to someone else's idea, either through paraphrasing or quoting them directly, you

- provide the author's name (or the title of the work) and the page (or paragraph) number of the work in a parenthetical citation, and
- provide full citation information for the work in your *Works Cited and Consulted* list

MLA format follows the author-page method of citation. This means the author's last name and the page number(s) from which the quotation is taken must appear in the text and a complete reference must appear in your *Works Cited and Consulted list.*

Format: (Author's last name Page number)
Example: (Henley 256)

Additional information: http://nausetschools.org/research/intext.htm

FORMATTING YOUR *WORKS CITED AND CONSULTED* LIST
http://www.nausetschools.org/research/works.htm

- Begin your *Works Cited and Consulted* list on a separate page from the text of the essay or research paper
- Label the page Works Cited and Consulted (do not underline, bold, italicize the words or put them in quotation marks)
- Double-space the entire page. Do not put extra spaces between the entries.
- The first line of an entry is flush with the left-hand margin of the page.
- Each subsequent line of an entry is indented 5 spaces.

Format:
Author(s). Title of book. Place of publication: Publisher, Year of publication.

Example:
Henley, Patricia. The Hummingbird House and the Field of Dreams. Denver: MacMurray
     Publishing, 1999.

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In-Text Citation

In-text documentation is the newly recognized format for acknowledging borrowed information within your original text. No longer are footnotes or endnotes used, unless you need to clarify or add some information.

Use in-text documentation to cite a source whenever you:

- use an original idea from one of your sources, whether you quote or paraphrase it
- summarize original ideas from one of your sources
- use factual information that is not common knowledge (Common knowledge is information that recurs in many sources. If you are not certain it is common knowledge, cite to be safe.)
- quote directly from a source
- use a date or fact that might be disputed

Usually only the author's last name and the page number OR, in the absence of an author, the title and the page number are given. Do not use the word "page" or any abbreviations. Page numbers may be omitted if the article is a one-page article or one in an encyclopedia arranged alphabetically. Page numbers are may also be omitted when citing Web resources, which do not normally include paging.

The purpose of this format is to give immediate source information without interrupting the flow of the paper. Usually parenthetical citations are placed at the end of a sentence, but they may be placed in the middle (see example 6). The academic world takes in-text documentation seriously. *Inaccurate documentation is as serious as having no documentation at all.*

Rules for Using In-Text Documentation

1. Put the author's last name and the page number in parentheses. Do not use "page" or abbreviations for page, just write the number. In most cases you will be citing one or two pages, leading your reader to a specific piece of information. Allow one space before the parentheses but none after it if a period follows.

> **EX:** Thomas Hardy's *Return of the Native* is the penultimate example of coincidence (Ellman 89).

2. If you are using more than one book by the same author, give the **last name**, comma, the **title**, and the **page**.

> **EX:** Animal imagery conveys the primitive, uncontrolled rage that the peasants feel.

One person "...had acquired a tigerish smear about the mouth" (Dickens, *Tale of Two Cities* 33-34).

3. If you identify the author and title in the text, just give the **page number**.

    EX: In *Jude the Obscure*, Hardy depicts the heart-rending disappointment that Jude must face: "...the spires of the Medieval buildings haunted his existence and at the same time they beckoned him to call the pillars of learning his home" (9).

4. If there is no author, give the **title** and the **page number**.

    EX: Some critics, including Christopher Ricks, feel that Thomas Hardy overuses trite coincidences to generate the action in his novels (*Spectator* 5).

5. If you are quoting a direct quotation from a secondary source, you must identify it as such.

    EX: According to Derek Montana, "...the critic's worst enemy is himself" (qtd. in Paris 87).

6. If a quotation or information appears in the middle of your own idea, then insert the documentation immediately after the quotation.

    EX: Derek Montana's idea, "...the critic's worst enemy is himself" (qtd. in Paris 87), parallels the idea that interpretation reveals one's own biases.

7. If the quoted material exceeds two lines in your text, you should either:

    a) indent both margins of the quotation (and single space if possible on your word processor)

    b) or indent both margins, single space, and use a smaller font.

8. Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, omit numbers from your in-text documentation and use only the main entry, author, or title in parenthesis.

    EX: A recent CNN.com review noted that the book's purpose was "to teach cultures that are both different from and similar to world status quo" (Allen).

If your source includes fixed page numbers or section numbering (such as numbering of paragraphs), cite the relevant numbers. Give the appropriate abbreviation before the numbers (Moulthrop, pars. 19-20). In this case "pars" is used for numbered paragraphs. For a Web document, the page numbers of a printout should NOT be cited, because the pagination may vary in different printouts.

Specific Examples

Specific Examples

Corporate or Committee Authorship
It is best to include the name of the agency within the text.

> **EX:** The Thomas Hardy Literary Society has called Hardy the "Victorian-modern father of literature" (34).

Work in a Multiple Volume
It is unnecessary to use the word "volume" or the abbreviation if you identify by both the volume and the page number. The order is to give the volume number first then a colon, a space and then the page.

> **EX:** Dvorak is nicknamed "Old Borax," but it is never mentioned by some critics (Hall 5: 87-88).

Magazine Article
Give the **author** if available, otherwise use the **title** of the magazine.

> **EX:** Jude can be surveyed from a Biblical point of view as a "martyr" (*New Yorker* 16).

Plays
Generally you use **Arabic numbers** for both acts and scenes, but you may still use **Roman numerals** for acts and **lower case** ones for scenes. List **line numbers** last and separate them with a **colon**.

> **EX:** In *Julius Caesar* perhaps the most quoted line comes from Caesar: "Et, tu, Brute!" (3:1:23).

Poetry
For short quotations, separate lines of poetry with / marks and list line numbers as if they were page numbers.

> **EX:** "When I was half the man I was/And serve me right as the preachers warn," ("Lament" 37-38).

For quotations longer than three lines, preserve the form and spacing of the original.

Web Page
Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, omit numbers from your parenthetical references.

>**EX:** "The Human Genome Initiative is a worldwide research effort that has the goal of analyzing the structure of human DNA and determining the location of the estimated 100,000 human genes. ("National Human Genome Research Homepage")

>Do not cite the page numbers of a printout. Pagination varies depending on fonts and printers.

Newspapers
List the author if given, otherwise list the newspaper title without any definite or indefinite articles that begin it (New York Times not The New York Times) and the page number.

>**EX:** According to the *New York Times*, Jesse Jackson appears to have a very decent chance to win the Democratic nomination for President (Kehoe C4).

Encyclopedia
Treat encyclopedias like books. If an author's name is given, use it and the page number. If no author's name is given, use the editor's name. If neither is given, use the title of the encyclopedia.

>**EX:** Whale communication research started in the late 1950's by Stanford University graduate students who were studying mating calls (Davis 78).

Visual Material (graphs, charts, tables, etc.)
These materials must be documented. After each graph, chart, or table write: Source: then give complete bibliographic information, end with a colon, space, then the page number.

TABLE 1		
Violation of the Privacy Act		
	Violated	Not Violated
Tapping Telephone Lines	35%	65%
Mail Broken Into	05%	95%

SOURCE: Wesley, Harding. Databanks Keeping Track. (New York: Quarter, 1988): 89.

Or label the visual, add a title and give the artist or author and page.

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Works Cited and Consulted for Grades 7-12

No research paper is complete without a list of the materials from which you have borrowed ideas, facts, opinions, or quotations. You created a running list of sources when you filled out your source cards. Now you must formalize the list to accompany your paper so that a reader can see your sources.

1. Go through your source information, discarding any sources you did not use.
2. The "Works Cited and Works Consulted" page should consist of all works that you specifically quoted, paraphrased, referred to in your text and all works you consulted but did not actually cite in your text.
3. Arrange information sources alphabetically according to the author's last name. If no author is indicated, alphabetize by the first prominent word in the title (ignore A, AN, THE). If the work is published by a society and no author is named, use the society as the author in order to alphabetize.
4. Generally the following publication information should be included and in this order (omit any category that is not applicable):

Books:

- Author's name (Lastname, First name)
- Second author's name (and First name Last name)
- Complete title of book (italicized)
- Name of editor (if any)
- Edition if other than the first
- Place, publisher, and date of publication
- Medium of item (print)

Example:

Holtz, Theodore. *Meeting Deadlines*. Ed. and Preface by Sarah Smith. Trans. Albert Duffy.

   How-To Series. Revised ed. New York: Grant, 1989. Print.

If any of the publication information shown above is not provided, see the examples below for the format.

Magazines:

> Author's name (surname first)
> Full title of article (in quotation marks)
> Name of magazine (italicized)
> Date of publication
> Volume number
> Page numbers (without "p." abbreviation)
> Medium (print)

Example :

Spear, Karen. "Building Cognitive Skills." *Writer's Marketplace* July 1982: 31-33. Print.

Web Pages:

> (Note: Frequently Web pages will not offer all the information listed below. Include as much information as possible.)

- Author's name (surname first) if available
- Full title of the page or document
- Title of site or larger work (if applicable)
- Name of associated institution (if any)
- Date of electronic publication, last update, or date of posting
- Date of access
- Medium (Web)

Example:

Smith, Harold. "Case History: Anorexia Nervosa." *AMA Health Insight*. American Medical   Association. 30 Oct. 1998. 10 Dec. 1999. Web.

Note: This example is for a general Web page. More specific examples follow and further information is available at the [MLA website](#).

Writing the Works Cited and Works Consulted Pages:

- The entire Works Cited and Consulted page is double-spaced.
- Head a new sheet of paper **WORKS CITED AND CONSULTED** in all capital letters and centered at the 2" mark. Do not underline or italicize this title.
- Copy the information from the alphabetized source information of all works used in your paper.
- Double-space all lines on the **WORKS CITED AND CONSULTED** page.
- The first line of each new entry starts at the left-hand margin.
- Indent the second and all subsequent lines in each citation half an inch. This is called a hanging indent.
- After the last entry, double-space and type your name.
- Place the **WORKS CITED AND CONSULTED** page(s) immediately after the last page of the text.
- Truncate the names of publishers.
- If you have two or more works by the same author, give the author's full name for the first citation and use - - -. for each additional work by that author.
- Punctuate as shown in the examples that follow.

Examples of Works Cited and Works Consulted Entries

BOOK BY ONE AUTHOR

French, Warren. *J. D. Salinger*. Boston: Twayne, 1976. Print.

Salinger, J. D. *The Catcher in the Rye*. New York: Bantam, 1951. Print.

BOOKS, TWO OR MORE BY THE SAME AUTHOR

Give full information for the first entry. Thereafter, in the place of the
author's name, type a short line (three hyphens) followed by a period.
Then proceed with the rest of the publication information.

BOOK BY TWO OR MORE AUTHORS

Foulke, Robert and Paul Smith. *An Anatomy of Literature*. New York: Harcourt,

        1972. Print.

BOOK THAT IS EDITED OR A CRITICAL EDITION

Dryden, John. *A Collection of Critical Essays*. Ed. Bernard N. Schilling.

        Englewood: Prentice-Hall, 1963. Print.

BOOK WITH A CORPORATE AUTHOR

Commission on the Arts. *The Arts in Spanish Life*. Madrid: U. of Madrid, 1980. Print.

BOOK WITH NO AUTHOR'S NAME GIVEN

Webster's Biographical Dictionary. Springfield: Merriam, 1961. Print.

BOOK, ANTHOLOGY

Chaucer, Geoffrey. "The Nun's Priest's Tale." *An Anthology of Famous English*

        and American Poetry. Ed. William Rose Benet and Conrad Aiken.

        New York: Random House, 1945. Print.

BOOK, INTRODUCTION, PREFACE, FORWARD OR AFTERWORD

Cronkite, Walter. Preface. *1984*. By George Orwell. New York: Signet Classic,

        1983. Print.

BOOK, AN "EDITION"

Shakespeare, William. *Hamlet*. Ed. Louis B. Wright and Virginia A. LaMar.

      Folger Library ed. New York: Washington Square Press, 1958. Print.

BOOK, TRANSLATION

Dostoevsky, Fyodor. *Crime and Punishment*. Trans. Constance Garnett.

      New York: Bantam, 1981. Print.

CRITICAL ANALYSIS, SIGNED EXCERPT

Ross, Stephan S. "Tom Wolfe." *Contemporary Literary Criticism*. Ed. Daniel G.

      Marowski. 35: 458-460. Print.

ENCYCLOPEDIA, SIGNED ARTICLE

Gerber, John C. "Naturalism." *World Book Encyclopedia*. 1985. Print.

ENCYCLOPEDIA, UNSIGNED ARTICLE

"Tennyson, Alfred Lord." *Encyclopedia Britannica*. 1962. Print.

ENCYCLOPEDIA ARTICLE ON CD ROM*

Author's Last Name, First Name (if signed). "Title of Article." *Title of*

      Reference Work. Edition or version (if available). City of Publication:

      Publisher, Year of Publication. CD-ROM.

Ramet, Sabrina P. "Kosovo." *Encarta Deluxe 2000*. CD-ROM. Redmond, WA:

      Microsoft, 2000. CD-ROM.

*Note: You may not be able to find all of the information for a CD-ROM citation.
For example, the city of publication may be difficult to find. Simply cite
whatever information is available. If you cannot find a date, use the
designation n.d. for "no date".*

ENCYCLOPEDIA WITH EDITOR/COMPILER

Benet, William Rose, ed. "Recessional." *Reader's Encyclopedia*. New York:

      Crowell, 1965. Print.

FILM

The Picture of Dorian Gray. Dir. Albert Lewin. With George Sanders and
        Donna Reed. Metro-Goldwyn-Mayer, 1972. Film.

INTERVIEW

Shields, N. T. Personal interview. 26 March 1979. Print.

MAGAZINE/PERIODICAL ARTICLES

From a monthly publication:
Ramsey, Pamela. "Where's My Smiley Face?" *MacWorld* Sept. 1997: 86-94. Print.

From a weekly or bi-weekly:
Henry, Mary Ann. "Announcing Bus Changes With Flair." *Time* 4 July 1991: 75-76. Print.

From a journal with continuous pagination:
Skater, Andrew. "Rollerblading on a Secondary Level." *Secondary Education* 54

    (1990): 113-25. Print.

* Note: Journal titles are NOT followed by periods.

NEWSPAPER ARTICLE

Jones, Carol. "Striking a Pose." *New York Times* 15 Oct. 1997, late ed.:
        sec. 1: 35+. Print.

Smith, Bob. "Schools Losing Ground." *USA Today* 5 May 2001: 5D. Print.

* Note: Newspaper titles are NOT followed by periods.

PAMPHLET, SIGNED

Rosenblatt, Arthur. "Permanent Exhibition Begins to Take Shape." *U.S.*
        Holocaust Memorial Museum Newsletter. Washington, D. C. 1986. Print.

PAMPHLET, UNSIGNED

Follett Library Book Co. *Follett Forum*. Crystal Lake: Follett, February 1988. Print.

PERIODICAL ARTICLE ON CD-ROM

Nethead, Jane. "Email Rules." *New York Times* 15 Nov. 1995, late ed,: B3.
        New York Times Ondisc. CD-ROM. UMI-Proquest. Jan. 1996. CD-ROM.

PERSONAL LETTER

Steinbeck, John. Letter to Princess Grace of Monaco. 6 November 1962. Print.

RADIO AND TELEVISION PROGRAMS

The Last Voyage. Narr. Jacques Cousteau. Writ. and prod. Jacques Cousteau.
        PBS Special. WHYY, Philadelphia. 17 January 1972. Television.

REVIEW

Author of review. "Title of review." *Book review publication* Year of
        publication. Editor(s). Page number.

Hughes, Riley. "Salinger, Jerome David." *Book Review Digest* 1951. Eds. Mertia
        M. James and Dorothy Brown. 772. Print.

VIDEOTAPES

Title of videotape. Format. Director. Publisher, Year of publication.
        Length in minutes.

The North Star. Dir. Bruce Goddard. PBS Video,
        1984. 50 min. Videocassette.

WORLD WIDE WEB SITE

Author's Last Name, First Name. "Full title of the page or document."
        Title of site. Name of Institution/Organization Affiliated with site.
        Date of posting/revision. Medium. Date you visited the site.

Frank, Peter. "Yoko Ono As An Artist." *The Fluxus*. 1997. Web. 1 Aug. 2000.

*Note: If there is no date of posting, use the designation n.d. to indicate
"no date". In addition, the format of any date cited should be in the format
of Day Month Year. If there is no author evident, begin with the title
title of the page.*

MAGAZINE/E-ZINE ARTICLE ACCESSED ON THE WEB
(not through a subscription database)

Author of article. "Title of Article." *Title of magazine*. Date of electronic
        publication. Medium. Date of access.

Smith, Jane. "Who Really Invented the Internet?" *Web Weekly* 26 Feb 2001.
         Web. 4 May 2001.

ARTICLE IN AN ONLINE REFERENCE DATABASE OR ENCYCLOPEDIA

Author. "Title of Article." *Title of Reference Work*. Edition or version
   (if available). Date. *Title of the Database or Online Service*.
  Medium. Date of access.

Smith, Thomas. "Geronimo." *Microsoft Encarta Online Encyclopedia 2003*.
   1997-2003. *Microsoft Online Reference Tools*. Web. 2 Nov. 2003.

     or

Cook, Sarah Gibbard. "Berlin, Germany." *Encyclopedia Americana*. Vers. 98.1.
   Mar. 2002. Web. 29 Feb. 2003.

PERIODICAL REFERENCE FOUND IN AN ONLINE DATABASE

Author's Last Name, First Name. "Title of the Article." *Title of Journal*
   Volume.Issue (day month year): page number/pars. *Name of the Database*
   and Collection. Publisher/Service Name. Medium. Date you visited the site.

EBSCOHOST ONLINE

Barnett, Robert and John Wise. "The Dream World of Professional Athletes."
   New York Amsterdam News 90.48 (25 Nov. 1999): 46. *EbscoHost MAS*
   Ultra School Edition. Ebsco Publishing. Web. 15 Feb. 2003.

INFOTRAC

Browing, Marc. "Secrets in the Wind." *Weatherwise Magazine* 51.5
   (Sept.1999): 15. *Infotrac Student Edition*. Gale Group. Web. 25 Oct. 2003.

ARTICLE WHICH APPEARED IN A BOOK FOUND IN AN ONLINE DATABASE

Author. "Article title." *Title of Book*. City of Publication: Publisher:
   Date. Pages. *Specific database on larger database*. Medium. Date of access.

Hoffman, Baruch, Elaine. "The Golden Country: Love in 1984." *1984 Reviewed*
   in Our Century. New York: Harper and Row, 1983. 47-56. Republished in
   Contemporary Literary Criticism Select. Web. 23 Oct. 2001.

REPUBLISHED JOURNAL ARTICLE FOUND IN AN ONLINE DATABASE

Author (if provided). "Article title." *Original source of article* Date of
       original source: Pages of original source. *Specific database on larger*
       database. Medium. Date of access.

Levin, Harry. "Wonderland Revisited." *The Kenyon Review* Autumn 1965: 591-93.
  Contemporary Literary Criticism. Gale Group. Web. 13 Oct. 1999.

or

Berger, Carol. "Profile of a Basketball Great." *Sports in Philadelphia*
       12 Nov. 1999: 23-24. *Biography Resource Center*. Web. 20 Dec. 1999.

LISTSERV/MAILING/BLOG POST

LIST Author (if given). "Subject of Message." Date of posting. Name of Discussion List.
      Access date <URL or email address of the list.

Williams, Jim. "Computer to T.V. Screen." *Global Technology Discussion Group*,
       6 August 1995. Web. 21 Nov. 1999.

Schrock, Kathleen. "How to Pick a Laptop for College." *Kathy Schrock's*
  Kaffeeklatsch. Kathy Schrock, 2 Feb. 2012. Web. 25 Feb. 2012. <blog.ks.net>

ONLINE CHAT/SYNCHRONOUS COMMUNICATION

Name of speaker. (if available). "Description of the event." Date of session
      or event. Date of event. Forum of the communication. Date of access
     <Web or network address>.

Yente, Ima. "Online Discussion of Future Fuels." 24 Oct. 1997 EnvironMOO.
       18 June 2000. <Web>

E-MAIL, PERSONAL

(Warning: Though many style sheets advise listing personal e-mail addresses in
a citation, there is the danger of violating the privacy of the author or the
recipient. The MLA Handbook does not recommend including addresses.)

Sender's Last Name, First Name. "Subject Line from Posting." Message to.
      Date Month Year of Posting. Medium.

Smith, William. "Trial Results." Message to author. 12 Jan. 1999. E-mail.

ONLINE CHAT/INSTANT MESSAGE

Name of speaker. (if available). Date of session. Medium.

Yente, Ima. 24 Oct. 1997. Online chat.

ONLINE IMAGE

Artist if available. *Description or title of image*. Date of creation. Institution and city.

  Title of larger site. Medium. Date of access.

Mars Landing. 1999. Online image. *NASA*. Web. 25 Feb. 2001.

or

Weaver, Bruce. *Challenger Explosion.* 28 Jan 1986. *AP Photo Archive*. Web. 30 Jan. 1999.

DIGITAL FILES (PDF, MP3, JPEG)

Creator if available. *Description or title of sound.* Date of Sound.

  Title of larger site. Type of file.

This Week's Saturday Radio Address. 25 Oct. 1998. *Whitehouse Briefing Room*. MP3.

ONLINE VIDEO

Description or title of video. Date of video. *Title of*

     hosting site. Medium. Date of access.

Hindenburg Broadcast. 6 May 1937. *YouTube.* Web. 4 Nov. 2000.

TWEET

Last name, First name. (Twitter name). "The entire tweet." Date, Time. Medium.

Schrock, Kathy (kathyschrock). "My iPad 2 already sold to my sister-in-law!"
    1 March 2012, 3:58 p.m. Tweet.

Research and Style Manual

MLA Conventions

Abbreviations

MLA is specific about abbreviations in citations. You will probably need to abbreviate months for any journal reference. Note that May, June and July are not abbreviated.

Jan. - January
Feb. - February
Mar. - March
Apr. - April
May - May
June - June
July - July
Aug. - August
Sep., Sept. - September
Oct. - October
Nov. - November
Dec. - December

Other common abbreviations:
trans. for translator
sec. for section
n.d. for no date
ed. for editor
eds. for editors
spec. for special
pars. for paragraphs

In works cited/consulted lists, shortened forms of publishers' names are recommended. In general, omit articles (*a, an* and *the*) and business abbreviations (*Co.*, *Corp.*, *Inc.* or *Ltd.*). If the publisher's name includes the name of one person, cite the surname only. (*W.W. Norton* would be simply *Norton*.) If the publisher's name includes several names, cite only the first of the surnames.

Examples:

- use Little for Little, Brown and Company, Inc.
- use ALA for The American Library Association
- use Cambridge UP for Cambridge University Press

Rules for Punctuating Titles of Sources

Italicize or underline titles of longer works :

- books
- periodicals
- databases
- full-length plays (usually three to five acts)
- movies or television series
- works of art--paintings, sculptures
- book-length poems
- major Web sites

Set in quotation marks titles of shorter works, not independently published:

- chapters
- essays
- articles in periodicals
- short poems
- Web pages
- TV episodes
- one-act plays