



# **SANTA SUSANA HIGH SCHOOL**

## **STYLE GUIDE**

**NAME** \_\_\_\_\_

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# USING THE INTERNET

## FOR ACADEMIC RESEARCH



Choose the Best Search for Your Information Need:

[www.noodletools.com/debbie/literacies/information/5locate/adviceengine.html](http://www.noodletools.com/debbie/literacies/information/5locate/adviceengine.html)

### **SEARCH TOOL RECOMMENDATIONS**

Recommended Search Engines:      Recommended Library-Based Search:      Recommended Subject Directories:

- [www.sweetsearch.com](http://www.sweetsearch.com)
- [www.google.com](http://www.google.com)
- [www.bing.com](http://www.bing.com)
- [www.altavista.com](http://www.altavista.com)
- [www.teoma.com](http://www.teoma.com)
- <http://infomine.ucr.edu/> - Scholarly Research
- [BUBL Search](http://BUBLSearch.org)
- [www.ipl.org](http://www.ipl.org)
- [www.lii.org](http://www.lii.org)
- [www.academicinfo.net](http://www.academicinfo.net)
- <http://infomine.ucr.edu>
- [www.yahoo.com](http://www.yahoo.com)

### **Recommended Sites for Senior Project Research:**

#### **Finding Research**

- Google Advanced Search: [http://www.google.com/advanced\\_search](http://www.google.com/advanced_search)
- Google Scholar: <http://scholar.google.com/>
- The Library at the University of Illinois - Identifying and locating peer-reviewed (refereed) journal articles: <http://uiuc.libguides.com/content.php?pid=3442&sid=18359>
- Directory of Open Access Journals (peer-review or editorial quality only): <http://www.doaj.org/>
- Open J-Gate (another site for refereed articles): [www.openj-gate.com/](http://www.openj-gate.com/)
- GALE Databases – Our Library Without Walls: <http://galesites.com/menu/index.php?loc=santa>
- Internet Public Library: <http://www.ipl.org>
- Open Library (free online library): <http://openlibrary.org/>
- Project Gutenberg (another great site for free ebooks): <http://www38.projectgutenberg.org/>
- Soople (easy way to search Google for specific information and media: <http://www.soople.com/>
- EasyBib Research: <http://research.easybib.com/>

#### **Documenting Sources**

- Diana Hacker's site (Research and Documentation Help): <http://www.dianahacker.com/resdoc/>
- Purdue's Online Writing Lab (OWL): <http://owl.english.purdue.edu/>
- OWL resources for MLA formatting: <http://owl.english.purdue.edu/owl/resource/747/01/>
- EasyBib – Based on MLA style – Create citations for works cited pages. [www.easybib.com](http://www.easybib.com)
- Citation Maker – <http://www.openc.k12.or.us/citeintro/citeintro.php?Grd=Sec>

#### **Other Helpful Sites**

- Thesis Generator - [http://corptrain.phoenix.edu/thesis\\_generator/thesis\\_generator.html](http://corptrain.phoenix.edu/thesis_generator/thesis_generator.html)
- Literacy Education Online (LEO): <http://leo.stcloudstate.edu/catalogue.html>
- LEO Annotated Bibliographies: <http://leo.stcloudstate.edu/acadwrite/annotated.html>
- Creative Commons (find free, public domain images): <http://search.creativecommons.org/>

## How To Access the Best Internet Information For Your Research



### **INTERNET SEARCHING FOR ACADEMIC RESEARCH**

- Choose 1 or 2 search tools for your Internet searching needs and get to know how to most effectively use their search features
- Use advanced search features found in most search engines, subject directories, etc.  
Google Advanced Search = [http://www.google.com/advanced\\_search?hl=en](http://www.google.com/advanced_search?hl=en)
- Use exact phrase feature to narrow your topic.
- Limit your domain to the one that will give you the best information for your needs
- Once you have found helpful information, copy the URL for this site to find a similar site in Google Advanced Search. Click on the + box at the bottom of the Advanced Search page titled "Date, Usage rights, numeric range and more" (in blue font). Paste the URL in the box under Page-specific tools titled "Find pages similar to the page"

### **WEB SITE EVALUATION**

- Check the URL – What type of site is it? (educational, commercial, governmental, etc)
- Truncate back to find source and check if this source is reputable, impartial, etc.
- Google the author to check his/her credentials
- Find the date the site was last updated (especially if current information is important)
- Look for information, such as "About Us" to find who is behind the research and whether the source is authoritative
- Check evaluations of the site
- Copy the URL of a site you want to evaluate. Go to Google Advanced Search. Click on "Date, Usage Rights.." and then paste the URL in the box titled "Find pages that link to the page". This shows you what sites link to your page as a resource. If reputable sites link to this page, this demonstrates credibility. Also, by clicking on some of the sites that link to your page, you can expand your targeted searching, by exploring these new resources to find additional, similar sites that may be helpful for your research.

Finally, when conducting Internet searches for school research, don't forget our "Library Without Walls" commercial databases. You KNOW these sites are reputable and extremely valuable.

Also, many of the databases are great resources for finding refereed journal articles. When in a database such as Gale Students Resources in Context, click on the Advanced Search feature. Limit your search by selecting only the information you need, including limiting to "peer reviewed" articles.

<http://infotrac.galegroup.com/itweb/santa>

# THE WRITING PROCESS

## **THE 6 TRAITS OF WRITING:**

### 1) Ideas and Development

Creative/personal writing...

- Clear, intriguing message
- Unusual, beyond-the-obvious details that tweak reader's imagination
- Original insights, personal perspective
- Writer draws from personal experience and imagination, supported by research

Informational writing...

- Clear, helpful information pulled from multiple sources
- Accurate, useful details needed to aid reader's understanding
- Information that anticipates and answers readers' questions
- Writer draws from research, supported by personal experience

### 2) Organization

Creative/personal writing ...

- Intriguing lead that hooks readers
- Compelling organization
- Smooth, helpful, natural transitions
- Comfortable pacing—pauses at critical points, doesn't linger over trivia
- Satisfying conclusion that provides closure

Information writing ...

- Inviting lead that sets up what follows
- Easy-to-follow organization designed to educate readers
- Helpful transitions that give readers sense of continuity
- Pacing that allows extra time on difficult-technical concepts
- Conclusion that reinforces or extends readers' understanding

### 3) Voice

Creative/personal writing ...

- Text bears the fingerprints of the writer
- Lively, expressive, engaging writing – moving and honest
- A piece to be shared aloud – keeps readers reading
- Appeals to audience – reaches readers

Informational writing ...

- Distinctive, individual tone and style
- Enthusiastic, inviting – brings topic to life
- A piece to be shared aloud – wins over even reluctant readers
- Appropriate voice for topic, audience, purpose

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### 4) Word Choice

Creative/personal writing ...

- Memorable phrasing – quotable in spots
- Words that paint pictures in reader's mind
- Strong verbs that lend writing power
- Natural language never overdone
- Refreshing absence of clichés, tired expressions

Informational writing. ...

- Clear, precise phrasing that consistently clarifies meaning
- Words that make the message easy to understand
- Strong verbs that lend writing power
- Effective control over the “language of the territory”
- Refreshing absence of jargon, overly technical terms, unexplained terms

### 5) Sentence Fluency

Creative/personal writing ...

- Text invites expressive oral reading
- Striking variety in structure and length – playfulness with style
- Purposeful sentence beginnings that link ideas
- Fragments, if used, sound natural and add interest
- Dialogue, if used, sounds authentic, natural

Information writing ...

- Text allows for rapid, comfortable comprehension of ideas
- Sentences varies – but tend toward short and direct (The more technical the piece, the shorter the sentences)
- Purposeful sentence beginnings that link ideas
- Fragments rarely used – and only for effect
- Dialogue rare – but natural if used

### 6) Conventions and Presentation

Creative-personal writing ...

- Creative and masterful use of numerous conventions
- Text clean, edited – ready to publish with minor touch-ups
- Conventions enhance message, voice
- Occasional informalities may contribute to support voice
- As needed, layout supports message

Informational writing ...

- Excellent control over standard conventions, including those needed to present technical information
- Text clean, edited – clear attention to even small details
- Conventions enhance message, make reading easy and fast
- Informalities avoided
- As needed, layout supports message

# MLA FORMATTING

## MLA Defined:

MLA style specifies guidelines for formatting research papers. MLA also provides writers a standard method for referencing sources through parenthetical citation in their essays and Works Cited pages. MLA style is most commonly used to write papers and cite sources at the undergraduate college level.

This guide was written based on the 7<sup>th</sup> edition of the MLA style manual. Always check to make certain this is the current edition.

## For additional information regarding MLA style, reference:

<http://owl.english.purdue.edu/owl/resource/747/01/>  
[http://www.dianahacker.com/resdoc/p04\\_c08\\_o.html](http://www.dianahacker.com/resdoc/p04_c08_o.html)  
<http://nutsandbolts.washcoll.edu/mla.html>

## GENERAL FORMAT using MLA formatting

- Type on one side only of good quality, white 8 ½ x 11 inch paper.
- Margins should be set at a 1 inch margin on all sides.
- Use a 12 point legible font like Times New Roman (the font used in this style guide), Arial, Courier, or similar font
- Use double spacing throughout your paper.
- Create a header that includes your last name followed by a space with a page number.
- Use this header to number all pages consecutively in the top right corner; include your last name.
- Set your “tab” for paragraph indentation five spaces in from the left margin.

## The First Page of Your Paper

True MLA formatting does not include a title page. **Do not create a title page unless requested by your teacher.** The accepted MLA style is to begin your paper as follows:

- In the upper left-hand corner of the first page, type your name, your instructor’s name, the course, and the date.
- Then double space and center the title.

**Do not use bold or larger font and do not underline your title or place it in quotation marks.**

For example:

Smith 1
John Q. Smith
Mr. Jones
English 11
19 September 2006
Title of Your Paper
Begin writing the introduction of your research paper. The entire paper should be double spaced, using a one-inch margin on all sides and indenting five spaces for each new paragraph.



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If you are asked to include a formal title page, center the title slightly above mid-page. Do not print in full caps, underline or place title in quotation marks. Centered in the lower part of the title page, type your name, the course, instructor's name, and the date.

**For example:**

Title of Your Paper

John Q. Smith

English 11

Mr. Jones

19 Sept. 2006

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Every page following the first page should begin 1 inch from the top of the page. Each page should include a **header**. The header should include your last name and the page number in the upper right-hand corner of each page of your essay.

For Example:

[illegible][illegible]

## Rules for Fastening

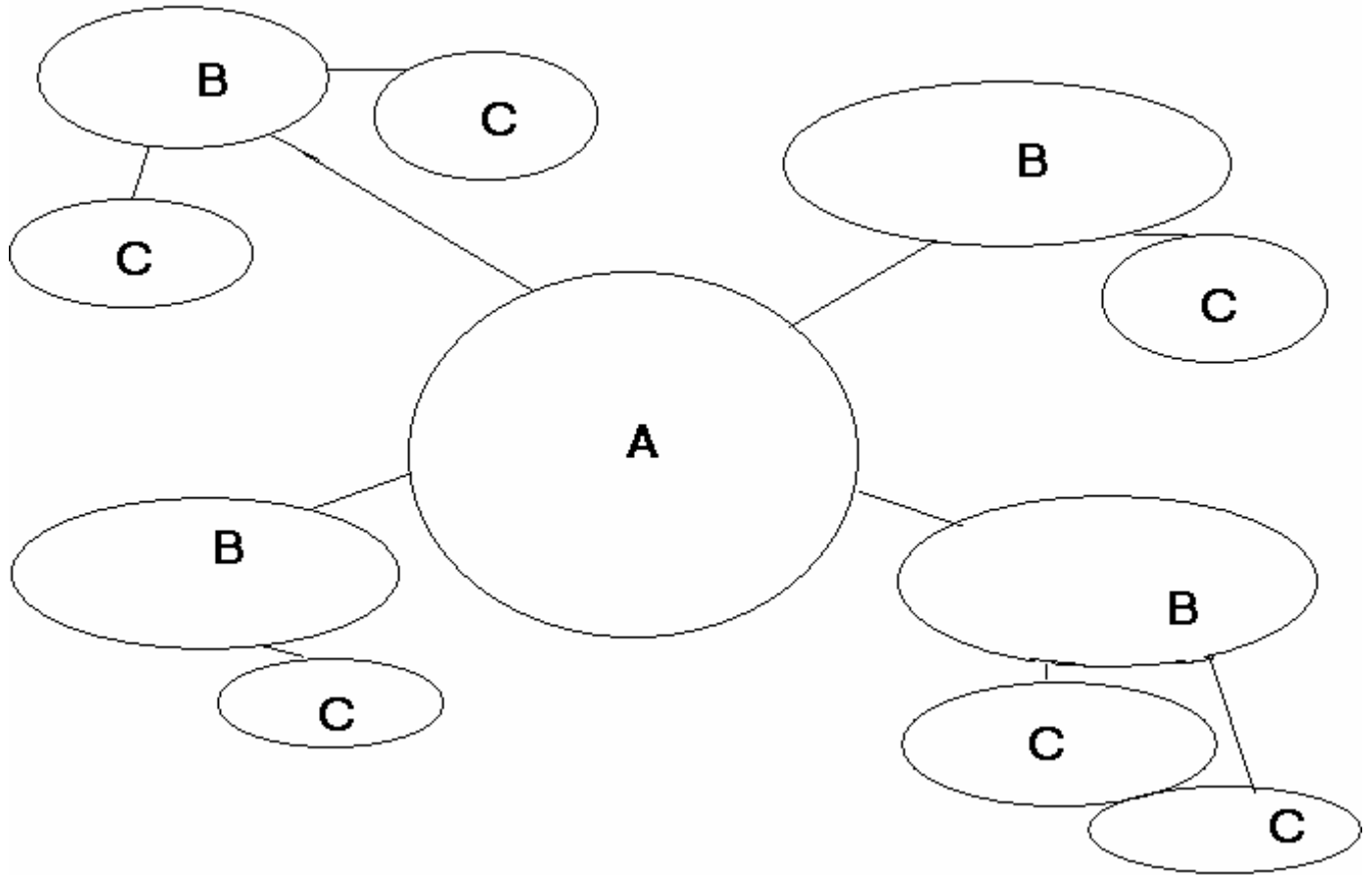
Papers of more than one page should be fastened with one staple only, placed diagonally in the upper left corner.

**Pre-writing**

Below are two pre-writing methods for brainstorming and formal and informal methods of outlining.

**Informal Outline**

Bubble Clustering:



A = the topic of your essay

B = main points (could be converted into body paragraphs)

C = reasons or examples that provide proof for each of your main points

### **Formal Outline**

Outline format is quite specific and standardized. Levels are the indented “steps” down. Remember that an outline must have at least two items at each level. Indent each level an additional 5 spaces.

Level 1 – Use Roman numerals (I, II, III, etc.)

Level 2 – Use capital letters (A, B, C, etc.)

Level 3 – Use Arabic numerals (1, 2, 3, etc.)

Level 4 – Use lowercase letters (a, b, c, etc.)

For example:

I.	_____
A.	_____
1.	_____
a.	_____
b.	_____
2.	_____
a.	_____
b.	_____
B.	_____
1.	_____
a.	_____
b.	_____
2.	_____
a.	_____
b.	_____
II.	_____
A.	_____
1.	_____
a.	_____
b.	_____
2.	_____
a.	_____
b.	_____

### **Writing Your Thesis Statement**

For help with writing your thesis, check out this thesis builder site:

[http://corptrain.phoenix.edu/thesis\\_generator/thesis\\_generator.html](http://corptrain.phoenix.edu/thesis_generator/thesis_generator.html)

## THE RESEARCH PROCESS

When beginning any research assignment, use the Big Six method.

### **The Big Six**

#### #1 – Task Definition

- Define the task (brainstorm to focus the topic and formulate research questions)
- Identify the information you will need to complete the task

#### #2 – Information Seeking Strategies

- Identify potential sources of information that can assist you. Consider possible search strategies using key words and phrases. Possible sources may include:
  - Books
  - Online databases
  - Reference material
  - Community information agencies
  - Interviews and surveys
  - E-mail correspondence
- Select the best sources for the task. Consider whether the source is:
  - Accurate
  - Authoritative
  - Current (If applicable)

#### #3 – Location and Access

- Locate appropriate resources in SSHS library media center, other libraries (public and college), community agencies, etc.
- Find the needed information within the resource

#### #4 – Use of Information

- Read, view, listen to the resource
- Extract relevant information

#### #5 – Synthesis and Presentation

- Organize and process information – take notes, etc.
- Use summarized information and integrate new knowledge
- Present the information in an appropriate format

#### #6 – Evaluation

- Judge the process (efficiency)
- Judge the product (effectiveness)
- Make any necessary improvements

### **Documenting Quotations**

Direct quotations can be effective, powerful additions to your research paper if used properly and sparingly. Be selective when choosing direct quotations for your paper.

#### **Short Quotations**

To document short quotations (quotations that are fewer than four typed lines of prose or three lines of verse), enclose the quotation in double quotation marks within the text of your paper. Include the last name of the author and the page number of the quotation, either in your text or in the citation. Be sure to include a complete reference your works cited page.

#### **For example:**

According to Vincent Buranelli, Poe is “the most complex personality in the entire gallery of American authors.” (32)

or:

Poe is “the most complex personality in the entire gallery of American authors.” (Buranelli 32)

#### **Long Quotations**

Long quotations (quotations that are 4 typed lines or longer in length), must be placed in a block style format. The citation guidelines for citing long quotations remains the same as that for short quotations. The only difference is the block style format.

Start the quotation on a new line, indent each line of the quote one inch in from the left margin, and maintain double-spacing. You do not include quotation marks; the block format indicates it is a direct quote.

#### **For example:**

Any major change in a society is eventually reflected in its educational system. Computers and related electronic technologies have significantly changed our society and our world. These technologies are now poised to promote a revolutionary change in our society’s educational system. (Moursand 3)

**Punctuation inside Quotations:**

According to Purdue University's Online Writing Center:

Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.

**For example:**

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Mark breaks in short quotations of verse with a slash, /, at the end of each line of verse.

**For example:**

Cullen concludes, "Of all the things that happened there/ That's all I remember" (11-12).

Single quotation marks are used to designate a quotation within a quotation, or it can designate a title of an article, short story, or a poem.

**For example:**

Sarah said, "I never read 'The Raven.'"

## **MLA In-text Parenthetical Citations (the use of parentheses to document sources)**

The Modern Language Association (MLA) guidelines require that you cite the quotations, summaries, paraphrases, and other material used from sources within parentheses typically placed at the end of the sentence in which the quoted or paraphrased material appears. The parenthetical method replaces the use of citational footnotes. These in-text parenthetical citations correspond to the full bibliographic entries found in a list of references at the end of your paper. (Note that the titles of works are underlined rather than placed in italics.) Unless otherwise indicated, on-line sources follow the same pattern as print versions.

Parenthetical documentation is a concise and simple means of documenting your sources. There are three ways to use parenthetical documentation correctly within the body of your research paper.

- 1) Immediately following a quotation or a paraphrase, cite the author's last name followed by a space and the relevant page number(s) of the source within the parentheses

**For example:**

(Hughes 168)

- 2) When citing the author's last name in the sentence, place only the page number of the source within the parentheses.

**For example:**

Robert Hughes argues that transporting criminals from England to Australia "did not stop crime" (168).

- 3) When citing an entire document or speech, refer to the last name of the author within your sentence and do not include any parenthetical documentation.

**For example:**

President Bush in his foreward, "No Child Left Behind" states ...

MLA recommends placing the parenthetical reference at the end of the sentence but before the final period. Do not include any punctuation mark between the author's name and the page number of the citation. Parenthetical documentation should be used whenever you need to document a source. You could be citing a direct quotation, paraphrasing a source, or referring to a unique idea or opinion. Always be sure to give credit to original authors. See section on plagiarism.



## Problem Sources

Note: Many of the following examples were quoted from the following web sites:

[http://www.ithaca.edu/library/research/mla\\_parenthetical.pdf](http://www.ithaca.edu/library/research/mla_parenthetical.pdf)

<http://library.duke.edu/research/citing/within/mla.html>

### Citing an anonymous work

If there is no known author or editor for your source, include the first main word in the title followed by the page number. The initial articles *a*, *an*, and *the* are not counted as main words.

#### **For example:**

If you quoted from *Go Ask Alice*, a book written by an anonymous author, you would cite the quote (Go 55).

### Citing one work by an author of two or more documented works

If you cite 2 or more works written by the same author, place a comma after the author's last name, add a shortened version of the title of the work, followed by the page number(s).

#### **For example:**

If you were citing a quote from Tom Clancy's novel, *Patriot Games*, but you were also going to quote from another Clancy novel, you would cite the quote (Clancy Patriot 4).

### Citing works by authors with the same last name

To avoid confusion, add the initial of each author's first name

#### **For example:**

If you have two authors with the last name Clark, cite the quote by Mary Higgins Clark (Clark M. 44).

### Citing multi-volume works (i.e. Encyclopedias)

If you are citing one volume of a multi-volume work, indicate in your parenthetical reference what volume you used.

#### **For Example:**

(Britannica, vol.12 135)

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### Citing a work by a corporate author (organization, association, etc.)

When citing a book written by a corporate author, include the name of the organization or association in the parentheses followed by the page number.

#### **For example:**

The federal government has funded research concerning consumer protection and consumer transactions with online pharmacies (Food and Drug Administration 125).

### Citing a work by more than one author

When citing a book written by two or three authors, include the last names of each author followed by the page number. If there are four or more authors, use the first author's last name and *et al* (meaning "and others") in the parentheses, again followed by the page number.

#### **For example:**

(Canfield, Hansen, and Kirchberger 75) – for 2 or 3 authors

(Johnson, et al 43) – for more than 3 authors

### Citing a work with no author

When citing a work with no author, include the title of the work followed by the page number.

#### **For example:**

Several critics of the concept of the transparent society ask if a large society would be able to handle the complete loss of privacy ("Surveillance Society" 115).

### Citing a work found in an anthology or edited collection

For an essay, short story, or other document included in an anthology or edited collection, use the name of the author of the work, not the editor of the anthology or collection, but use the page numbers from the anthology or collection.

#### **For example:**

Lawrence Rosenfield analyzes the way in which New York's Central Park held a socializing function for nineteenth-century residents similar to that of traditional republican civic oratory (222).

If you were to cite a quote from "The Most Dangerous Game", a short story written by Richard Connell, found in our 9<sup>th</sup> grade literature book, use the author of the short story followed by the page number the quote is found in the literature text.

"Every day I hunt, and I never grow bored now, for I have a quarry with which I can match my wits." (Connell 49)

Citing a Quotation within your Source

If your source quotes another source—what MLA calls an “indirect source”—you should make every effort to locate that source and quote it directly. But if you cannot obtain the original, and your source doesn’t provide citation information, you can cite the secondhand source, as long as you clearly indicate what you are doing.

**For example:**

If Friedman quotes another scholar of tattoo art, Walter Sherman, but fails to provide a citation, you could write—

**Friedman takes issue with Walter Sherman’s claim that “tattoos efface identity” rather than delineate it (qtd. in Friedman 27).**

Citing a Source with No Page Numbers

If you cite an electronic resource and no page numbers are provided, you must cite the entire source—simply by author or title. If such a source has titled subsections, provide the title of the cited subsection in place of a page number. If your source has numbered paragraphs, you can substitute the paragraph number for a page number: for example, **par. 7**. Finally, if you wish to assist your reader in locating a quotation from a long document lacking page or paragraph numbers, you can count the paragraphs yourself and provide that number in place of a page number—but the MLA does not require such kindness.

**For example:**

As Erickson reminds us, the early psychoanalysts focused on a single objective: "introspective honesty in the service of self enlightenment" (qtd. in Weiland 42).

Citing Different Pages from the Same Source

If you write a sentence that quotes from several places in the same source and you wish to cite them in a single parenthesis, list the appropriate page numbers in the order they are quoted, separated by commas

**For example:**

Acquiring a tattoo may be an act of “identity formation,” but as such it can be interpreted as a symptom of “profound self-doubt” (Friedman 27, 33).

**It may be clearer, however, to break these up when possible—**

Friedman claims that acquiring a tattoo may be an act of “identity formation” (27), but as such it can be interpreted as a symptom of “profound self-doubt” (33).

Citing a web page

Internet citations follow the style of printed works. Personal or corporate author and page number should be given if they exist on the website. (There will be no page number)

**For example:**

Abraham Lincoln's birthplace was designated as a National Historical Site in 1959 (National Park Service).

## **MLA WORDS CITED PAGES: BASIC FORMAT**

OWL's MLA Basic Formatting Information: <http://owl.english.purdue.edu/owl/resource/747/05/>

### **Basic Rules**

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper.
- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.
- List page numbers of sources efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.

### **Additional Basic Rules New to MLA 2009**

- For every entry, you must determine the Medium of Publication. Most entries will likely be listed as Print or Web sources, but other possibilities may include Film, CD-ROM, or DVD.
- *Writers are no longer required to provide URLs for Web entries.* However, if your instructor or publisher insists on them, include them in angle brackets after the entry and end with a period. For long URLs, break lines only at slashes.
- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should type the online database name in italics. You do not need to provide subscription information in addition to the database name.

### **Capitalization and Punctuation**

- Capitalize each word in the titles of articles, books, etc, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*.
- **New to MLA 2009:** Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)

### **Listing Author Names**

Entries are listed alphabetically by the author's last name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name:

Burke, Kenneth

Levy, David M.

Wallace, David Foster

*Do not* list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John"; do, however, include suffixes like "Jr." or "II." Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr.," with the suffix following the first or middle name and a comma.

### **More than One Work by an Author**

If you have cited more than one work by a particular author, order the entries alphabetically by title, and use three hyphens in place of the author's name for every entry after the first:

Burke, Kenneth. *A Grammar of Motives*. [...]

---. *A Rhetoric of Motives*. [...]

### **Work with No Known Author**

Alphabetize works with no known author by their title; use a shortened version of the title in the parenthetical citations in your paper. In this case, Boring Postcards USA has no known author:

Baudrillard, Jean. *Simulacra and Simulations*. [...]

*Boring Postcards USA*. [...]

Burke, Kenneth. *A Rhetoric of Motives*. [...]

## Sample Entries for Works Cited Page (by type of source)

### **BOOKS**

#### **Basic Format:**

Lastname, Firstname. *Title of Book Italicized*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

#### **For example:**

##### **❖ Book by one author**

Bradley, Marion Zimmer. *The Mists of Avalon*. New York: Ballantine Books, 1982. Print.

##### **❖ Two or More Books by the Same Author**

List works alphabetically by title. (Remember to ignore articles like A, An, and The.) Provide the author's name in last name, first name format for the first entry only. For each subsequent entry by the same author, use three hyphens and a period.

Palmer, William J. *Dickens and New Historicism*. New York: St. Martin's, 1997. Print.

---. *The Films of the Eighties: A Social History*. Carbondale: Southern Illinois UP, 1993. Print.

##### **❖ Book by two or three authors – The 1<sup>st</sup> given name appears in last name, first name format; subsequent author names appear in first name last name format.**

Sebranek, Patrick, Verne Meyer, and Dave Kemper. *Writers Inc*. Wilmington, Massachusetts: Great Source Education Group, 1996. Print.

##### **❖ Book by four or more authors**

Belenky, Mary Field, et al. *Women's Ways of Knowing: The Development of Self, Voice, and Mind*. New York: Basic, 1986. Print.

##### **❖ Book by a corporate author**

Boston Women's Health Book Collective. *Our Bodies, Ourselves: A Book by and for Women*. New York: Simon, 1973. Print.

##### **❖ Book by an anonymous author**

*Go Ask Alice*. New York: Aladdin Paperbacks, 1998. Print.

❖ **Book with an editor but no author**

Hunter, Brian, ed. *The Statesman's Year-book*. New York: St. Martin's Press, 1997. Print.

❖ **Book with two or three editors**

Canfield, Jack, Mark Victor Hansen, and Kimberly Kirberger, eds. *Chicken Soup for the Teenage Soul*  
*III*. Deerfield Beach, FL: Health Communications, Inc., 2000. Print.

❖ **Work in an anthology**

Donne, John. "The Good-Morrow." *An Anthology of Famous English and American Poetry*. Eds.  
William Rose Benet and Conrad Aiken. New York: Random House, Inc., 1945. 69-70. Print.

❖ **A translated book**

Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason*. Trans. Richard  
Howard. New York: Vintage-Random House, 1988. Print.

❖ **An introduction, preface, foreword, or afterword**

"Immanuel Kant." Introduction. *Nineteenth Century Literature Criticism*. Ed. Denise Evans. Vol. 67.  
Detroit: Gale, 1998. 5-8. Print.

❖ **Article in a Reference Book (e.g. Encyclopedia, Dictionaries)**

Treat an encyclopedia or dictionary entry like a short work in a collection. If the entry lists an author, give the author's name first. If it is unsigned, give the title of the entry first.

"Tutankamen." *The New Encyclopaedia Britannica: Micropaedia*. 15th ed. 2007. Print.

❖ **A government document**

U. S. Department of Education. *Parents Guide to the Internet*. Washington, DC: U.S. Department of  
Education, 1997. Print.

## **PERIODICALS**

### **Basic Format:**

Author(s). "Title of Article." *Title of Periodical Italicized* Day Month Year: page number/s.

Medium of publication.

### **For example:**

#### **❖ A signed article from a daily newspaper**

King, Tom. "Mickey Mouse vs. 'Pearl Harbor.'" *The Wall Street Journal* 6 Apr. 2001: 13-15. Print.

#### **❖ An unsigned article from a daily newspaper**

"The Islands of Aloha" *The Wall Street Journal* 6 Apr. 2001: W14-15. Print.

#### **❖ An article from a monthly or bimonthly magazine**

Cutler, Howard C., M.D. "The Mindful Monk." *Psychology Today* June 2001: 34-38. Print.

#### **❖ An article from a weekly or biweekly magazine**

Cagel, Jess. "Pearl Harbor's Top Gun." *Time* 4 June 2001: 68-70. Print.

#### **❖ An Article in a Scholarly Journal**

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication.

Bagchi, Alaknanda. "Conflicting Nationalisms: The voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature* 15.1 (1996): 41-50. Print.



## ELECTRONIC SOURCES

The majority of this information was gathered from Purdue University Online Writing Lab's instructions for citing electronic web sources, copied from their Web Site:

<http://owl.english.purdue.edu/owl/resource/747/08/>

### **Important Note on the Use of URLs in MLA**

MLA no longer requires the use of URLs in MLA citations. Because Web addresses are not static (i.e. they change often) and because documents sometimes appear in multiple places on the Web (e.g. on multiple databases), MLA explains that most readers can find electronic sources via title or author searches in Internet Search Engines.

*For instructors or editors that still wish to require the use of URLs, MLA suggests that the URL appear in angle brackets after the date of access. Break URLs only after slashes.*

Aristotle. *Poetics*. Trans. S. H. Butcher. *The Internet Classics Archive*. Web Atomic and Massachusetts Institute of Technology, 13 Sept. 2007. Web. 4 Nov. 2008. <<http://classics.mit.edu/>>.

### **Abbreviations Commonly Used with Electronic Sources**

If publishing information is unavailable for entries that require publication information such as publisher (or sponsor) names and publishing dates, MLA requires the use of special abbreviations to indicate that this information is not available. Use *n.p.* to indicate that neither a publisher nor a sponsor name has been provided. Use *n.d.* when the Web page does not provide a publication date.

When an entry requires that you provide a page, but no pages are provided in the source (as in the case of an online-only scholarly journal or a work that appears in an online-only anthology), use the abbreviation *n. pag.*

### **Basic Style for Citations of Electronic Sources**

Here are some common features you should try to find before citing electronic sources in MLA style. Always include as much information as is available/applicable:

- Author and/or editor names (if available)
- Article name in quotation marks (if applicable)
- Name of the database, or title of the Web Site, project, or book in italics.
- Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (if available).
- Date you accessed the material
- Electronic address (URL) (if required, or for your own personal reference). If teacher requires URL, print between carets (<, >).

## Santa Susana High School Style Guide

### Basic Format:

Author. "Title of Article." *Web Site*. Editor. Site Publisher or N.p., Date of Publication or

n.d. Medium of Publication (Web). Date of access. <URL optional>.

### Web Sources

Websites (in MLA style, the "W" in Web is capitalized, and "Web Site" or "Web Sites" are written as two words) and Web pages are arguably the most commonly cited form of electronic resource today. Below are a variety of Web Sites and pages you might need to cite.

### An Entire Web Site

#### Basic format:

*Name of Site*. Date of Posting/Revision. Name of institution/organization affiliated with the site

(sometimes found in copyright statements). Web. Date you accessed the site. <electronic address, opt.>.

**It is necessary to list your date of access, because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site only if your professor requires URLs. Here are some examples:**

*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue University, 2009.

Web. 21 Sept. 2010. <<http://owl.english.purdue.edu/>>.

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U., 28 Nov. 2003. Web. 10 May

2005. <<http://www.cla.purdue.edu/english/theory/>>.

### Weblogs or "blogs"

Editor, screen name, author, or compiler name (if available). "Posting Title." *Name of Site*. Version number (if available). Name of institution/organization affiliated with the site (sponsor or publisher). Medium of publication. Date of access.

Salmar1515 [Sal Hernandez]. "Re: Best Strategy: Fenced Pastures vs. Max Number of Rooms?"

*BoardGameGeek*. BoardGameGeek, 29 Sept. 2008. Web. 5 Apr. 2009.

### **Long URLs**

If you must list URLs, and you come across one that doesn't fit on one line of your Works Cited, the URL should be broken at slashes, when possible.

Some Web sites have unusually long URLs that would be virtually impossible to retype; others use frames, so the URL appears the same for each page. To address this problem, either refer to a site's search URL, or provide the path to the resource from an entry page with an easier URL. Begin the path with the word Path followed by a colon, followed by the name of each link, separated by a semicolon. For example, the Amazon.com URL for customer privacy and security information is <<http://www.amazon.com/exec/obidos/tg/browse/-/551434/104-0801289-6225502>>, so we'd need to simplify the citation:

Amazon.com. "Privacy and Security." Web. 22 May 2006 <<http://www.amazon.com/>>. Path: Help;  
Privacy and Security.

### **A Page on a Web Site**

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Make sure the URL points to the exact page you are referring to, or the entry or home page for a collection of pages you're referring to:

"How to Make Vegetarian Chili." *eHow.com*. eHow, n.d. Web. 10 May 2006. <[http://www.ehow.com/how\\_10727\\_make-vegetarian-chili.html](http://www.ehow.com/how_10727_make-vegetarian-chili.html)>.

Stolley, Karl. "MLA Formatting and Style Guide." *The OWL at Purdue*. 10 May 2006. Purdue University Writing Lab. Web. 2 May 2010.

### **An Image, Including a Painting, Sculpture, or Photograph**

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.

Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo Nacional del Prado*. Web. 22 May 2006.

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*. Web. 22 May 2006.

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If the work is cited on the web only, then provide the name of the artist, the title of the work, the medium of the work, and then follow the citation format for a website. If the work is posted via a username, use that username for the author.

Brandychloe. "Great Horned Owl Family." Photograph. *Webshots*. American Greetings, 22 May 2006. Web. 5 Nov. 2009.

### **A Poem found on a Web Site**

Lastname, Firstname. "Title of Poem in Quotation Marks." Name of site. Version number (if applicable). Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

Frost, Robert. "October." Poets.Org. Academy of American Poets. Web. 2 March 2011.

### **An Article in a Web Magazine**

Author(s). "Title of Article." *Title of Online Publication*. Publisher name, publication date. Medium of publication. Date of Access <electronic address, optional>.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009.

### **An Article in an Online Scholarly Journal**

Online scholarly journals are treated different from online magazines. First, you must include volume and issue information, when available. Also, some electronic journals and magazines provide paragraph or page numbers; again, include them if available.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 33 pars. Web. 8 May 2006  
<<http://www.cdc.gov/ncidod/eid/vol6no6/wheelis.htm>>.

### **Article in an Online Scholarly Journal That Also Appears in Print**

Cite articles in online scholarly journals that also appear in print as you would a scholarly journal in print, including the page range of the article. Provide the medium of publication that you used (in this case, *Web*) and the date of access.

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Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin

Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 595-600. Web. 8 Feb. 2009.

### **An Article from an Electronic Subscription Service**

Cite articles from online databases (e.g. GaleGroup, LexisNexis, ProQuest, JSTOR, ScienceDirect) and other subscription services just as you would print sources. Since these articles usually come from periodicals, be sure to consult the appropriate sections of the Works Cited: Periodicals page, which you can access via its link at the bottom of this page. In addition to this information, provide the title of the database italicized, the medium of publication, and the date of access.

**Note:** Previous editions of the MLA Style Manual required information about the subscribing institution (name and location). This information is no longer required by MLA.

Junge, Wolfgang, and Nathan Nelson. "Nature's Rotary Electromotors." *Science* 29 Apr. 2005: 642-44.

*Science Online*. Web. 5 Mar. 2009.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal* 50.1

(2007): 173-96. *ProQuest*. Web. 27 May 2009.

### **E-mail or Other Personal Communication**

Author. "Title of the message (if any)." Message to person's name. Date of the message. Medium of publication.

**This same format may be used for personal interviews or personal letters. These do not have titles, and the description should be appropriate. Instead of "Message to John Smith," you would have "Personal interview."**

#### **E-mail to You**

Kunka, Andrew. "Re: Modernist Literature." Message to the author. 15 Nov. 2000. E-mail.

**MLA style capitalizes the E in E-mail, and separates E and mail with a hyphen.**

### **E-mail Communication Between Two Parties, Not Including the Author**

Neyhart, David. "Re: Online Tutoring." E-mail to Joe Barbato. 1 Dec. 2000. E-mail.

### **A Listserv or E-mail Discussion List Posting**

Cite Web postings as you would a standard Web entry. Provide the author of the work, the title of the posting in quotation marks, the Web site name in italics, the publisher, and the posting date. Follow with the medium of publication and the date of access. Include screen names as author names when author name is not known. If both

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names are known, place the author's name in brackets. Remember if the publisher of the site is unknown, use the abbreviation *n.p.*

Editor, screen name, author, or compiler name (if available). "Posting Title." *Name of Site*. Version number (if available). Name of institution/organization affiliated with the site (sponsor or publisher). Medium of publication. Date of access.

Salmar1515 [Sal Hernandez]. "Re: Best Strategy: Fenced Pastures vs. Max Number of Rooms?"

*BoardGameGeek*. BoardGameGeek, 29 Sept. 2008. Web. 5 Apr. 2009.

### **MISCELLANEOUS SOURCES**

#### **Films; Radio and Television Programs**

##### **Film**

*Schindler's List*. Dir. Stephen Spielberg. With Liam Neeson. Dream Works. 1996

##### **Television Program**

"The Greenhouse Effect." *Dateline NBC*. Prod. Susan Meyers. NBC, New York. 23 May 2001.

##### **Performances**

*Shadow Hour* by Ralph Troup. Dir. Rick Steinberg. Conejo Players Theater, Thousand Oaks. 20 June 2010.

##### **Works of Art**

Da Vinci, Leonardo. *Mona Lisa*. The Louvre Museum, Paris.

##### **Maps and Charts**

*Ventura County*. Map. Ventura: Automobile Club of Southern California, 2008.

##### **Cartoons and Advertisements**

Schultz, Charles. Cartoon. *The Los Angeles Times*. 22 June 2000: Section E, p.1. McDonalds. "We Love to See You Smile." Advertisement. *People* 23 May 2009: 54.

## **Interviews**

Interviews typically fall into two categories: print or broadcast, published and unpublished interviews, although interviews may also appear in other formats such as in email format or as a Web document.

### **Personal Interviews**

Personal interviews refer to those interviews that you conduct yourself. List the interview by the name of the interviewee. Include the descriptor *Personal interview* and the date of the interview.

Purdue, Pete. *Personal interview*. 1 Dec. 2000.

### **Published Interviews (Print or Broadcast)**

List the interview by the name of the interviewee. If the name of the interview is part of a larger work like a book, a television program, or a film series, place the title of the interview in quotation marks. Place the title of the larger work in italics. If the interview appears as an independent title, italicize it. Determine the medium of publication (e.g. print, Web, DVD) and fill in the rest of the entry with the information required by that medium. For books, include the author or editor name after the book title.

Note: If the interview from which you quote does not feature a title, add the descriptor *Interview* (unformatted) after the interviewee's name. You may also use the descriptor *Interview* by to add the name of the interview to the entry if it is relevant to your paper.

Gaitskill, Mary. Interview with Charles Bock. *Mississippi Review* 27.3 (1999): 129-50. Print.

Amis, Kingsley. "Mimic and Moralism." *Interviews with Britain's Angry Young Men*. By Dale Salwak. San Bernardino, CA: Borgo, 1984. Print.

### **Online-only Published Interviews**

List the interview by the name of the interviewee. If the interview has a title, place it in quotation marks. Cite the remainder of the entry as you would other exclusive Web content. Place the name of the Website in italics, give the publisher name (or sponsor), the publication date, the medium of publication (Web), and the date of access. Remember that if no publisher name is given, insert the abbreviation *n.p.*

Note: If the interview from which you quote does not feature a title, add the descriptor *Interview* (unformatted) after the interviewee's name. You may also use the descriptor *Interview* by to add the name of the interview to the entry if it is relevant to your paper.

Zinkievich, Craig. Interview by Gareth Von Kallenbach. *Skewed and Reviewed*. Skewed and Reviewed, 2009. Web. 15 Mar. 2009.

### **Speeches, Lectures, or Other Oral Presentations (including Conference Presentations)**

Provide the speaker's name. Then, give the title of the speech (if any) in quotation marks. Follow with the name of the meeting and organization, the location of the occasion, and the date. Use the descriptor that appropriately expresses the type of presentation (e.g. Address, Lecture, Reading, Keynote speech, Guest Lecture). Remember to use the abbreviation *n.p.* if the publisher is not known; use *n.d.* if the date is not known.

Stein, Bob. *Computers and Writing Conference*. Purdue University. Union Club Hotel, West Lafayette, IN. 23 May 2003. Keynote address.

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### Works Cited (Sample from Purdue's OWL)

- "Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.
- Clinton, Bill. Interview by Andrew C. Revkin. "Clinton on Climate Change." *New York Times*. New York Times, May 2007. Web. 25 May 2009.
- Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*. New York Times, 22 May 2007. Web. 25 May 2009.
- Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis Guggenheim. *Rogerebert.com*. Sun-Times News Group, 2 June 2006. Web. 24 May 2009.
- GlobalWarming.org*. Cooler Heads Coalition, 2007. Web. 24 May 2009.
- Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology* 14.1 (2007): 27-36. Print.
- An Inconvenient Truth*. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount, 2006. DVD.
- Leroux, Marcel. *Global Warming: Myth Or Reality?: The Erring Ways of Climatology*. New York: Springer, 2005. Print.
- Milken, Michael, Gary Becker, Myron Scholes, and Daniel Kahneman. "On Global Warming and Financial Imbalances." *New Perspectives Quarterly* 23.4 (2006): 63. Print.
- Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American Economic Review* 96.2 (2006): 31-34. Print.
- . "Global Warming Economics." *Science* 9 Nov. 2001: 1283-84. *Science Online*. Web. 24 May 2009.
- Shulte, Bret. "Putting a Price on Pollution." *Usnews.com*. *US News and World Rept.*, 6 May 2007. Web. 24 May 2009.
- Uzawa, Hirofumi. *Economic Theory and Global Warming*. Cambridge: Cambridge UP, 2003. Print.



## PLAGIARISM

According to *A Guide to MLA Documentation*, plagiarism is using someone else's words or ideas without giving proper credit—or without giving any credit at all – to the writer of the original material. Whether plagiarism is intentional or unintentional, it is a serious offense that you can avoid.

### Remember:

- Never submit any writing as representing your own ideas or words when it is not
- Always give formal, direct credit for other people's words or ideas (this includes all sources/critics, and sources such as Cliff's Notes and computer generated resources).
- Always use quotation marks when you are using direct quotations
- Always question yourself about the ethics of what you are doing; ask your teacher if you have any questions regarding plagiarism
- Never, never, never participate in any form of plagiarism

The following excerpt from *A Guide to MLA Documentation* provides examples of what plagiarism is or is not.

### Original Version (Written by Robert Hughes, pg. 68 of A History of English)

Transportation did not stop crime in England or even slow it down. The “criminal class” was not eliminated by transportation, and could not be, because transportation did not deal with the causes of crime.

### Version A

Transportation did not stop crime in England or even slow it down. Criminals were not eliminated by transportation because transportation did not deal with the causes of crime.

**Version A is plagiarism.** Because the writer of Version A does not indicate in the text or in a parenthetical reference that the words and ideas belong to Hughes, her readers will believe the words are hers. She has stolen the words and ideas and has attempted to cover the theft by changing or omitting an occasional word.

### Version B

Robert Hughes points out that transportation did not stop crime in England or even slow it down. The criminal class was not eliminated by transportation, and could not be, because transportation did not deal with the causes of crime (p.168).

**Version B is also plagiarism,** even though the writer acknowledges his source and documents the passage with a parenthetical reference. He has worked from careless notes and has misunderstood the difference between quoting and paraphrasing. He has copied the original word for word yet has supplied no quotation marks to indicate the extent of the borrowing. As written and documented, the passage masquerades as a paraphrase when in fact it is a direct quotation.

**Version C**

Hughes argues that transporting criminals from England to Australia “did not stop crime ... The ‘criminal class’ was not eliminated by transportation, and could not be, because transportation did not deal with the causes of crime”(p.168).

**Version C is one satisfactory way of handling this source material.** The writer has identified her source at the beginning of the sentence, letting readers know who is being quoted. She then explains the concept of transportation in her own words, placing within quotation marks the parts of the original she wants to quote and using ellipsis points to delete the parts she wants to omit. She provides a parenthetical reference to the page number in the source listed in Works Cited.

Extra Copies of the Style Guide are \$1.00 in the Student Store

**MLA Template** – Spring-Ford Area High School offers a helpful works cited guide and template that can be accessed at:

<http://www.spring-ford.net/dept-admin/media/hsmedia/Works%20Cited%20Templates.pdf>

**SAMPLE RESEARCH PAPERS:**

To access a sample research paper, using MLA style formatting, click on the link below.

[http://owl.english.purdue.edu/media/pdf/20091250615234\\_747.pdf](http://owl.english.purdue.edu/media/pdf/20091250615234_747.pdf)

[http://owl.english.purdue.edu/media/pdf/20090701095636\\_747.pdf](http://owl.english.purdue.edu/media/pdf/20090701095636_747.pdf)

<http://dianahacker.com/pdfs/Hacker-Daly-MLA.pdf>

<http://dianahacker.com/pdfs/Hacker-Levi-MLA.pdf>

<http://dianahacker.com/pdfs/Hacker-Lars-MLA.pdf>

<http://bcs.bedfordstmartins.com/resdoc5e/pdf/Hacker-Orlov-MLA.pdf>

<http://www.ccc.commnet.edu/library/mla.pdf>

You will need Adobe Acrobat Reader to view some of these sample papers. You may download a copy of Acrobat Reader for free at: [www.adobe.com/prodindex/acrobat/readstep.html](http://www.adobe.com/prodindex/acrobat/readstep.html).

**This Style Guide is also available on the SSHS Library web site.**

**<http://www.santasusana.org/Downloads/documents/styleguide.pdf>**

**For your science classes: APA Style formatting guidelines may be found at the following sites:**

**<http://owl.english.purdue.edu/owl/resource/560/01/>**

**<http://www.uwsp.edu/psych/apa4b.htm>**

**<http://library.osu.edu/sites/guides/apagd.php>**

**<http://nutsandbolts.washcoll.edu/apa.html>**

**<http://www.wisc.edu/writing/Handbook/DocAPA.html>**

**[http://www.dianahacker.com/resdoc/p04\\_c09\\_o.html](http://www.dianahacker.com/resdoc/p04_c09_o.html)**

**<http://www2.liu.edu/cwis/cwp/library/workshop/citapa.htm>**

**<http://www.ccc.commnet.edu/apa/>**

**<http://www.library.cornell.edu/resrch/citmanage/apa>**

**<http://cas.umkc.edu/writingcenter/StudentResources/Handouts/APA.pdf>**

**Sample Papers: <http://www.ou.edu/cls/reference/pdf/Hacker-Shaw-APA.pdf>**

**[http://owl.english.purdue.edu/media/pdf/20090212013008\\_560.pdf](http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf)**

