TABLE OF CONTENTS:

Purpose

The *Official Research and Documentation Manual for VTSD* will provide students with a simple, thorough and accurate resource for researching, writing and documenting essays. This guide will be flexible enough for teacher-and-grade-level-based-input yet concrete enough for district-wide research requirements.

Mission Statement

The mission of the *Official Research and Documentation Manual for VTSD* is to provide students and faculty a comprehensive guide for the preparation of college level research. It is our goal that every student in Vernon will not only attend institutions of higher learning, but also be prepared for the rigors of academia or the workforce. This guide will serve the needs of both the students and faculty to improve the skills needed for success.

Plagiarism

According to the Oxford English Dictionary, plagiarism is defined as "the action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft."

Turnitin.com:

Vernon Township Public Schools are registered with the anti-plagiarism database Turnitin.com. Therefore, our students will receive thorough training on the proper usage of turnitin.com as an educational tool by the appropriate faculty members. All students will be required to submit all major essays through this website which scans the essay against the internet and a database, confirming the essay's authenticity.

Vernon Township School District

Policy on Plagiarism

FIRST OFFENSE:

1. The student is given a zero on the paper.
2. A conference involving the teacher, guidance counselor and student will be held.
3. Parents are called.
4. The student is mandated to go to the Writing Center (Room 109) after school from 2:00 to 3:15pm to go over the rules of quoting and paraphrasing with the Department Supervisor.
5. No further action is taken

SECOND OFFENSE:

1. The student is given a zero on the paper.
2. A conference involving the teacher, guidance counselor and student will be held.
3. Parents are called.
4. The student is mandated to go to the Writing Center (Room 109) after school from 2:00 to 3:15pm to go over the rules of quoting and paraphrasing with the Department Supervisor.
5. The assistant principals will assign the student two Saturday detentions.

Notes:

Teachers have complete discretion to decide if the work has been plagiarized based on careful review of the Turnitin documentation. They are the ones who will be pursuing the case. They can ask for guidance from other teachers or the department supervisors. Cases of academic fraud where students "borrow" projects and papers from students outside of Turnitin, will be dealt with by their individual teacher.

There will be a central list of students who have been caught plagiarizing kept by the English Department Supervisor. The list will be generated by the Writing Center after the student has completed his or her one-hour training.

The Writing Process

Step 1. Prewrite: The stage when the writer develops ideas and/or research. Examples of prewriting formats include: free-write, journal, lists, visualize, brainstorm, graphic organizer, topic chart, outline.

Step 2. Draft: The stage when the writer begins recording ideas in rough form.

Step 3. Edit: The stage when the writer cleans up the paper and makes grammatical and structural changes as necessary.

Step 4: Revise: The stage when the writer revisits and expands ideas, makes decisions about places where writing could be clearer, more interesting, more informative, and more convincing.

Step 5: Publish: The stage when the writer prints final copy, submits paper to turnitin.com, and /or submits paper to teacher

Organizational Tools

The following is a checklist that identifies areas that must be addressed in your essay:

- ✓ Paper has an MLA heading and is paginated **(see pages 7-8)**.
- ✓ Paper is double spaced, with 1 inch margins, and is written in a legible 12 point font such as Times New Roman.
- ✓ Paper has an original, clever title.
- ✓ Paper has a sophisticated opening strategy.
- ✓ Thesis is set up properly and contains the necessary components **(see page 6)**.
- ✓ **When introducing a quoted or paraphrased passage, the author's name and title must precede the information (use a signal phrase) (see page 9).**
- ✓ Quotes are documented properly.
- ✓ The body paragraphs spend a significant amount of time analyzing the quotes, not summarizing them.
- ✓ The paper has sophisticated transitions.
- ✓ The conclusion actually draws a conclusion.
- ✓ The paper avoids 1st person (I, me, our, we, us).
- ✓ The paper avoids 2nd second person (YOU).
- ✓ Maintain consistency in verb tense usage.

Acceptable and Unacceptable Sources

We advocate the use of books, reference material and acceptable websites.

An Unacceptable Source would be:

- Any online encyclopedia (ie. Wikipedia, Brittanica, World Book etc…)
- Any blog or message board
- Personal Websites
- Any website without an author
- Most websites that end in .com, .net, and .org

Acceptable Sources would be:

- Most books
- Online journals
- Proquest
- Ebsco
- JSTOR
- MLA
- Most websites that end in .edu and .gov

Search Engines are valuable as a starting point in the research process. However, each "hit" needs to be thoroughly investigated to determine its acceptability.

Thesis Statements

-tell the reader how you will interpret the significance of the subject matter under discussion.

-are a road map for the paper; in other words, they tell the reader what to expect from the rest of the paper.

-directly answer the question asked of you. A thesis is an interpretation of a question or subject, not the subject itself. The subject, or topic, of an essay might be World War II or Moby Dick; a thesis must then offer a way to understand the war or novel.

-make a claim that others must dispute.

-are usually a single sentence somewhere towards the end of your first paragraph that presents your argument to the reader. The rest of the paper, the body of the essay, gathers and organizes evidence that will persuade the reader of the logic of your interpretation.

A Weak Thesis Statement: There are some positive and negative aspects to the Banana Herb Tea Supplement.

A Good Thesis Statement: Because Banana Herb Tea supplement promotes rapid weight loss that results in the loss of muscle and lean body mass, it poses a potential danger to customers.

 A Weak Thesis Statement: World hunger has many causes and effects.

A Strong Thesis Statement: Hunger persists in Guatemala because jobs are scarce and farming in the infertile soil is rarely profitable.

A Weak Thesis Statement: Mark Twain's *Huckleberry Finn* is a great American novel.

A Strong Thesis Statement: Through its contrasting river and shore scenes, Twain's *Huckleberry Finn* suggests that to find the true expression of American ideals, one must leave 'civilized' society and go back to nature.

THE MODERN LANGUAGE ASSOCIATION

MLA

Formatting the First Page of Your Paper:

-Do not make a title page for your paper unless specifically requested.

-In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.

-Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.

-Use quotation marks and/or italics when referring to other works in your title, just as you would in your text: *Fear and Loathing in Las Vegas* as Morality Play; Human Weariness in "After Apple Picking"

-Double space between the title and the first line of the text.

-Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. (Note: Your instructor or other readers may ask that you omit last name/page number header on your first page. Always follow instructor guidelines.)

Here is a sample of the first page of a paper in MLA style:

Beth Catlin

Professor Elaine Bassett

English 106

3 August 2009

Andrew Carnegie: The Father of Middle-Class America

For decades Americans couldn't help but love the red-headed, fun-loving Little Orphan Annie. The image of the little girl moving so quickly from poverty to wealth provided hope for the poor in the 1930s, and her story continues to be a dream of what the future just might hold. The rags-to-riches phenomenon is the heart of the American Dream. And few other people have embodied this phenomenon as much as Andrew Carnegie did in the late 1800s and early 1900s. His example and industry caused him to become the father of middle-class America.

Andrew Carnegie can be looked to as an ideal example of a poor immigrant making his way up to become leader of the capitalist world. Carnegie was born into a poor working-class family in Scotland. According to the PBS documentary "The Richest Man in the World: Andrew Carnegie," the Industrial Revolution was difficult on Carnegie's father, causing him to lose his weaving business. The Carnegie family was much opposed to the idea of a privileged class, who gained their wealth simply by inheritance ("Richest"). This type of upbringing played a large factor in Andrew Carnegie's destiny. In order to appease his mother's desire for material benefits, and perhaps in an effort to heal his father's wounds, Carnegie rejected poverty and cleaved to prosperity.

Carnegie's character was ideal for gaining wealth. His mother taught him to "look after the pennies, and the pounds will take care of themselves;" he later turned this proverb into "watch the costs, and the profits take care of themselves" ("Richest"). Such thrift was integral to his future success. He also believed that "all is well since all goes better" ("Richest"). His theory

In-Text Citations

MLA format follows the author-page method of in-text citation. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence.

For example:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings"

(263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

Signal Phrases:

For Print sources like books, magazines, scholarly journal articles, and newspapers, provide **a signal word or phrase (usually the author's last name) and a page number.** If you provide **the signal word/phrase** in the sentence, you do not need to include it in the parenthetical citation.

For Example:

Human beings have been described by Kenneth Burke as "symbol-using animals" (3).

Human beings have been described as "symbol-using animals" (Burke 3).

In-Text Citations for Print Sources with No Known Author:

When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's a short work (e.g. articles, short stories, poems etc…) or italicize it if it's a longer work (e.g. plays, books, television shows, entire websites etc…) and provide a page number.

We see so many global warming hotspots in North America likely because this region has "more readily

accessible climatic data and more comprehensive programs to monitor and study environmental change "

("Impact of Global Warming" 6).

Citing Non-Print or Sources from the Internet:

With more and more scholarly work being posted on the Internet, you may have to cite research you have completed in virtual environments. While many sources on the Internet should not be used for scholarly work (see page 3), some Web sources are perfectly acceptable for research. **When creating in-text citations for electronic, film, or Internet sources, remember that your citation must reference the source in your Works Cited.**

- Include in the text the first item that appears in the Work Cited entry that corresponds to the citation (e.g. author name, article name, website name, film name).

- You do not need to give paragraph numbers or page numbers based on your Web browser's print preview function.

- Unless you must list the website name in the signal phrase in order to get the reader to the appropriate entry, do not include URLs in-text. Only provide partial URLs such as when the name of the site includes, for example, a domain name, like *CNN.com* or *Forbes.com* as opposed to writing out http://www.cnn.com or http://www.forbes.com. *REMEMBER THE USAGE OF THESE WEBSITES MUST BE APPROVED BY YOUR INSTRUCTOR.*

The Rule for Internet Sources:

In your in-text citation you must provide a point of reference to lead your reader to the Works Cited entry.

For Example: NO AUTHOR

In the article entitled "Bono is Washed Up," "U2 needs to retire from live performances" (*nytimes.com*).

- ❖ This will signal the reader to reference the article from nytimes.com on the Works Cited page.

OR

For Example: WITH AN AUTHOR

In the article entitled "Bono is Washed Up," by Paul Krugman, "U2 needs to retire from live performances" (Krugman).

QUOTATIONS

Short:

To indicate short quotations (**fewer than four typed lines of prose or three lines of verse**) in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference on the Works Cited page.

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: (a space should precede and follow the slash)

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

Long / Block Quotes:

For quotations that extend to more than four lines of verse or prose: place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented one inch from the left margin; maintain double-spacing. Only indent the first line of the quotation by a half inch if you are citing multiple paragraphs. Your parenthetical citation should come after the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay).

FOR PROSE:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

> They entirely refused to have it in bed with them, or even in their room, and I had no more sense,
>
> so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else
>
> attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting
>
> his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in
>
> recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

FOR POETRY:

When citing long sections of poetry, keep formatting as close to the original as possible:

In his poem "My Papa's Waltz," Theodore Roethke explores his childhood with his father:

> The whiskey on your breath
> Could make a small boy dizzy;
> But I hung on like death:
> Such waltzing was not easy.
> We Romped until the pans
> Slid from the kitchen shelf;
> My mother's countenance
> Could not unfrown itself. (quoted in Shrodes, Finestone, Shugrue 202)

SOME HINTS:

1. Note the difference in citation. In a block quote, the citation comes **after** the end punctuation of the sentence.
2. It is up to your discretion when a quote is exactly four lines of prose or three lines of poetry as to whether or not you use a block quote.

WORKS CITED PAGE

BASIC RULES FOR MLA:

- 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.

- ALL SOURCES MUST APPEAR IN ALPHABETICAL ORDER ACCORDING TO AUTHOR'S LAST NAME or UNKNOWN SOURCE'S TITLE, EDITOR, TRANSLATOR, ETC.

- 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.

- **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).

WORKS CITED ENTRIES

When you are gathering book sources, be sure to make note of the following bibliographic items: author name(s), book title, publication date, publisher, place of publication. The medium of publication for all "hard copy" books is Print.

Basic Format for a Book:

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

Book with One Author:

Gleick, James. *Chaos: Making a New Science*. New York: Penguin, 1987. Print.

Book With More Than One Author:

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000.

      Print.

A Work in an Anthology, Reference, or Collection:

Works may include an essay in an edited collection or anthology, or a chapter of a book. The basic form

is:

Lastname, First name. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). Place of Publication:

      Publisher, Year. Page range of entry. Medium of Publication.

For Example:

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*.

      Ed. Ben Rafoth. Portsmouth, NH: Heinemann, 2000. 24-34. Print.

Poem or Short Story Examples:

"Red, Red Rose." *100 Best-Loved Poems*. Ed. Philip Smith. New York: Dover, 1995. 26. Print.

Kincaid, Jamaica. "Girl." *The Vintage Book of Contemporary American Short Stories*. Ed. Tobias Wolff.

New York: Vintage, 1994. 306-07. Print.

Article in a Reference Book (e.g. Encyclopedias, Dictionaries):

For entries in encyclopedias, dictionaries, and other reference works, cite the piece as you would any

other work in a collection but do not include the publisher information. Also, if the reference book is

organized alphabetically, as most are, do not list the volume or the page number of the article or item.

"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997. Print.

An Article in a Scholarly Journal:

Basic Format:

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.

Citing an Entire Web Site

- 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.

- **Remember to use *n.p.* if no publisher name is available and *n.d.* if no publishing date is
  given**.

- Editor, author, or compiler name (if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

Cite No Author:

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue University, 2008. Web. 23 Apr. 2008.

Cite With Author:

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003. Web. 10 May 2006.

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 National del Prado*. Web. 22 May 2006.

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

Article in an Online-only Scholarly Journal:

MLA requires a page range for articles that appear in Scholarly Journals. If the journal you are citing appears exclusively in an online format (i.e. there is no corresponding print publication) that does not make use of page numbers, use the abbreviation *n. pag.* to denote that there is no pagination for the publication.

Dolby, Nadine. "Research in Youth Culture and Policy: Current Conditions and Future Directions." *Social*

Work and Society: The International Online-Only Journal 6.2 (2008): n. pag. Web. 20 May 2009.

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.

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 Online Database (or Other Electronic Subscription Service):

Cite articles from online databases (e.g. 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.

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.

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.

Recorded Films or Movies:

List films by their title. Include the name of the director, the distributor, and the release year. If relevant, list performer names after the director's name. Use the abbreviation *perf.* to head the list. End the entry with the appropriate medium of publication (e.g. DVD, VHS, Laser disc).

Ed Wood. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. Touchstone, 1994. DVD.

Sound Recordings:

List sound recordings in such a way that they can easily be found by readers. Generally, citations begin with the artist name. They might also be listed by composers (*comp.*) or performers (*perf.*). Otherwise, list composer and performer information after the album title.

Use the appropriate abbreviation after the person's name and a comma, when needed. Put individual song titles in quotation marks. Album names are italicized. Provide the name of the recording manufacturer followed by the publication date (or *n.d.*, if date is unknown). List the appropriate medium at the end of the entry (e.g. CD, LP, Audiocassette). For MP3 recordings, see the "Digital Files" section below.

Note: If you know and desire to list the recording date, include this information before the manufacturer name. Use the abbreviation for "recorded" (*Rec.*) and list the recording date (dd mm year format) before the manufacturer name.

Foo Fighters. *In Your Honor*. RCA, 2005. CD.

Nirvana. "Smells Like Teen Spirit." *Nevermind*. Geffen, 1991. MP3.

THE FOLLOWING IS AN EXAMPLE OF A PROPERLY FORMATTED WORKS CITED PAGE

Works Cited

"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 & World Rept*., 6 May 2007. Web. 24 May

2009.

Uzawa, Hirofumi. *Economic Theory and Global Warming*. Cambridge: Cambridge UP, 2003. Print.

Grammar:

Active / Passive Voice:

Passive voice is wordy. You need be concise with your writing. Therefore, avoid a being verb before an action verb.

Being Verbs:	Action Verbs:
• **Is** • **Am** • **Are** • **Was** • **Were** • **Been** • **Be**	• **Write** • **Eat** • **Swim** • **Drink** • **Discover**

Avoid writing a sentence like:	Instead, write a sentence like:
Jim has written his research paper.	Jim wrote his research paper.

Semi-Colons:

When you are linking two complete sentences, use a semi-colon to pause between the two. YOU MUST HAVE A COMPLETE SENTENCE BEFORE AND AFTER A SEMI-COLON.

For Example:

Please check your grades on power school; there is no error on the school's part.

Colons:

Use a colon:

1) After the salutation of a business letter.
   Example: Dear Sir:
   　　　　　　Dear Mrs. Smith:
2) Before a long list of items which are preceded by the words, "the following," "as follows," and "such as."

Punctuation with Quotes:

With periods, commas, question marks and exclamation points:

"Periods, commas, question marks and exclamation points" Mel says, "always go INSIDE the closing quotation mark in the United States."

With semicolons and colons:

Semi-colons and colons always go OUTSIDE the closing quotation.

Example: I don't agree with John who said, "I think these rules are stupid"; however, I believe he has the right to his opinion.

For further reference:

A complete, comprehensive and up-to-date online grammar and punctuation guide can be found at: owl.english.purdue.edu/handouts/grammar

How to Format a Header:

To get your name and page number into the top right hand corner of the essay:

1. Insert
2. Page Numbers
3. Top of page
4. Select "Plain Number 3"
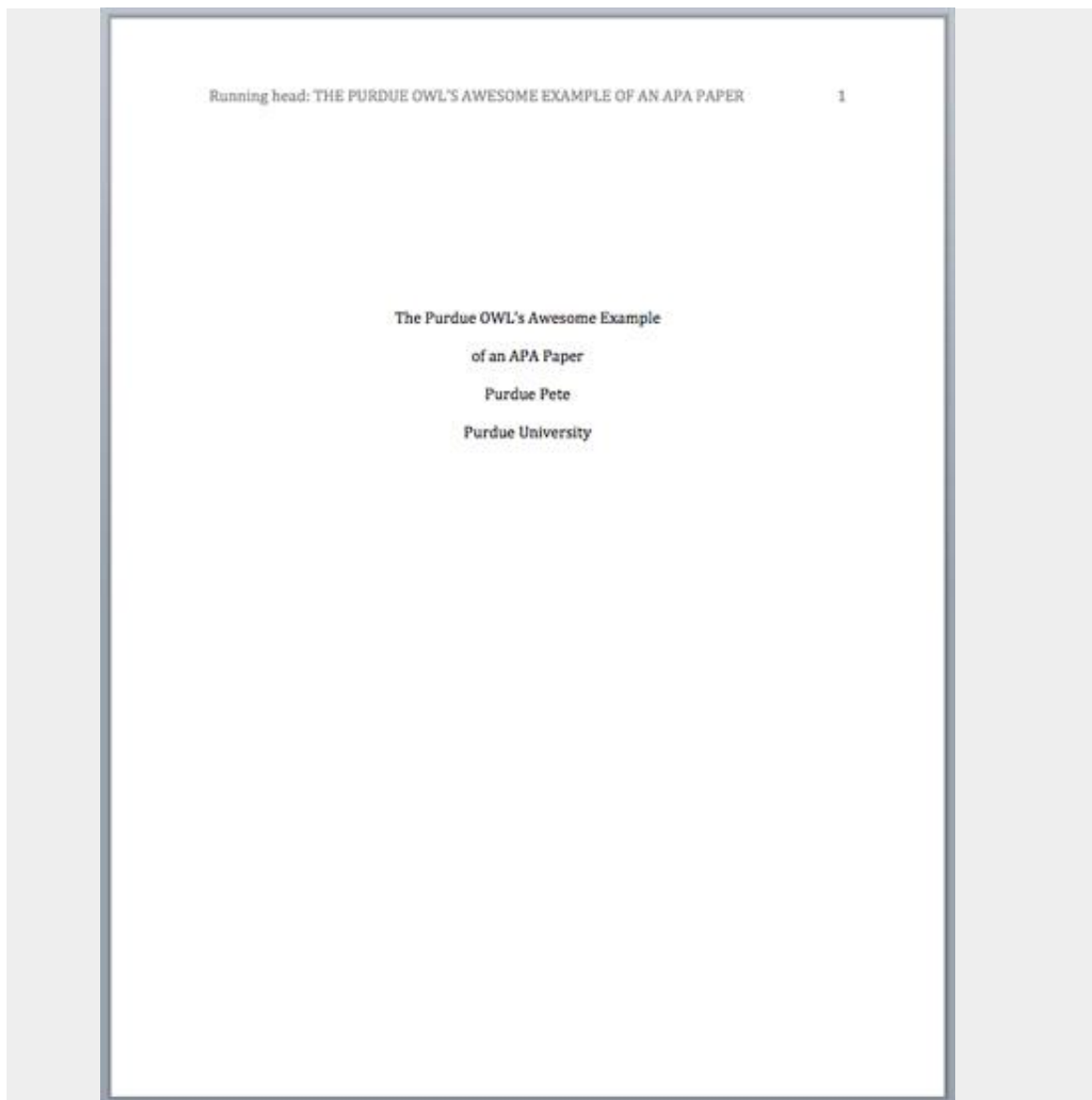5. Double click to the left of the number
6. Write your name

APA FORMAT

AMERICAN PSYCHOLOGY ASSOCIATION

Students enrolled in social science courses (ie. Psychology and Sociology) will be utilizing the APA format and can reference the following pages.

Title Page:

The title page should contain the **title** of the paper, the **author's name**, and the **institutional affiliation**. Include the page header (described above) flush left with the page number flush right at the top of the page. Please note that on the title page, your page header should look like this:

For Example:

Running head: THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER   1

The Purdue OWL's Awesome Example

of an APA Paper

Purdue Pete

Purdue University

APA FORMAT

Some Citation Rules:

- When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.
- If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.

In-Text Citation Capitalization, Quotes, and Italics/Underlining:

- Always capitalize proper nouns, including author names and initials: D. Jones.

- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media*, *There Is Nothing Left to Lose*.

(**Note:** in your References list, only the first word of a title will be capitalized: Writing new media.)

- When capitalizing titles, capitalize both words in a hyphenated compound word: *Natural-Born Cyborgs*.

- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."

- Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind*; *The Wizard of Oz*; *Friends*.

- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

Short Quotations:

- If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

   According to Jones (1998), "Students often had difficulty using APA style, especially

   when it was their first time" (p. 199).

APA FORMAT

Jones (1998) found "students often had difficulty using APA style" (p. 199); what

implications does this have for teachers?

- If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

    She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she

    did not offer an explanation as to why.

Long Quotations:

- Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

    Jones's (1998) study found the following:

    > Students often had difficulty using APA style,
    >
    > especially when it was their first time citing sources.
    >
    > This difficulty could be attributed to the fact that many
    >
    > students failed to purchase a style manual or to ask
    >
    > their teacher for help. (p. 199)

Summary or Paraphrase:

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

APA FORMAT

Reference List

Basic Form:

APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized or underlined.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages.

Article in Journal Paginated by Volume:

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology, 55*, 893-896.

Article in Journal Paginated by Issue:

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Scruton, R. (1996). The eclipse of listening. *The New Criterion, 15*(30), 5-13.

Article in a Magazine:

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time, 135*, 28-31.

Article in a Newspaper:

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

Basic Format for Books:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

APA FORMAT

Article From an Online Periodical:

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number* (issue number if available). Retrieved from http://www.someaddress.com/full/url/

Bernstein, M. (2002). 10 tips on writing the living Web. *A list apart: For people who make websites, 149.* Retrieved from http://www.alistapart.com/articles/writeliving.

For Further Reference:

A complete, comprehensive and up-to-date online APA guide can be found at: http://owl.english.purdue.edu/owl/section/2/10/

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