

Franklin High School Guide to the Research Paper

The purpose of research is for a student to investigate a topic in depth, gathering facts and evidence to support a thesis. The skills involved in such an endeavor—reading, writing, note-taking, planning, problem-solving, thinking critically—are valuable not just in school but in life as well.

Guide Contents

Academic Integrity	1	Using Quotations	5
Note-taking Procedures	1	Using Parenthetical Citations	6
How to Avoid Plagiarism	2	Works Cited	7
Thesis Statement	3	Keyboard Procedures and Other Guidelines	13
Rules to Remember in Outlining	4		

The information presented in this guide is based on Joseph Gibaldi's MLA Handbook for Writers of Research Papers, 6th edition, published by the Modern Language Association in 2003.

Academic Integrity

Students should be aware of the seriousness with which teachers approach the research process. You should avoid sharing materials with your friends. Once you have loaned your paper or notes to someone else, you may be held responsible if they are misused. Providing work to someone else, copying another student's work, submitting work which is not your own, or plagiarizing may result in a zero on the paper, an office referral, a suspension, or removal from the National Honor Society. With the ease of copying and pasting from the Internet these days, as well as the availability of ready-made papers, it is important that you pay particular attention to how you use information found on the Internet.

Note-taking Procedures

The purpose of note-taking is to gather information from a variety of sources. There are several rules that will help you in taking notes.

1. Use only one side of the card and title it with a topic.
2. Include a capital letter to identify each bibliographical source and number the card.
3. Include the page number where you found the information.
4. Have only one piece of information or idea per card.
5. Create a bibliography card for each source from which you take notes.

Bibliography cards will be used to create a list of **Works Cited**.

Kinds of Notes

	<u>QUOTATION</u>	<u>PARAPHRASE</u>	<u>SUMMARY</u>
LENGTH	same as original	same as original	main ideas
ORDER	same as original	same as original	any order
LANGUAGE	author's	note-taker's	note-taker's
INTENT	author's	author's	note-taker's
WHEN USED	distinguished writing; tone not able to be translated	brief item of info.; undistinguished in its writing	when main idea is important

Sample Notecard—Paraphrase

<p style="margin: 0;"><i>A-1</i></p> <p style="margin: 10px 0 0 40px;"><i>Poetry in mid-18th century</i> (Topic of card)</p> <p style="margin: 10px 0 0 40px;"><i>Middle of 18th century was period of transition: experiments in form and content</i></p> <p style="text-align: right; margin: 0;"><i>p. 856</i></p>

How to Avoid Plagiarism

Plagiarism, which literally means kidnapping, is stealing someone's idea and passing it off as your own. Although it may be intentional, it is frequently unintentional, a result of your not knowing when to document. Therefore, it is vital that you understand documentation. Stealing intellectual property is treated as seriously as the theft of physical property. Consequences may include an office referral, suspension, or removal from the National Honor Society. Consequences for college students may be failure for the course or even dismissal from that college or university.

1. **A fact that is not common knowledge must be documented.** We say that something is common knowledge if it is widely known by most people in our society. For example, you would **not** use a citation to write that *the United States declared independence from Great Britain in 1776*.

2. **When you write about an idea other than your own, you must make it clear whose idea it is.** Failure to do so is considered plagiarism, which is a form of academic dishonesty.

Example: The tone and structure of this poem suggest peace. [**Your** idea--no citation needed]

Example: East of Eden is Steinbeck's best book. (Krutch 370). [**Krutch's** idea with your paraphrase of his idea; documentation included]

3. **If you want to use someone else's exact words, you must put them in quotation marks and cite them.**

Example: "Stated in the barest terms, Good and Evil are absolute things, and in making a choice between them, man is a free agent" (Krutch 371).

If the quotation is longer than four lines, refer to instructions in **Keyboard Procedures** at the end of the guide.

4. **When you paraphrase an author's idea, you must write the idea in your own words and not just change a few of the author's words or cut and paste from the Internet.**

Original source: "The writer has aimed high and then summoned every ounce of energy, talent, seriousness and passion of which he was capable" (Krutch 370).

Incorrect paraphrase: The writer aimed high and summoned all the elements of creativity which he could (Krutch 370).

Even though you have cited the author's idea in your paper, you have followed his words so closely that you are still plagiarizing. If you believe that the words the author used to state his ideas are important, you should quote him exactly.

Correct paraphrase: Steinbeck has used all his creative capabilities to produce this exceptionally good work (Krutch 370).

Thesis Statement

A thesis statement is to a term paper what a topic sentence is to a composition.

A thesis statement sums up the central idea and purpose of your term paper in one sentence. It serves as a guide to help you arrange material and stick to the topic. Like a topic sentence, it should be broad enough to be discussed intelligently but narrow enough to focus on a specific issue or phase of literature. The thesis is formulated while you are reading and should be a product of your own thinking, not an idea found ready-made in a source. The thesis controls what sort of material you will look for and what you will include in the paper.

A good research paper should support a particular point. The thesis is a statement of the point that your paper will be trying to prove. A paper that merely collects a mixture of facts does not serve any useful purpose. There are several things to remember about a thesis statement.

1. Your thesis should not be an indisputable fact. No evidence can be, or needs to be, presented to prove a fact.
2. Your thesis should not be merely personal opinions. Opinions are entirely subjective and cannot be supported by recognized, authoritative resources.
3. Your research should present an arguable point that can be supported by factual research.
4. Your thesis should be a complete sentence.
5. Your thesis should have one main idea that is stated clearly and explicitly.
6. Your thesis should realistically limit the topic.
7. Your thesis should not be a question.
8. Your thesis should be stated at the end of the introduction and at the beginning of the conclusion.

Rules to Remember in Outlining

1. Place the centered title above the outline. It should reflect the content of your paper.
2. The thesis statement should appear between the title of the outline and Roman numeral I.
3. The main topics of the outline must correspond to the thesis statement.
4. The main points of the body should be developed in the order in which they are presented in the thesis.
5. The correct order of ideas (and the numbering and lettering system) should be:

I. Roman numerals = main topics

A. Capital letters = subtopics of the main topics

1. Arabic numerals = subtopics of the capital letters

a. Small letters = subtopics of the Arabic numerals

(1) Arabic numerals in parentheses = subtopics of the small letters

(a) Small letters in parentheses = subtopics of the above

(b)

(2)

b.

2.

B.

II.

III.

6. There should be a period after every number and letter in the outline except for those in parentheses.
7. The first word of each topic and subtopic should be capitalized. Do not capitalize words other than the first unless they are proper nouns.
8. The Roman numerals should be placed in a column so that the periods form a straight line. Indent subtopics so that all letters or numbers of the same kind will be directly under one another.
9. If any topic or subtopic takes more than one line, begin the second line directly under the first word of the first line.
10. Your outline will be one of three types: phrase, topic, or sentence. Do not mix phrases, topics, or sentences in the same outline.
11. Topics should be parallel in structure.
12. There must never be a lone subtopic. You cannot divide something into less than two parts; therefore, every A must have a B; every 1 must have a 2.
13. Do not use meaningless topics such as "introduction," "body," or "conclusion."
14. The outline should be single-spaced.

Sample Outline

Ezra Pound's poem "Canto" fits the characteristics of a modern poem.

I. Definition

- A. Modern poetry
- B. Techniques
 1. Negative tone
 2. Poetic devices
- C. Format
 1. Structure
 2. Word choice

II. "Canto"

- A. Content
 1. Sadness
 - a. Hope
 - b. Failure
 2. Allusions
 3. Images
 - a. Eyes
 - b. Helmet
- B. Form
 1. Free verse
 2. Common speech
 3. Layout

This sample is based on an outline prepared by Eric Hempton.

Using Quotations

1. Note the punctuation and capitalization in these four different methods of using quotations.

The editors from Sports Illustrated noted, "Versatile Negro League Hall of Fame player Leon Day is one of the top 50 greatest sports figures from Maryland" (65).

"Pam Shriver became the youngest women's tennis singles finalist in U. S. Open History . . . at age 16," added the editors ("50 Great" 65).

"Individuals must cultivate," according to Gandhi, "the spirit of service, truth, nonviolence, self-restraint, and patience" (Bush 54).

The majority of Pakistanis are Muslim, but there are also "members of other religions such as Hindus, Christians, Buddhists, and Baha'is of Iranian descent" (Pakistani 614).

2. When a quote takes more than four lines, use the block format (also called the display form). From the left margin, indent one inch on computers or ten spaces on typewriters. Continue to double space and type all the way to the right margin. No quotation marks are used, and the closing punctuation goes before the citation. The parenthetical citation is placed two spaces after the period or the last ellipsis point. The writer's introduction to the quoted material is handled as with any quote. If punctuation is necessary, the writer may use a comma or a colon, whichever is appropriate.

As with any growing community, the town of Glyndon realized in the early 1900s that a fire company was necessary.

Residents met on March 4, 1904, in Townsend Hall and decided to form a volunteer fire company. A committee was established to approach the County Commissioners for aid. The Commissioners agreed to give matching funds up to \$300 toward purchase of a piece of apparatus. Fundraising efforts began with a bazaar and entertainment held at Glyndon Park, followed by a special subscription by the community residents and an Oyster Supper. (Story 33)

3. If omitting material from a quoted passage of prose or poetry, you must use ellipsis points (periods with spaces between). However, in doing so you may not change the meaning of the sentences. It must also be grammatically correct.

Original: "Gatsby believed in the green light, the future that year by year recedes before us. It eluded us then, but that's no matter—tomorrow we will run faster, stretch out our arms farther."

New: "Gatsby believed in . . . the future that year by year recedes before us" (Fitzgerald 189).

Quotation with the end of the sentence omitted: Scout noted that the courtroom was like "a cold February morning, when the mockingbirds were still. . . ." (Use a period and add 3 ellipses.)

Quotation with the end omitted but a parenthetical citation included: "Maycomb was an old town, but it was a tired old town when I first knew it. In rainy weather the streets turned to red slop . . ." (Lee 9). (Use the ellipses and the closing period after the citation.)

Quotation with the beginning omitted: ". . . It was a tired old town when I first knew it" (Lee 9).

Omitting a line of poetry: Type a line of spaced periods approximately the length of a line of the poem. (When several lines are used, it is done like display/block format.)

And the Raven, never flitting, still is sitting, still is sitting,

 And his eyes have all the seeming of a demon's that is dreaming.

4. A word or brief phrase enclosed in square brackets [], not parentheses, may be used for clarity.

The paper concluded that "he [W. E. B. Dubois] looms large as a writer, editor, scholar, educator, historian, sociologist, and student of Africa."

5. Capitalization and end punctuation may be changed.

". . . As a writer, editor, . . . and student of Africa," DuBois towers as an important figure in African American history.

Using Parenthetical Citations

Parenthetical citations give the reader the information necessary to locate the source in which you found the information. Usually the citation uses the first word of the source as listed in **Works Cited**.

1. If your bibliography includes a work by one author, cite information from that source by putting in parentheses the author's last name and the page number of the information.

The opening states that the President's desk "is made from the wood of HMS *Resolute*, a British ship that sank in American waters during the 1850s" (Clancy 2).

2. If you use the author's name in introducing a quotation or information, you may simply give the page reference in the citation.

Tom Clancy opens the novel with a reference to "HMS *Resolute*, a British ship that sank in American waters during the 1850s" (2).

3. If your bibliography contains two or more works by the same author, include the author's name followed by a comma and a shortened version of the title of the work from which the information was taken.

In order to ensure the President's safety, his chair had a "high back [which] included sheets of DuPont Kevlar . . . as additional protection against bullets" (Clancy, Clear 2).

4. If you are citing a source with two authors, give both authors' last names and a page reference.

"When they were subjected to constant illumination," the number of bats declined (Yalden and Morris 186).

5. If you are citing a magazine or newspaper article with an author named, give the author's last name and the page number.

"The Asian flu of 1957 killed about 70,000 Americans" (Gadsby 85).

6. If you are citing a magazine or newspaper article with no author named, use a shortened form of the title of the article and the page number.

"The 2006 Mazda MX-5 is a complete break from its predecessor, with a new, dedicated platform and fresh body work" ("Prototypical" 62).

7. If you are citing an unsigned article from a general reference work, just place the title of the article or a shortened version of it in parentheses. Page numbers are not needed for single-page articles or for encyclopedias in which information is arranged alphabetically.

After the French and Indian War, there was no apparent unhappiness with British rule ("Declaration").

If the reference work has an author, put the author's last name and page number.

8. For a website on the Internet with no pagination, use a shortened form of the title of the document or the webpage.

According to the Federation for American Immigration Reform, "Over eight million illegal immigrants live in the United States -- some estimate even more" (Illegal)

9. For a play, list the act, scene, and line number. You may omit the writer and use a shortened form of the titles when comparing two plays by the playwright.

He is "bewitched by the charm of looks" (Macbeth 1. 4. 267).

10. If you refer to two or more sources within a single reference, cite them as you would individually, but separate them with a semicolon.

The writers address the increasing possibility of fatalities caused by their pests (Walden and Morris 186; Gadsby 85).

Works Cited

Works Cited is a list of sources that you have incorporated within your paper. It is not a list of all the works that you found that addressed your topic. The word “bibliography,” which means a list of the sources consulted and cited in a paper, has been replaced with the term “works cited” in the MLA format.

It is best to write the **Works Cited** list before you write the report so that you will know what information to use as you write your parenthetical citations. If you already have all of your sources listed on note cards, just remove the cards for any source that you do not plan to use in your paper. Arrange the remaining cards in alphabetical order by the first significant word on the bibliography card (disregard **an**, **a**, and **the** when they appear as the first word).

An alphabetical list of your sources begins with a title centered one inch from the top of the page. After the title, double-space once and begin your list of entries following the forms given below. Each entry begins at the left margin, and any additional lines are indented five spaces or a standard tab key. The list is double-spaced within each entry and double-spaced between each additional entry.

When a publication or database does not indicate the publisher, the place or date of publication, or the pagination, use the following symbols:

n.p. No place of publication given n.d. No date of publication given
n.p. No publisher given n. pag. No pagination given

Books

Source	MLA Format with Example
One author	<i>Last Name of Author, First Name. <u>Title of Book</u>. City of Publication: Publisher, Year of Publication.</i> Clancy, Tom. <u>Clear and Present Danger</u> . New York: Berkley Books, 1989.
Additional source by same author	<i>Three hyphens. <u>Title</u>. City of Publication: Publisher, Year of Publication.</i> ---. <u>The Hunt for Red October</u> . New York: Berkley Books. 1985.
Two or three authors	<i>Last Name of Author, First Name (1st author), First Name Last Name (2nd author), and First Name Last Name (3rd author). <u>Title</u>. City of Publication: Publisher, Year of Publication.</i> Crisfield, Deborah W., and Mark Gola. <u>Winning Soccer for Girls</u> . New York: Facts on File, 2002.
Book with an editor	<i>Last Name of Editor, First Name, ed. <u>Title of Book</u>. City of Publication: Publisher, Year of Publication.</i> Bloom, Harold, ed. <u>Langston Hughes</u> . New York: Chelsea House Publishers, 1989.
Work included in an anthology or collection (essay, short story, poem, play, etc.)	<i>Last Name, First Name of Author of Work. “Title of Work.” <u>Title of Book</u>. Ed. Editor’s First Name Last Name. City of Publication: Publisher, Year of Publication. Page Numbers.</i> Hurston, Zora Neale. “The Gilded Six-Bits.” <u>Calling the Wind: Twentieth-Century African-American Short Stories</u> . Ed. Clarence Major. New York: HarperCollins Publishers, 1993. 69-78.
Article in a reference book or encyclopedia	<i>Last Name, First Name of Author of Article (if given). “Title of Article.” <u>Title of Reference Book</u>. Ed. Editor’s First Name Last Name (if given). Volume Number (if given). City of Publication: Publisher, Year of Publication.</i> Hillstrom, Laurie Collier. “Dave Matthews Band.” <u>Contemporary Musicians</u> . Ed. Sean Pollock. Vol. 18. Detroit: Gale, 1997.

<p>Primary document reprinted in a book</p>	<p><i>Last Name, First Name of Author of Document. "Title of Document." <u>Title of Original Source of Document</u>. Year Original Document First Appeared (if given). <u>Title of Book in Which Document Is Being Reprinted</u>. By/Ed. First Name Last Name of Author/Editor of Book. City of Publication: Publisher, Year of Publication. Page Numbers.</i></p> <p>Pierce, William. "Characters in the Convention." <u>Bibliography and Reference List of the Constitution</u>. 1787. <u>American History told by Contemporaries</u>. Vol. III. Ed. Albert Bushnell Hart. New York: Macmillan, 1928. 205-111.</p> <p>Tarbell, Ida. "History of the Standard Oil Company." <u>McClure's Magazine</u>. October 1904. <u>A Documentary History of the American People</u>. By Avery Craven, Walter Johnson, and F. Roger Dunn. New York: Blaisdell Publishing, 1965. 596-601.</p>
<p>Introduction, preface, foreword, or afterword to a book</p>	<p><i>Last Name, First Name of Author of Part Being Cited. Title of Part Being Cited. <u>Title of Book</u>. First Name Last Name of Author of Book (if different from part being cited) or Last Name of Author of Book (if same as part being cited). City of Publication: Publisher, Year of Publication. Page Numbers.</i></p> <p>Brown, J. Carter. Foreword. <u>Georgia O'Keefe Art and Letters</u>. Ed. Jack Cowart and Juan Hamilton. New York: New York Graphic Society Books, 1987. vii.</p>

Periodicals

Notes: Abbreviate all months except May, June, and July. If the article is not printed on consecutive pages, write only the first page number and add a plus sign. For newspapers that are not nationally known or that do not include the city of publication in their titles, include the city in brackets but do not underline it.

Source	MLA Format with Example
<p>Magazine article</p>	<p><i>Last Name of Author, First Name of Author. "Title of Article." <u>Title of Magazine</u> Day Month Year of Magazine: Page Numbers.</i></p> <p>Elkins, David. "The Overbooked Child: Are We Pushing Our Kids Too Hard?" <u>Psychology Today</u> Feb. 2003: 64-70.</p>
<p>Newspaper article</p>	<p><i>Last Name of Author, First Name of Author (if given). "Title of Article." <u>Title of Newspaper</u> [City (if not a part of newspaper title)] Day Month Year, edition (if given): Section Page.</i></p> <p>Walker, Andrea K. "Jobless Decline a Sign of Despair." <u>Sun</u> [Baltimore] 2 Aug. 2003:A1.</p>
<p>Review in a magazine or newspaper</p>	<p><i>Last Name, First Name of Reviewer. "Title of Review." Rev. of <u>Title of Work</u>, by First Name Last Name of Author/Editor/Director. (If review is of a performance add information about the production.) <u>Title of Periodical</u> Day Month Year: Section Page.</i></p>

	<p>McCauley, Mary Carole. "Superstar Has Staying Power Even after 30 Years." Rev. of <u>Jesus Christ Superstar</u>, by Tim Rice and Andrew Lloyd Weber. Morris A. Mechanic Theatre, Baltimore.</p> <p><u>Sun</u> [Baltimore] 10 Apr. 2003: E1.</p>
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Literary Criticism in Print

Source	MLA Format with Example
<p>Article in a book or reference book; article was previously published in a periodical (Ex: "Modern Critical Views" series; <u>Contemporary Literary Criticism, Concise Dictionary of American Lit. Biography</u>)</p>	<p><i>Last name, First Name of Author of Article. "Title of Article." <u>Title of Periodical in which Article Was Originally Published</u>. Vol. Number (Date of Publication): Page Number(s) of Original Article.</i></p> <p><i>Reprinted in <u>Title of Book</u>. Ed. First Name Last Name of Editor(s). Volume Number of Book (if given). City of Publication: Publisher, Date of Publication. Page Numbers in Book.</i></p> <p>Privatsaky, Kenneth. "Irony in Emily Dickinson's 'Because I Could Not Stop for Death.'" <u>Concerning Poetry</u> 11 (Fall 1978): 25-30. Rpt. in <u>Poetry for Students</u>. Ed. Marie Rose Napierkowski. Vol. 2. Detroit: Gale, 1998. 35-37.</p>
<p>Article in a book or reference book; article was previously published in a book (Ex: "Literature in Context" series; <u>Contemporary Literary Criticism, Concise Dictionary of American Lit. Biography</u>)</p>	<p><i>Last name, First Name of Author of Article. "Title of Article." <u>Title of Book in which Article Was Originally Published</u>. Place of Publication: Publisher, Date of Publication. Page Numbers in Original Book. Reprinted in <u>Title of Book</u>. Ed. First Name Last Name of Editor(s). Volume Number of Book (if given). City of Publication: Publisher, Year of Publication.</i></p> <p><i>Page Numbers in Book.</i></p> <p>Ellison, Ralph. "Change the Joke and Slip the Yoke." <u>Shadow and Act</u>. N.p.: Random House, 1964. 45-59. Excerpted and rpt. in <u>Twentieth-Century Literary Criticism</u>. Ed. Dennis Poupard. Vol. 19. Detroit: Gale Research, 1986. 381.</p>
<p>Article in book or reference book; article was not previously published (Ex: <u>American Writers, Critical Survey of Long Fiction</u>)</p>	<p><i>Last Name, First Name of Author of Article. "Title of Article." <u>Title of Book</u>. Ed. First Name Last Name of Editor(s). Vol. Number. City of Publication: Publisher, Date of Publication. Page Numbers.</i></p> <p>Sachs, Murray. "Albert Camus." <u>Critical Survey of Long Fiction</u>. Ed. Carl Rollyson. Vol. 1. Pasadena: Salem Press, 2000. 489-99.</p>

Miscellaneous Print and Nonprint Sources

Source	MLA Format with Example
<p>Brochure or pamphlet</p>	<p><i>Last Name, First Name of Author (if given). <u>Title</u>. City of Publication: Publisher, Year of Publication.</i></p> <p><u>Russia (Russian Federation)</u>. Orem: CultureGrams, 2001.</p>

	<u>Oskar Schindler</u> . Washington, D. C.: United States Holocaust Museum, n.d.
CD-ROM	<i>Last Name, First Name of Author (if given). "Title of Article (if given)." Title of Publication.</i> <i>Publication Medium. City of Publication: Name of Publisher, Date of Publication.</i> Walters, Gordon, ed. "The Catcher in the Rye." <u>Masterplots Complete</u> . CD-ROM. Pasadena: Salem Press, 1999.
Personal interview	<i>Last Name, First Name of Person Interviewed. Kind of Interview (Personal interview, Telephone interview, Email interview, etc.). Day Month Year of Interview.</i> Rami, Pathik. Personal interview. 1 June 2003.

Internet (If you are using an online database via the Internet, refer to the next section for formats.)

Source	MLA Format with Example
Note: For extremely long or complicated web addresses, provide the address of the site's page, if available, or the site's home page.	
Professional or personal site	<i>Last Name, First Name of Site Creator (if given). Site Title or, if there is no title, use a description such as Home page. Day Month Year of latest update (if given). Name of Institution or Organization Associated with Site (if given). Day Month Year of Access <URL or web address>.</i> <u>Club Drugs</u> . 25 June 2003. National Institute on Drug Abuse. 1 Aug. 2003 < http://www.nida.nih.gov/Infofax/Clubdrugs.html >. Smith, John. Home page. Mar. 2001. 12 Dec. 2002 < http://jhu.edu/~jsmith/sports.html >.
Document within an information database or scholarly project	<i>Last Name of Author, First Name (if given). "Title of Document." Title of Database. Day Month Year of Electronic Publication or of Latest update. Name of Institution/Organization that Sponsors the Site (if given). Day Month Year of Access <web address>.</i> "The Greenhouse Gas Effects." <u>Information Please Almanac</u> . N.d. 13 Jan. 2003 < http://www.infoplease.com/ipa/A0004686.html >. "Great Depression." <u>History Channel.com</u> . 2003. A&E Television Networks. 1 Aug. 2003 < http://historychannel.com/ >.
Online magazine, journal, or newspaper article	<i>Last Name, First Name of Author (if given). "Title of Article." Title of Periodical Day Month Year of Publication. Date of Access <web address>.</i> Fording, Laura. "Viruses with a Cause." <u>Newsweek</u> 20 Mar. 2003. 21 Mar. 2003 < http://www.msnbc.com/news/888093.asp?0cv=KB20 >. Alexander, Keith L. "The 21 st Century's Answer to the Wright Brothers." <u>washingtonpost.com</u> 5 Aug. 2003. 6 Aug. 2003 < http://www.washingtonpost.com/wp-dyn/articles/A192612003Aug.html >.

Online Databases Accessed Via the Internet

Examples of Databases:

Name of Database:	Name of Service:	Web Address:
<u>American History</u>	ABC-CLIO	http://www.americanhistory.abc-clio.com
<u>Biography Resource Center</u>	Thomson Gale	http://galenet.galegroup.com
<u>BrainPop</u>	BrainPop	http://www.brainpop.com
<u>CQ Researcher</u>	CQ Press	http://www.library.cqpress.com
<u>CultureGrams</u>	ProQuest	http://online.culturegrams.com
<u>Literature Resource Center</u>	Thomson Gale	http://galenet.galegroup.com
<u>Opposing Viewpoints Resource Center</u>	Thomson Gale	http://galenet.galegroup.com
<u>Science Resource Center</u>	Thomson Gale	http://galenet.galegroup.com
<u>SIRS Decades</u>	SIRS publishing	http://decades.sirs.com
<u>SIRS Discoverer</u>	SIRS Publishing	http://discoverer15.sirs.com
<u>SIRS Government Reporter</u>	SIRS Publishing	http://sks.sirs.com
<u>SIRS Interactive Citizenship</u>	SIRS Publishing	http://sks.sirs.com
<u>SIRS Knowledge Source</u>	SIRS Publishing	http://sks.sirs.com
<u>SIRS Renaissance</u>	SIRS Publishing	http://sks.sirs.com
<u>SIRS Researcher</u>	SIRS Publishing	http://sks.sirs.com
<u>Student Resource Center</u>	Thomson Gale	http://find.galegroup.com
<u>The Sun</u> [Baltimore]	ProQuest	http://proquest.umi.com
<u>World Book Online</u>	World Book	http://www.worldbookonline.com/wb/Home
<u>World History: The Modern Era</u>	ABC-CLIO	http://www.worldhistory.abc-clio.com

Source	MLA Format with Example
Full-text magazine or newspaper article	<p><i>Last name, First Name of Author of Article (if given). "Title of Article." Title of Magazine or Newspaper Day Month Year of Article: Page Numbers. Name of Database. Name of Service. Name and Location of Library. Date of Access <web address of service's homepage>.</i></p> <p>Shenon, Philip and Mark Mazzetti. "Records Confirm C. I. A. Chief Warned Rice on Al Qaeda." <u>The New York Times</u> 2 Oct. 2006: A18. <u>Student Resource Center</u>. Thomson Gale. Franklin High School Lib., Reisterstown, MD. 11 Oct. 2006 <http://find.galegroup.com>.</p>
Full-text scholarly journal article	<p><i>Last Name, First Name of Author of Article. "Title of Article." Title of Journal where Originally Published Volume (Date): Page Numbers. Name of Database. Name of Service. Name and Location of Library. Date of Access <web address of service's home page>.</i></p> <p>Timmerman, John H. "The Squatter's Circle in <u>The Grapes of Wrath</u>." <u>Studies in American Fiction</u> (Autumn 1989): 203-211. <u>Literature Resource Center</u>. Thomson Gale. Franklin High School Lib., Reisterstown, MD. 4 Aug. 2003 <http://galenet.galegroup.com>.</p>
Essay/article from an edited book	<p><i>Last Name, First Name of Author of Essay/Article. "Title of Essay/Article." Title of Edited Book. Ed. First Name Last Name of Editor(s). City of Publication: Publisher, Year of Publication. Page Numbers. Name of Database. Name of Service. Name and Location of Library. Date of Access <web address of service's home page>.</i></p> <p>Benton, Richard P. "The Cask of Amontillado." <u>Reference Guide to Short Fiction</u>. Ed. Noelle Watson. N.p.: St. James Press. 1994. N. pag. <u>Literature Resource Center</u>. Thomson Gale. Franklin High School Lib., Reisterstown, MD. 5 Nov. 2002 <http://www.galenet.galegroup.com/>.</p>

Primary document or essay with no previously published version (ex. Biography, study guide)	<p>“<i>Document or Essay Title (If Document, Date of Document).</i>” <u>Name of Database</u>. Name of Service.</p> <p style="text-align: center;"><i>Name and Location of Library. Date of Access <web address of service’s home page>.</i></p> <p>“Treaty of Paris (1783).” <u>World History: The Modern Era</u>. ABC-CLIO. Franklin High School Lib., Reisterstown, MD. 1 Mar. 2003 <http://www.worldhistory.abc-clio.com>.</p> <p>"Edgar Allan Poe’s ‘The Raven.’" <u>SIRS Renaissance</u>. SIRS. Franklin High School Lib., Reisterstown, MD 11 Oct. 2006 <sks.sirs.com>.</p>
Image, map, audio, video, statistics, timeline	<p>“<i>Title of Item.</i>” <i>Medium</i>. <u>Name of Database</u>. Name of Service. Name and Location of Library. Date of Access <web address of service’s homepage>.</p> <p>“Homes in New Orleans Destroyed by Floodwater from Hurricane Katrina.” Image. <u>Science Resource Center</u>. Thomson Gale. Franklin High School Lib., Reisterstown, MD. 11 Oct. 2006 <http://galenet.galegroup.com>.</p>

The previous examples represent only a sampling of sources and their bibliographic formats. For information about sources not mentioned here, such as newspaper editorials, government documents, printed maps, printed photographs, microforms, etc., consult the latest edition of Joseph Gibaldi’s MLA Handbook for Writers of Research Papers published by the Modern Language Association. The website for the Modern Language Association (<http://www.mla.org>) is also helpful but provides information for citing Internet resources only.

Some Sample Bibliography Cards

For examples of formats for other sources, refer to the above **Works Cited** section of this booklet.

Book

A	<p>Clancy, Tom. <u>Clear and Present Danger</u>. New York: Berkley Books, 1989.</p>
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Reference Book or Encyclopedia

B	<p>Mueller, Michael E. “Benjamin Carson.”</p> <p><u>Contemporary Black Biography</u>.</p> <p>Ed. Michael L. LaBlanc. Vol. 1. Detroit: Gale Research, 1992.</p>
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Magazine Article—Author Given

C	<p>Gadsby, Patricia. "Fear of Flu." <u>Discover</u></p> <p>January 1999. 82-89.</p>
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Professional or Personal Internet Site (Non Fee-Based)

D	<p><u>Welcome to a Warmer World</u>. 6 Aug. 2003.</p> <p>Greenpeace. 2 Sept. 2003. <http://www.greenpeace.org/>.</p>
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Works Cited Page Sample

Smith 8

Works Cited

Bischoff, Henry. Immigration Issues. Westport: Greenwood Press, 2002.

Immigration Statistics. 6 May 2003. Bureau of Citizenship and Immigration Services. 5 Sept. 2003

<<http://www.immigration.gov/graphics/shared/aboutus/statistics/index.htm>>.

Masci, David. "Does the U. S. Admit Too Many Newcomers?" CQ Researcher 14 July 2000: 2-5.

Scott, Michael. "America Must Take Stronger Measures to Halt Illegal Immigration." Opposing

Viewpoints: Illegal Immigration. Ed. William Dudley. N.p.: Greenhaven Press, 2002. N. pag.

Opposing Viewpoints Resource Center. Gale Group. Franklin H. S. Lib., Reisterstown, MD.

4 Sept. 2003 <<http://galenet.galegroup.com>>.

Skerry, Peter. "Closing the Door." Immigration. Ed. Robert Emmet Long. New York: H. W. Wilson, 1996.

Keyboard Procedures and Other Guidelines

1. A traditional 10- or 12-font such as Geneva, Helvetica, or Times should be used in plain form.
2. Double-spacing should be used throughout the paper.
3. Margins for all pages except the first should be one inch at the top and bottom and on both sides. For the first page, begin two inches from the top. Do not justify on the right.
4. Double-spacing should be used throughout the paper.
5. Underline or italicize titles of books.
6. Encyclopedias, *Cliffs Notes*, *Spark Notes*, and *Monarch Notes* are inappropriate sources for a paper and should not be used.
7. Personal pronouns such as I, my, we, our, and you should not be used.
8. A formal research paper should not include maps and pictures.
9. When referring to an author in the body of a literary research paper, the first reference should include the first and last name. After that, only the last name is used. (Do not confuse this with internal citations.)
10. Students should carefully monitor the source and quality of electronic information. Chat rooms and discussion groups, for example, are not considered reliable sources of information. Cutting and pasting from the Internet is also unacceptable.
11. A research paper does not need a title page. Beginning one inch from the top of the first page and next to the left margin, type your name, your teacher's name, the course name and period, and the date on separate lines, double-spacing between the lines. Double-space again and place the title in the center of the line. Double-space also between the lines of a long title, and double-space between the title and the first line of the text.

	Garcia 1
José Garcia	
Mrs. Jones	
American Literature	
5 Sept. 2003	
Bret Harte's Regional Realism	
Today people have unrealistic views of the old West. Movies and television promote the misconception that the West was all show- downs during the day and gun battles during the night. The robbers...	

If your teacher chooses for you to use a title page instead, it should include the paper's title centered on the page and your name, your teacher's name, the course name and period, and the date in block format in the bottom right corner of the page.

12. To number the paper, on consecutive pages place your last name and the page number at the top of the page at the right margin, one-half inch from the top. Number pages consecutively from the first page of the text through Works Cited.