

Third Edition, 2007-2008

MLA Introduction

This pamphlet presents the format for all written work that is to be turned in to any class at Brethren Christian Junior and Senior High School. The majority of this pamphlet deals with how to handle research, but the sample formatting of headers, headings, page numbering, spacing, margins, and documentation should be consistent with all work, whether by hand or by electronic presentation.

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For more information, see Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*. Sixth Edition, New York: The Modern Language Association of America, 2003. Or go to www.citationmachine.net for more information on formatting citations.

Formatting Requirements

(Formatting style for all paperwork at BCHS)

- **Margins**

Except for the header, all margins are 1". Reset the default margins for left and right sides and top and bottom to one inch and then let the computer decide the margins for you.

- **Use of Indentions**

The entire paper is to be left aligned except for the following indentions:

1. First line of each paragraph = ½ inch (one tab)
2. Block Quotations = 1 inch (two tabs)

- **Spacing**

All parts of the paper—heading, title, paragraphing, block quotations, works cited page—should be double spaced.

- **Block Quote**

All quotes of more than four typed lines should be in a block quote:

1. Double space through out.
2. Indent one inch—two tabs—from left margin.
3. Start entire quote on a new line

- **Font**

Use Times New Roman or Arial, 12-point size font throughout the paper. Do not use bold or larger font sizes.

Titles of books and magazines or foreign words should be in italics (or underlined if italics are unavailable).

- **Header and Page Numbers**

Pages are numbered consecutively in the upper right hand corner, ½ inch from the top. The header should include your last name and the page number. This is accomplished in Word 2000 by clicking on the View Menu and choosing Header and Footer. In the dialogue box, type your last name and a space. Then click on the page number icon (#). Next click on the right align icon in the formatting bar. Close the Header and Footer tool bar. Your last name and page number should appear on each page you type.

- **Page One Instructions**

The heading goes on the first line of the paper, left margin aligned. Line one is your name. Line two is the teacher's name. Line three is the Class title and Period Number. Line four is the date you are turning the paper in. Note: The date is in the following format: DD Month YYYY (04 September 2007).

The fifth line is centered and contains the title of the paper. Do not add extra spacing. Do not change font size. Capitalize the first word, last word, and all principle words. Do not capitalize prepositions or conjunctions.

- **Binding**

Do not add a title page or put the paper in a folder or binder unless your teacher asks for one. Staple the pages in the upper left hand corner.

Hamata 1

James Hamata

Insert Header

Mrs. Coley

World Literature, Per 3

Title centered
and same font size.

05 February 2007

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The Coming Teacher Shortage

In the next ten years, American schools will have to hire at least one million new teachers since one generation of teachers is about to retire. Filling these classrooms with qualified teacher will be a difficult task. First, politicians are reforming the education system by enforcing strict regulations on new teachers. These regulations asses teachers by their students' performance on standardized tests. But unfortunately, these standardized tests, according to Carney's study, are not congruent with content standards, textbooks, and curriculum (22-25).

Block quotes 1" Indent

As long as our educational system continues to assess teachers performance based upon these standardized test results, teachers will be driven to teach to the test, cheat, or leave the teaching field completely (Smith 165).

Plagiarism

What is plagiarism? Plagiarism, coming from the Latin *plagiarius*, or “kidnapper,” has been defined as the “false assumption of authorship.” It gives the impression that the work you turned in is your own work: your own original thoughts, your own original words, your own original ideas, when it actually comes from another source. Plagiarism is having someone else—a parent, sibling, another student, or a professional writer—compose your paper.

It is not plagiarism to research and document the ideas that you discover if you document the source by noting where the information came from. It is plagiarism if include in your own work ideas that are not your own—whether it is a direct quotation, paraphrased or summarized words of another source, without citing credit. This is “Intellectual theft,” and refers to an entire essay that is submitted as your own work or a work that is compiled of ideas, quotes and phrases from one or more works.

This means that you do your own work. A parent does not write the paper for you. You don’t cut and paste information. You do not purchase the paper from another source. You do not copy another student’s work as your own. Light editing, whether by parent or another student, is allowed. But the final product must be your own work, with documentation of researched information.

In-text Parenthetical Citations

Use of parenthetical citations within the body of your text to cite the sources used in the paper. Generally the parenthetical reference is the first word (usually the author's last name, or the first important word from the title) from the work as it is cited in on the Works Cited page, followed by the page number. (See sample page 6) DO NOT place a comma between the author's last name and the page number. EX: (Smith 165). Always place the period after the parenthesis.

Complete information for these sources can be found in the works cited entries beginning on page 11.

The standard MLA formatting for these citations is citationmachine.net.

- **Citing the Bible**

(Title of Book Chapter: Verse Version abbreviated in caps)

(Genesis 1:1 NIV)

- **Citing One Author**

(Author's last name page number)

(Gerstner 22)

- **Citing Two or Three Authors**

(last name of all author in order they appear page)

(LaHaye and Jenkins 50)

- **Citing a CD-ROM**

(Last name if given or first important word in works entry followed by CD-ROM)

(*Space* CD-ROM)

- **Citing an Internet Source**

(The first important word in the works cited entry)

(Gallop)

- **Citing an Entry without an Author**

When no author is given, use the first important word in the title. If there are two or more entries with that same first word, include as many words as needed to differentiate. Title words will be in italics.

(*God's* 25)

Works Cited/Works Consulted Page Requirements

The Works Cited page documents the sources that you used in your report. Each type of document has a different form, so you must follow the MLA Handbook for the correct forms. (See pages 11 and following). Follow these rules as well.

1. Center the title Works Cited on the top line. No quotation marks, no underlining, no bold face, no different font or font size.
2. To format, use citationmachine.net to set up your entry. Paste onto the page.

After you complete pasting all of your entries:

3. Make sure that you alphabetize your entries by the first letter of the first important word in the entry. If there are multiple entries with the same first word, alphabetize by the first different word in the entry.
4. Double-space the entire page. Do not put an extra line between entries.
5. Indent the second and following lines the same you indent a new paragraph.

When you finish your Works Cited page, continue with your Works Consulted page on the same page. Center the title:

Works Consulted

Then set up entries for all the works that you read but did not include in your report. They are formatted the same as the Works Cited entries. See Example on pages 15-16.

Works Cited Information

You will use Citationmachine.net to set up all the entries. You will need the following information to complete the process. As you access on-line articles or look up information in books or magazines, make sure that you record all of the needed information. Sometimes the author's name isn't there or some on-line sources do not have all of the information. We realize that but be sure that you get all the information that you can.

Here is the list of information you need:

1. Author's last name
2. Author's first name
3. Title of Article
4. Title of Book or name of Encyclopedia and volume #
5. City of Publication
6. Publishing Company
7. Copyright date or date published
8. Pages used

For Internet sources you need

9. The site sponsor or organization
10. The Date accessed
11. The URL

Note: all examples should be alphabetized & double spaced.

- **Article in a Magazine or Newspaper (On-line or print)**

Example:

McGeary, Johanna. "The FBI Spy." *Time* 05 March 2001: 34-40.

- **Article in a Encyclopedia (On-line or print)**

Example:

Lash, Joseph P.. "Eleanor Roosevelt." *The Reader's Companion to American History*. 1991.

- **Bible**

Example:

Life Application Study Bible, New American Standard. Grand Rapids: Zondervan Publishing House, 2000.

- **Book by a Single Author**

Example:

Gerstner, Louis V, Jr.. *Reinventing Education: Entrepreneurship in America's Public Schools*. New York: Plume, 1995.

- **Book by Two or Three Authors**

Example:

LaHaye, Tim and Jerry Jenkins. *Left Behind*. Wheaton, IL: Tyndale House Publishers, 1995.

- **Book by more than Three Authors**

Example:

Witt, Mary Ann, et al. *The Humanities Cultural Roots and Continuities*. 3rd ed. Vol. 2. Lexington: DC Heath and Company, 1989.

- **Article from a Compilation (Book of Articles)**

This entry includes the author and title of the article as well as the editor and title of the book where the article was printed.

Example:

Guerard, Albert J. "The Journey Within." *Modern Critical Interpretations for Joseph Conrad's Heart of Darkness*. Ed. Harold Bloom. New York: Chelsea House Publisher, 1987. 5-16.

- **Book without an Author**

Example:

God's Little Devotional Book. Tulsa: Honor Books, Inc. 1995.

- **Book with an Editor**

Example:

Hadras, Moses, ed. *Greek Drama*. New York: Bantam Books, 1982.

- **Video**

Example:

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. DVD.

Perf = performers

- **CD-ROM**

Example:

Space Station. Microsoft Encarta CD-ROM. 2000 ed. Microsoft. 1999.

- **Internet Source**

Example:

"Gallop Poll: Clinton Popularity at All-Time Low." CNN. 09 March 2001. CNN. 6 Aug 2007 <<http://www.cnn.com/2001/ALLPOLITICS/03/09Clinton.popularity.html>>.

Remember to alphabetize and double space all entries.

Follow the Works Cited with your Works Consulted.

The following page is an example of a Works Cited and Works Consulted page.

Works Cited

"Gallop Poll: Clinton Popularity at All-Time Low." CNN. 09

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March 2001. CNN. 6 Aug 2007 <<http://www.cnn.com/2001/ALLPOLITICS/03/09Clinton.popularity.html>>.

Hadras, Moses, ed. *Greek Drama*. New York: Bantam Books, 1982.

LaHaye, Tim and Jerry Jenkins. *Left Behind*. Wheaton, IL: Tyndale House Publishers, 1995.

Life Application Study Bible, New American Standard. Grand Rapids: Zondervan Publishing House, 2000.

Works Consulted

Guerard, Albert J. "The Journey Within." *Modern Critical Interpretations for Joseph Conrad's Heart of Darkness*.

Ed. Harold Bloom. New York: Chelsea House

Publisher, 1987. 5-16.

God's Little Devotional Book. Tulsa: Honor Books, Inc.

1995.

It's a Wonderful Life. Dir. Frank Capra. Perf. James

Stewart, Donna Reed, Lionel Barrymore, and Thomas

Mitchell. DVD.