



Research Manual

The following document is an attempt to standardize the research process currently being taught in the Central Dauphin School District. This manual is required when an assigned research topic is given.

Revised December 13, 2016

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About this Manual

The following document is an attempt to standardize the research process currently being taught in the Central Dauphin School District. This manual is required when an assigned research topic is given. MLA Handbook for Writers of Research Papers: 8th ed. was selected as the guide for this research manual. Other consulted sources include *The Purdue Online Writing Lab* and *Documenting Sources in MLA Style: 2016 Update*. (See the Works Consulted on page 27 for more details.)

General Guidelines for Writing Author's Names

Entries in the Works Cited page are listed *alphabetically* by the author's last name. Use the guidelines below for a better understanding of how author's names are written. Give the author's name as it appears on the title page. Never abbreviate a name that was given in full. If the author's name appears in initials on the title page, then use initials.

Examples of how author's names will be written. Format is *always* last name, first name then middle initial or middle name if given and followed by a period.

- Blume, Judy.
- Clarke, Arthur Charles.
- Eliot, T.S.
- Rowling, J.K.

Omit titles, affiliations, and degrees that precede or follow names

On title Page

Anthony T. Boyle, PhD.

Lady Mary Wortley Montagu.

In Works Cited List

Boyle, Anthony T.

Montague, Mary Wortley.

A suffix that is an *essential* part of the name like Jr. or a roman numeral appears after the given name, preceded by a comma

- i. Rockefeller, John D., IV.
- ii. Rust, Arthur George, Jr.

- One Author: For a work with one author, simply reverse the author's name. Always end with a period.

Lennon, Lilly.

- Two Authors: For a work with two or three authors, list their names in the same order as they appear on the title page. Reverse only the name of the first author listed.

Williams, Jason, and Tyler Snyder.

Barker, Julia R. and Kenneth Watson

- Three or more authors: Sources with three or more authors, only give first author listed and follow with et. al.

Smith, John, et. al.

- Corporate Author: If the work is composed by a corporation, government agency, or organization, use the name of the group as the author.

National Institutes of Health

General Guidelines for Writing the Publication Information

- Shorten the publisher's name
 - Omit articles (a, an, the)
 - Omit business abbreviations (Co., Corp., Inc., Ltd.)
 - Omit descriptive words (Books, House, Press, Publishers)
 - Omit conjunctions such as "and"

Example: The Scholastic Book Company = Scholastic

MLA Core Elements

Citations will now be created using a list of core elements- items that are common to most works and assembled in a specific order.

Core Elements

1. Author.
2. Title of Source.
3. *Title of Container*,
4. Other Contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication Date,
9. Location. (page numbers or URLs)
10. Date Accessed- written Accessed on

* Take note of the punctuation!

* If there is an element you can't find, skip it and move on to the next one.

* If the name of the container and the publisher is the same, only write it once as the name of the container in italics.

* ***Not all sources will contain all of the elements listed above.***

Concept of Containers

When a source forms part of a larger whole, the larger whole is the container. In this case, the title of the source will be placed in "quotation marks."

- *The New York Times* is a container. Articles found there are sources contained in *The New York Times*.
- *MedLine Plus* is a container. Articles found there are sources contained in *MedLine Plus*.
- A short story in a print anthology is the source and the anthology is the container.

Key Differences from 7th Edition to 8th Edition

- Now acceptable to use online handles or screen names in place of an author name
- Add the abbreviations vol. and no. to magazine and journal article citations
- No longer necessary to include publisher for periodicals or websites when the name of the site or periodical is the same.
- Abbreviations for editor, edited by, translator, and reviewer are no longer used. Don't abbreviate these words.
- Sources with three or more authors, only give first author listed and follow with et. al.
- Page numbers in Works Cited list are preceded by p. or pp.
- Placeholders for unknown information like n.d. (no date) and n.p. (no publisher) are no longer used.
- Medium of publication is no longer stated (print, web, etc.)

- When an organization is both author and publisher, name is only given once, usually as publisher and no author is stated.

Sample Source Citations

Book Example

When citing an entire book, there will be no container and no location. Book titles are always italicized!

Wilsdon, Christina. *The Solar System: An A-Z Guide*. Franklin Watts, 2000.

Website Example

“Asthma.” *American Academy of Allergy Asthma and Immunology*, 2016,

<http://www.aaaai.org/conditions-and-treatments/asthma>. Accessed on 4 Oct 2016.

“Asthma.” *MedLine Plus*, US National Library of Medicine, 15 Sept. 2016,

<https://medlineplus.gov/asthma.html>. Accessed on 4 Oct 2016.

Plagiarism

Plagiarism is the taking of someone’s ideas, information, or work and passing it off as your own. With the ease at which information can be obtained, it is no wonder that plagiarism is so alluring. The Internet and full-text online databases make it simple to do. According to the MLA Handbook for Writers of Research Papers: 8th ed., failure to cite your sources means you have plagiarized if you:

- Present quotations as your own
- Copy and paste text from the web
- Use a phrase or sentence unique to another author
- Paraphrase an argument
- Obtain another research paper to pass off as your own
- Improperly use information from an interview or email
- Reprint pictures, diagrams, charts, etc.

Ways to avoid plagiarism:

- Document all of your research.
- Be sure to document all information for your “*Works Cited*” page on your source cards or notes where you are paraphrasing and directly quoting.
- Create a note system that includes:
 - Your own ideas
 - Paraphrasing of others
 - Direct quotes

Check with your **teacher or librarian** if you are uncertain about your use of sources.

Formatting Your Paper

General Guidelines

Your paper should be typed or word processed, on white 8 ½” x 11” paper. Use 12 point and an easily readable font such as Times New Roman. Additionally, the font selected should contrast clearly with the italic form.

Margins

All margins should be one-inch from the top, sides and bottom of the page, except for page numbers.

NOTE: Check the margins of your word processing program. For example: Microsoft Word side margins are formatted to 1.25”.

Page Numbers

Place your last name, a space, and the page number at the top of each page. Do not precede the number with the word “page” or any abbreviations. Your name and page number should be one-half inch from the top of the page and against the right margin. Number all pages consecutively. (Use the header function on your word processing program and right justify.)

Spacing

Double-space the entire paper including all headings, titles, quotations, and text paragraphs. Leave only **one space** after a period or other concluding punctuation mark, unless your instructor prefers two spaces.

Heading

Along the left margin of the first page come down one-inch from the top margin and enter, **on separate lines**, your name, your teacher’s name, name of your class, and the date as follows: 21 October 2004. Double-space between all lines.

Title

Center the title of your paper under your heading. Use uppercase and lowercase letters. Do not underline your title. Italicize only the words that you would italicize in the text such as the specific title of a novel, play, news source, etc. Double-space between the date and the title and between the title and the first paragraph of the paper.

Quotations

Quotations that are four lines or less should be put in quotation marks and placed in the text of your paper. When a quoted passage is more than four lines long, set it off from the text of your paper. Put a colon after the statement that introduces the quotation. Begin a new line. Indent the entire quotation ten spaces from the left-hand margin. Double-space the entire quotation do not enclose it in quotation marks.

Indentations

Indent the first line of each text paragraph five spaces from the left margin.

Parenthetical Citations/In-Text Citations

WHEN SHOULD I CITE MY SOURCES IN MY PAPER?

You MUST ALWAYS CITE text that is quoted, paraphrased, or summarized – or any information taken from another source (like statistics or numerical data). Usually this is information that is not common knowledge that you learned from your source. *You do this by using in-text (or parenthetical citation).*

- * An in-text citation (or parenthetical citation) is like a sign post for your reader- it points them to a specific source on your Works Cited page.
- * There are two kinds of in-text citations: Direct Quote or Indirect Quote.
 - * **Direct Quote**—is a quote in which the author uses words from a source exactly as they were written. The words are taken verbatim. A direct quote is indicated by putting the words in quotation marks (“ ”). A direct quote must be cited.
 - * **Indirect Quote**—is a quote in which an author paraphrases, or puts into his/her own words, an idea from a source. An indirect quote must be cited.

WHAT DOES AN IN TEXT CITATION LOOK LIKE?

“Black cats are lucky in some places, including the U.K., Australia, and parts of North America, and white cats are unlucky” (Allen 55).



The quotation marks indicate that this is a direct quote, copied word for word from the source.

Source citation as found in the Works Cited page

Allen, Judy. *Unexplained: An Encyclopedia of Curious Phenomena, Strange Superstitions, and Ancient Mysteries*, Kingfisher, 2006.

This citation is an indirect quote; it is paraphrased from the original work.

Other Examples:

One researcher has found that dreams move backward in time as the night progresses (Allen 71).



Martin Luther King stated, "I have a dream" (184).



A direct quote; author's name was used in the sentence.

HOW DO I KNOW WHAT MY IN TEXT CITATION SHOULD LOOK LIKE?

Examples

Author's last name (online works)

Author's last name

The South Side of Chicago was the busiest part of the city (Warburton).

Author's last name & page number (Books)

Author's last name and page number
Solar panels are a good idea for schools (Miller 26).

Author's last name is mentioned in sentence & page # if available
online works will not have page numbers!

Page number

Warburton claims that the South Side was bursting with excitement and energy (16).

No author

Title of book or "Title of source" (whichever is first in the source citation) and page number if available.

***NOTE- Internet sources will not have page numbers!**

"Dolphins should not be held in captivity"
(*Oceanography* 25).

More than one work by the same author

Author's last name, shortened title, page number if available.

"Egyptians also used butter for cooking" (Nardo, People 54).

"Little is known about the structure" (Nardo, Artistry 70).

Work has two or three authors

(Author's last name and other author's last name page number if available).

Hawaii was becoming a popular tourist destination in the 1960's (Carlton and Gentiles 15).

Authors with the same last name

(Author's first name initial + Last Name followed by page number if available).

"Dogs are the best pets" (A. Kauffman 22).

"Golden Retrievers love to swim" (Z.Kauffman 24).

Article from an Internet Source
(with author)

Author's last name only- no page numbers for internet.

(Author's last name).

Article from an Internet Source
(no author)

"Title of the Article" in quotation marks

("New Findings: A Cure on the Horizon").

Works Cited Page Guidelines

Works Cited is the term which the Modern Language Association of America (MLA) uses for a bibliography. The Works Cited list contains full bibliographic information for all books, articles, and other resources used in composing a research paper. Follow these general guidelines in preparing the list:

1. The list of Works Cited appears at the end of the paper. Begin the list on a new page and number the page in the upper right-hand corner, half an inch from the top and flush with the right margin. Continue the page numbers of the text. For example, if the text of your research paper ends on page 4, the Works Cited list begins on page 5. Include your last name before the page number.

2. Include in the list all sources actually used in the paper. Do not include materials you examined but did not cite in the text.

3. Center the title, Works Cited, approximately one inch from the top of the page. Double-space between the title and the first entry. Side margins should also be set at one inch.

4. Make sure that entries are in proper MLA format. Arrange the entries alphabetically by the first word of the entry, usually the author's last name. If there is no author, alphabetize by the first word of the title, excluding the articles *A*, *An*, *The* if they begin the title. For example, the title *An Encyclopedia of Mythology* would be alphabetized under *E* rather than *A*.

5. DO NOT NUMBER THE ENTRIES.

6. Keeping one-inch margins on each side, begin each entry flush with the left margin. If an entry runs more than one line, indent the subsequent line or lines approximately one-half inch, one tab, or five spaces from the left margin.

7. Double-space the entire list, both between and within entries.

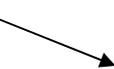
8. Carefully punctuate items in the list following MLA format. **Don't forget the period at the end of each entry.**

Sample Research Paper and Works Cited Page (See next two pages.)

1"



1/2



Davis 1

Mike Davis

Mrs. Bernard

English II

20 September 2006

Double-Space

Fly Fishing: Everything You Need to Know to Get Started

Indent 1/2"

Fly fishing attracts a variety of participants. In order to achieve success with the sport, there are many skills and methods involved. Whether it is fishing with dry flies, wet flies, nymphs, or streamers, each style has its own methodology. It is important to become familiar with the different types of flies in order to achieve ultimate success. In addition to becoming familiar with the various types of flies, it is also essential to study “fly casting, the insects that trout feed on (entomology), fly-tying, the study of fresh water habitats (limnology), and fishing techniques” (Fling 11).

In-text quotation

Parenthetical Reference

In order to catch fish, one must be able to cast. Casting with a fly rod is different than

1"

casting with a bait or spin-casting rod. Bait and spin-casting rods use the weight of the lure to project out into the water. Fly-casting rods, however, use the weight of the fly line to project across the water.

1"

According to Lefty Kreh, a well-known fly angler, there are five principles of good casting:

1"

1. The line (and fly) goes in the direction you point the rod tip during casting.
2. Good fly casting is not strength-related; it is timing related.
3. Proper stroking and stopping of the rod are fundamental to good fly casting.

The caster loads energy into the rod during the casting stroke.

1"

Davis 2

Works Cited

Arnosky, Jim. *Flies in the Water, Fish in the Air: A Personal Introduction to Fly Fishing*, Lothrop, 1986.

Fling, Paul N. and Donald L. Puterbaugh. *Fly-Fisherman's Primer*, Sterling, 1985.

Green, Larry. "Fishing." *World Book Student*, World Book, 2009.

Kreh, Lefty. "Casting Basics: The Fundamentals You Need to Know Before You Get Started." *Fly Fisherman*. Fly Fisherman Magazine. 11 Sept. 2006,

<http://www.flyfisherman.com/how-to/beginners/how-to-fly-cast-2/>

---. *Fly Casting with Lefty Kreh*, Wilcox & Follett, 1978.

Somervill, Barbara A. *Our Living World: Earth's Biomes, Rivers, Streams, Lakes, and Ponds*, Tradition, 2005.

This --- means that the author is the same as the entry above.

Works Consulted

The Modern Language Association. *MLA Handbook for Writers of Research Papers*. 8th

edition. The Modern Language Association of America, 2016.

“MLA Formatting and Style Guide.” *Purdue Online Writing Lab*. Purdue University,

12 Sept. 2016, <https://owl.english.purdue.edu/owl/resource/747/01/>

Helpful Websites:

Modern Language Association

<https://www.mla.org/MLA-Style/What-s-New-in-the-Eighth-Edition>

MLA Style Center

<https://style.mla.org/works-cited-a-quick-guide-book/>

Purdue Online Writing Lab

<http://owl.english.purdue.edu/owl/resource/747/01/>

Purdue OWL: Side-by-Side Comparison of MLA, APA, CMS

<http://owl.english.purdue.edu/owl/resource/949/01/>

APA Formatting and Style Basics

The following websites offer excellent information for citing with APA Style. Due to copyright restrictions, the documents could not be provided in this research manual.

Follow the links below to access.

Purdue OWL: APA Format

<http://owl.english.purdue.edu/owl/resource/560/02/>

Purdue OWL: Side-by-Side Comparison of MLA, APA, CMS

<http://owl.english.purdue.edu/owl/resource/949/01/>



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Examples of how author's names will be written. Format is *always* last name, first name then middle initial or middle name if given and followed by a period.

- Blume, Judy.
- Clarke, Arthur Charles.
- Eliot, T.S.
- Rowling, J.K.

Omit titles, affiliations, and degrees that precede or follow names

On title Page

Anthony T. Boyle, PhD.

Lady Mary Wortley Montagu.

In Works Cited List

Boyle, Anthony T.

Montague, Mary Wortley.

A suffix that is an *essential* part of the name like Jr. or a roman numeral appears after the given name, preceded by a comma

- i. Rockefeller, John D., IV.
- ii. Rust, Arthur George, Jr.

- One Author: For a work with one author, simply reverse the author's name. Always end with a period.

Lennon, Lilly.

- Two Authors: For a work with two or three authors, list their names in the same order as they appear on the title page. Reverse only the name of the first author listed.

Williams, Jason, and Tyler Snyder.

Barker, Julia R. and Kenneth Watson

- Three or more authors: Sources with three or more authors, only give first author listed and follow with et. al.

Smith, John, et. al.

- Corporate Author: If the work is composed by a corporation, government agency, or organization, use the name of the group as the author.

National Institutes of Health

General Guidelines for Writing the Publication Information

- Shorten the publisher's name
 - Omit articles (a, an, the)
 - Omit business abbreviations (Co., Corp., Inc., Ltd.)
 - Omit descriptive words (Books, House, Press, Publishers)
 - Omit conjunctions such as "and"

Example: The Scholastic Book Company = Scholastic

MLA Core Elements

Citations will now be created using a list of core elements- items that are common to most works and assembled in a specific order.

Core Elements

1. Author.
2. Title of Source.
3. *Title of Container*,
4. Other Contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication Date,
9. Location. (page numbers or URLs)
10. Date Accessed- written Accessed on

* Take note of the punctuation!

* If there is an element you can't find, skip it and move on to the next one.

* If the name of the container and the publisher is the same, only write it once as the name of the container in italics.

* ***Not all sources will contain all of the elements listed above.***

Concept of Containers

When a source forms part of a larger whole, the larger whole is the container. In this case, the title of the source will be placed in "quotation marks."

- *The New York Times* is a container. Articles found there are sources contained in *The New York Times*.
- *MedLine Plus* is a container. Articles found there are sources contained in *MedLine Plus*.
- A short story in a print anthology is the source and the anthology is the container.

Key Differences from 7th Edition to 8th Edition

- Now acceptable to use online handles or screen names in place of an author name
- Add the abbreviations vol. and no. to magazine and journal article citations
- No longer necessary to include publisher for periodicals or websites when the name of the site or periodical is the same.
- Abbreviations for editor, edited by, translator, and reviewer are no longer used. Don't abbreviate these words.
- Sources with three or more authors, only give first author listed and follow with et. al.
- Page numbers in Works Cited list are preceded by p. or pp.
- Placeholders for unknown information like n.d. (no date) and n.p. (no publisher) are no longer used.
- Medium of publication is no longer stated (print, web, etc.)

- When an organization is both author and publisher, name is only given once, usually as publisher and no author is stated.

Sample Source Citations

Book Example

When citing an entire book, there will be no container and no location. Book titles are always italicized!

Wilsdon, Christina. *The Solar System: An A-Z Guide*. Franklin Watts, 2000.

Website Example

“Asthma.” *American Academy of Allergy Asthma and Immunology*, 2016,

<http://www.aaaai.org/conditions-and-treatments/asthma>. Accessed on 4 Oct 2016.

“Asthma.” *MedLine Plus*, US National Library of Medicine, 15 Sept. 2016,

<https://medlineplus.gov/asthma.html>. Accessed on 4 Oct 2016.

Plagiarism

Plagiarism is the taking of someone’s ideas, information, or work and passing it off as your own. With the ease at which information can be obtained, it is no wonder that plagiarism is so alluring. The Internet and full-text online databases make it simple to do. According to the MLA Handbook for Writers of Research Papers: 8th ed., failure to cite your sources means you have plagiarized if you:

- Present quotations as your own
- Copy and paste text from the web
- Use a phrase or sentence unique to another author
- Paraphrase an argument
- Obtain another research paper to pass off as your own
- Improperly use information from an interview or email
- Reprint pictures, diagrams, charts, etc.

Ways to avoid plagiarism:

- Document all of your research.
- Be sure to document all information for your “*Works Cited*” page on your source cards or notes where you are paraphrasing and directly quoting.
- Create a note system that includes:
 - Your own ideas
 - Paraphrasing of others
 - Direct quotes

Check with your **teacher or librarian** if you are uncertain about your use of sources.

Formatting Your Paper

General Guidelines

Your paper should be typed or word processed, on white 8 ½” x 11” paper. Use 12 point and an easily readable font such as Times New Roman. Additionally, the font selected should contrast clearly with the italic form.

Margins

All margins should be one-inch from the top, sides and bottom of the page, except for page numbers.

NOTE: Check the margins of your word processing program. For example: Microsoft Word side margins are formatted to 1.25”.

Page Numbers

Place your last name, a space, and the page number at the top of each page. Do not precede the number with the word “page” or any abbreviations. Your name and page number should be one-half inch from the top of the page and against the right margin. Number all pages consecutively. (Use the header function on your word processing program and right justify.)

Spacing

Double-space the entire paper including all headings, titles, quotations, and text paragraphs. Leave only **one space** after a period or other concluding punctuation mark, unless your instructor prefers two spaces.

Heading

Along the left margin of the first page come down one-inch from the top margin and enter, **on separate lines**, your name, your teacher’s name, name of your class, and the date as follows: 21 October 2004. Double-space between all lines.

Title

Center the title of your paper under your heading. Use uppercase and lowercase letters. Do not underline your title. Italicize only the words that you would italicize in the text such as the specific title of a novel, play, news source, etc. Double-space between the date and the title and between the title and the first paragraph of the paper.

Quotations

Quotations that are four lines or less should be put in quotation marks and placed in the text of your paper. When a quoted passage is more than four lines long, set it off from the text of your paper. Put a colon after the statement that introduces the quotation. Begin a new line. Indent the entire quotation ten spaces from the left-hand margin. Double-space the entire quotation do not enclose it in quotation marks.

Indentations

Indent the first line of each text paragraph five spaces from the left margin.

Parenthetical Citations/In-Text Citations

WHEN SHOULD I CITE MY SOURCES IN MY PAPER?

You **MUST ALWAYS CITE** text that is quoted, paraphrased, or summarized – or any information taken from another source (like statistics or numerical data). Usually this is information that is not common knowledge that you learned from your source. *You do this by using in-text (or parenthetical citation).*

- * An in-text citation (or parenthetical citation) is like a sign post for your reader- it points them to a specific source on your Works Cited page.
- * There are two kinds of in-text citations: Direct Quote or Indirect Quote.
 - * **Direct Quote**—is a quote in which the author uses words from a source exactly as they were written. The words are taken verbatim. A direct quote is indicated by putting the words in quotation marks (“ ”). A direct quote must be cited.
 - * **Indirect Quote**—is a quote in which an author paraphrases, or puts into his/her own words, an idea from a source. An indirect quote must be cited.

WHAT DOES AN IN TEXT CITATION LOOK LIKE?

“Black cats are lucky in some places, including the U.K., Australia, and parts of North America, and white cats are unlucky” (Allen 55).



The quotation marks indicate that this is a direct quote, copied word for word from the source.

Source citation as found in the Works Cited page

Allen, Judy. *Unexplained: An Encyclopedia of Curious Phenomena, Strange Superstitions, and Ancient Mysteries*, Kingfisher, 2006.

This citation is an indirect quote; it is paraphrased from the original work.

Other Examples:

One researcher has found that dreams move backward in time as the night progresses (Allen 71).



Martin Luther King stated, "I have a dream" (184).



A direct quote; author's name was used in the sentence.

HOW DO I KNOW WHAT MY IN TEXT CITATION SHOULD LOOK LIKE?

Examples

Author's last name (online works)

Author's last name

The South Side of Chicago was the busiest part of the city (Warburton).

Author's last name & page number (Books)

Author's last name and page number
Solar panels are a good idea for schools (Miller 26).

Author's last name is mentioned in sentence & page # if available
online works will not have page numbers!

Page number

Warburton claims that the South Side was bursting with excitement and energy (16).

No author

Title of book or "Title of source" (whichever is first in the source citation) and page number if available.

***NOTE- Internet sources will not have page numbers!**

"Dolphins should not be held in captivity"
(*Oceanography* 25).

More than one work by the same author

Author's last name, shortened title, page number if available.

"Egyptians also used butter for cooking" (Nardo, *People* 54).

"Little is known about the structure" (Nardo, *Artistry* 70).

Work has two or three authors

(Author's last name and other author's last name page number if available).

Hawaii was becoming a popular tourist destination in the 1960's (Carlton and Gentiles 15).

Authors with the same last name

(Author's first name initial + Last Name followed by page number if available).

"Dogs are the best pets" (A. Kauffman 22).

"Golden Retrievers love to swim" (Z.Kauffman 24).

Article from an Internet Source
(with author)

Author's last name only- no page numbers for internet.

(Author's last name).

Article from an Internet Source
(no author)

"Title of the Article" in quotation marks

("New Findings: A Cure on the Horizon").

Works Cited Page Guidelines

Works Cited is the term which the Modern Language Association of America (MLA) uses for a bibliography. The Works Cited list contains full bibliographic information for all books, articles, and other resources used in composing a research paper. Follow these general guidelines in preparing the list:

1. The list of Works Cited appears at the end of the paper. Begin the list on a new page and number the page in the upper right-hand corner, half an inch from the top and flush with the right margin. Continue the page numbers of the text. For example, if the text of your research paper ends on page 4, the Works Cited list begins on page 5. Include your last name before the page number.

2. Include in the list all sources actually used in the paper. Do not include materials you examined but did not cite in the text.

3. Center the title, Works Cited, approximately one inch from the top of the page. Double-space between the title and the first entry. Side margins should also be set at one inch.

4. Make sure that entries are in proper MLA format. Arrange the entries alphabetically by the first word of the entry, usually the author's last name. If there is no author, alphabetize by the first word of the title, excluding the articles *A*, *An*, *The* if they begin the title. For example, the title *An Encyclopedia of Mythology* would be alphabetized under *E* rather than *A*.

5. DO NOT NUMBER THE ENTRIES.

6. Keeping one-inch margins on each side, begin each entry flush with the left margin. If an entry runs more than one line, indent the subsequent line or lines approximately one-half inch, one tab, or five spaces from the left margin.

7. Double-space the entire list, both between and within entries.

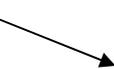
8. Carefully punctuate items in the list following MLA format. **Don't forget the period at the end of each entry.**

Sample Research Paper and Works Cited Page (See next two pages.)

1"



1/2



Davis 1

Mike Davis

Mrs. Bernard

English II

20 September 2006

Double-Space

Fly Fishing: Everything You Need to Know to Get Started

Indent 1/2"

Fly fishing attracts a variety of participants. In order to achieve success with the sport, there are many skills and methods involved. Whether it is fishing with dry flies, wet flies, nymphs, or streamers, each style has its own methodology. It is important to become familiar with the different types of flies in order to achieve ultimate success. In addition to becoming familiar with the various types of flies, it is also essential to study “fly casting, the insects that trout feed on (entomology), fly-tying, the study of fresh water habitats (limnology), and fishing techniques” (Fling 11).

In-text quotation

Parenthetical Reference

In order to catch fish, one must be able to cast. Casting with a fly rod is different than casting with a bait or spin-casting rod. Bait and spin-casting rods use the weight of the lure to project out into the water. Fly-casting rods, however, use the weight of the fly line to project across the water.

1"

1"

According to Lefty Kreh, a well-known fly angler, there are five principles of good casting:

1"

1. The line (and fly) goes in the direction you point the rod tip during casting.
2. Good fly casting is not strength-related; it is timing related.
3. Proper stroking and stopping of the rod are fundamental to good fly casting.

The caster loads energy into the rod during the casting stroke.

1"

Davis 2

Works Cited

Arnosky, Jim. *Flies in the Water, Fish in the Air: A Personal Introduction to Fly Fishing*, Lothrop, 1986.

Fling, Paul N. and Donald L. Puterbaugh. *Fly-Fisherman's Primer*, Sterling, 1985.

Green, Larry. "Fishing." *World Book Student*, World Book, 2009.

Kreh, Lefty. "Casting Basics: The Fundamentals You Need to Know Before You Get Started." *Fly Fisherman*. Fly Fisherman Magazine. 11 Sept. 2006,

<http://www.flyfisherman.com/how-to/beginners/how-to-fly-cast-2/>

---. *Fly Casting with Lefty Kreh*, Wilcox & Follett, 1978.

Somervill, Barbara A. *Our Living World: Earth's Biomes, Rivers, Streams, Lakes, and Ponds*, Tradition, 2005.

This --- means that the author is the same as the entry above.

Works Consulted

The Modern Language Association. *MLA Handbook for Writers of Research Papers*. 8th

edition. The Modern Language Association of America, 2016.

“MLA Formatting and Style Guide.” *Purdue Online Writing Lab*. Purdue University,

12 Sept. 2016, <https://owl.english.purdue.edu/owl/resource/747/01/>

Helpful Websites:

Modern Language Association

<https://www.mla.org/MLA-Style/What-s-New-in-the-Eighth-Edition>

MLA Style Center

<https://style.mla.org/works-cited-a-quick-guide-book/>

Purdue Online Writing Lab

<http://owl.english.purdue.edu/owl/resource/747/01/>

Purdue OWL: Side-by-Side Comparison of MLA, APA, CMS

<http://owl.english.purdue.edu/owl/resource/949/01/>

APA Formatting and Style Basics

The following websites offer excellent information for citing with APA Style. Due to copyright restrictions, the documents could not be provided in this research manual.

Follow the links below to access.

Purdue OWL: APA Format

<http://owl.english.purdue.edu/owl/resource/560/02/>

Purdue OWL: Side-by-Side Comparison of MLA, APA, CMS

<http://owl.english.purdue.edu/owl/resource/949/01/>