Research and Style Manual (2016 revision)

Introduction

A research project, whether it is a traditional paper, a video, or a multimedia presentation, is the end product of a thinking process which involves student-centered questioning.

Research is a life skill. We are always seeking information. What car or stereo should I buy? Which college should I choose? Which book should I read next? How can I sell this idea to my boss? How can I convince the school board to act on my proposal? Our ability to use information helps us reach conclusions, make our choices, and communicate more effectively.

Just as the careful car stereo buyer may "research'' Consumer Reports and ask friends for comments about which model is the best, the careful student researches a topic in the process of thinking through his or her project. He or she consults as many different, reliable sources as possible, makes notes, asks questions, consults additional sources, and develops a point of view based upon all of the information he has found. As students gather information to reach a conclusion or support a hypothesis, they develop lifelong skills of information literacy.

Information literacy is the ability to access, evaluate and use information from multiple formats -- books, newspapers, videos, subscription databases, or the Web. Information literacy is a set of competencies-- skills that will grow with students, even when current operating systems, search engines, or computer platforms are obsolete. Information problem solving skills are required across all disciplines.
"Where Do I Start?"

The research process and the writing process are connected. Research is of little value unless you effectively communicate what you have learned. The same skills that you use to write an expository paper are used to develop the research paper or project. Developing a clear and focused thesis, sketching an outline, drafting, revising, peer reviewing, and editing all are steps with which you are already familiar.

The steps that you should take are as follows:

1. Read about a broad topic with "peripheral vision," looking for subtopics and important terms
2. Identify a focused topic or question you are interested in investigating
3. Gather a working source list
4. Gather information and evaluate the sources of information
5. Take notes via a word processor, or cloud-based tool or app
6. Develop a clear and focused thesis
7. Identify strong supporting points and rank them, making certain that the research and logical reasoning support them
8. Develop an outline or construct and complete a mind/concept map
9. Prepare a rough draft
10. Add research documentation to the draft
11. Revise the draft
12. Have a peer review your work
13. Revise the draft
14. Edit the draft
15. Prepare, proofread, and submit the final copy

Collecting Sources

Gather a large list of books, articles, and Web-based information on your topic. Even if you are not sure the source will have what you want, keep accurate information on EVERY source in case you do need it later. When using Web pages, you might want to print out the first page of the document, making sure the URL is printed on the page. Locate your sources through the online library catalog, in print and online reference works, online databases and journal indexes, other bibliographies, and sources suggested by your teacher or library media specialist.

One of the most useful resources we have available outside of your school library is the online databases offered by local or state library systems or available from your school. Ask your library media specialist for information about access to these.
Source and Notes Information

Use a separate page or file for each source of information. Include on the page:

1. All of the publication information needed to include the work on your final WORKS CITED AND CONSULTED page. (This will save time because you will not have to look up the information again.)
2. All of the information on each page in proper MLA format. (Consult the examples in this guide for correct form. If you follow the correct form the first time, you will not have to do your work twice.) Make sure to include the URL of the source.
3. The call number of the book. (If a book is out or not in the library, you can find it at a later time without looking it up in the online card catalog again - another time saver.)
4. This source page will also include your notes from the source.

Taking Notes

The easiest way to prepare your research project is to base it on notes which you make as you consult your sources. If you prepare your notes properly, you will find it much easier to organize your material later and to complete your project. Make your notes clear. Doing this from the beginning will save you time later. You shouldn't need to go back to find information you missed.

You will waste time, however, if you take notes on every fact on your topic. To avoid this, before you start your note-taking, complete a thesis page which may include:

1. A statement of what you tentatively plan to prove about your topic.
2. Four to five general questions which will help you focus your research.
Plagiarism

Plagiarism is the act of presenting someone else's work as your own. Plagiarism is theft of intellectual property. The most obvious form of plagiarism consists of stealing an author's exact words and failing to use quotation marks or to cite the author. However, other more subtle degrees of plagiarism exist. To avoid unintentional plagiarism, a writer must be aware of this fact. The following passage is quoted exactly from F. R. Leavis's book *The Great Tradition*. Various revisions of it will demonstrate the difference between plagiarism and proper paraphrasing.

Original Text by Leavis:

Dickens, as everyone knows, is very capable of sentimentality. We have it in *Hard Times* (though not to any seriously damaging effect) in Stephen Blackpool, the good, victimized working man, whose perfect patience under infliction we are expected to find supremely edifying and irresistibly touching as the agonies are piled on for his martyrdom. But Sissy Jupe is another matter. A general description of her part in the fable might suggest the worst, but actually she has nothing in common with Little Nell: she shares in the strength of the Horse-riding. She is wholly convincing in the function Dickens assigns to her (235). -F. R. Leavis, *The Great Tradition*. New York: New York University Press, 1964.

Revision 1:

Charles Dickens, most agree, can be sentimental. We see it in *Hard Times*, (although it doesn't cause any great problems) in Blackpool, who is an honest worker with whom we sympathize because he suffers a lot. Sissy Jupe is different. Although she sounds like a sentimental character, she is very different from Little Nell. She takes part in riding horses, and Dickens makes her very convincing in that role.

Comment on Revision 1:

Revision 1 demonstrates the work of someone who either intends to commit plagiarism or who doesn't realize what plagiarism is. Plagiarism cannot be avoided just by substituting a few words and transforming some sentences. This version is plagiarism because it copies Leavis's sequence of ideas, a type of fingerprint that will give away the guilty student writer. The student has not cited Leavis as the source and has not used the information meaningfully.
Revision 2:

Sometimes Dickens is sentimental. Examples of his sentimental characters include Blackpool in *Hard Times* and Little Nell. Sissy Jupe is another character that might be considered sentimental at first glance, but she is different. She has greater depth and is more convincing as a character than the others.

Comment on Revision 2:

Examples like Revision 2 typically result from sloppy note taking. The student writer was probably trying to get the bare essentials and intended to put them into his or her own words later. In composing the draft, however, the writer forgot how closely tied these words are to the original. Notice that Revision 2 is limited to the ideas in the original. This revision is plagiarism because the student copied Leavis's ideas without giving him credit and because there is no evidence of the student's own thought here. This version could be saved from plagiarism by citing Leavis as the source of the ideas.

Revision 3:

Dickens' novel *Hard Times* rises above sentimentality. Some characters, for instance, Stephen Blackpool, do appear sentimental. Blackpool exceeds all reasonable expectation in tolerating a drunken woman who repeatedly robs him, runs off, and throws herself on his mercy when she needs help. Likewise, his patient, calm manner towards his bully of an employer (never once does he lose his temper) is unrealistic and calculated to squeeze sympathy from a reader. Sissy Jupe, however, is a more complete character. Instead of making her a mere victim, Dickens develops her role. He gives her a consistent strength and point of view. For example, when her teacher asks if a nation with fifty millions of money was a prosperous nation, she answers, "...I couldn't know whether it was a prosperous nation...unless I knew who had got the money, and whether any of it was mine" (Dickens 982).

Comment on Revision 3:

Revision 3 is an example of the proper use of a source. This student has picked up some ideas but has looked for other examples to support them. Notice that this version has its own topic sentence. This student, therefore, was independently following a plan and not simply taking another author's material.
Research and Style Manual

Setting Up Your Paper

The completed draft of your project should include the following:

1. A title page, containing the title, your name, the teacher's name, the specific class, and the date of submission.
2. The text of the paper. Number only the pages of the text, beginning with page 2, unless your teacher instructs you otherwise.

Margins and Other Information

Font: Courier New 12
Margin set-up for entire paper: 1" top, bottom, left and right margins
Center all information on the title page
Start title of paper 1/4 page from top
Title of the paper in ALL CAPS
Double space and type your name
Type name of instructor at 3/4 page
Double space and type name of class
Double space and type today's date
One staple in upper left-hand corner
MLA Quick Start Guide

General

- Type your paper on a computer and print it out on standard-size paper (8.5” x 11”)
- Double-space your paper
- Set the margins of your document to 1” on all sides
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin, starting on the first page of the text of your paper. (Note: Your instructor may ask that you omit the number on your first page. Always follow your teacher's guidelines.)
- Use italicizing throughout your essay or paper for highlighting the titles of longer works or for providing emphasis.
- If you have any notes, include them on a page before your Works Cited and Consulted page and format them using the same format as found on that page.

Formatting the First Page of a Paper Without a Title Page

- Do not make a title page for your paper unless specifically requested to do so.
- If there is no title page, provide a double-spaced entry in the top left corner of the first page that includes your name, your instructor’s name, the course, and the date.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin, starting on the first page of the text of your paper. (Note: Your instructor may ask that you omit the number on your first page. Always follow their guidelines.)
- Center your title on the line below the header, and begin your paper immediately below the title.

Pete Purdue

Dr. D. Smith

English 9A

11 November 2016

Building a Dream: Reasons to Expand the Nauset High School Stadium

During the 2015 season, the Nauset Warriors won the Division 1 Championship, earned their first trip to the Rose Bowl in thirty-four years, and played consistently to sold-out crowds. Looking to the future…
MAKING REFERENCE TO THE WORKS OF OTHERS IN YOUR TEXT

In MLA style, referring to the works of others in your text must be done in two ways. When you make reference to someone else’s idea, either through paraphrasing or quoting them directly, you
- provide the author’s name (or the title of the work) and the page (or paragraph) number of the work in a parenthetical citation, and
- provide full citation information for the work in your Works Cited and Consulted list.

MLA format follows the author-page method of citation. This means the author’s last name and the page number(s) from which the quotation is taken must appear in the text and a complete reference must appear in your Works Cited and Consulted list.

Format: (Author’s last name Page number)
Example: (Henley 256)

FORMATTING YOUR WORKS CITED AND CONSULTED LIST

- Begin your Works Cited and Consulted list on a separate page from the text of the essay or research paper.
- Label the page Works Cited and Consulted (do not underline, bold, italicize the words or put them in quotation marks).
- Double-space the entire page. Do not put extra spaces between the entries.
- The first line of an entry is flush with the left-hand margin of the page.
- Each subsequent line of an entry is indented 5 spaces.

Format:
Author(s). Title of book. Place of publication: Publisher, Year of publication.

Example:
Research and Style Manual

In-Text Citation

In-text documentation is the newly recognized format for acknowledging borrowed information within your original text. No longer are footnotes or endnotes used, unless you need to clarify or add some information.

Use in-text documentation to cite a source whenever you:

- use an original idea from one of your sources, whether you quote or paraphrase it
- summarize original ideas from one of your sources
- use factual information that is not common knowledge (Common knowledge is information that recurs in many sources. If you are not certain it is common knowledge, cite to be safe.)
- quote directly from a source
- use a date or fact that might be disputed

*Usually only the author's last name and the page number OR, in the absence of an author, the title and the page number are given.* Do not use the word "page" or any abbreviations. Page numbers may be omitted if the article is a one-page article or one in an encyclopedia arranged alphabetically. Page numbers are may also be omitted when citing Web resources, which do not normally include paging.

The purpose of this format is to give immediate source information without interrupting the flow of the paper. Usually parenthetical citations are placed at the end of a sentence, but they may be placed in the middle (see example 6). The academic world takes in-text documentation seriously. *Inaccurate documentation is as serious as having no documentation at all.*

Rules for Using In-Text Documentation

1. Put the author's last name and the page number in parentheses. Do not use "page" or abbreviations for page, just write the number. In most cases you will be citing one or two pages, leading your reader to a specific piece of information. Allow one space before the parentheses but none after it if a period follows.

   **EX:** Thomas Hardy's *Return of the Native* is the penultimate example of coincidence (Ellman 89).

2. If you are using more than one book by the same author, give the last name, comma, the title, and the page.

   **EX:** Animal imagery conveys the primitive, uncontrolled rage that the peasants feel.
One person "...had acquired a tigerish smear about the mouth" (Dickens, *Tale of Two Cities* 33-34).

3. If you identify the author and title in the text, just give the **page number**.

   **EX:** In *Jude the Obscure*, Hardy depicts the heart-rending disappointment that Jude must face: "...the spires of the Medieval buildings haunted his existence and at the same time they beckoned him to call the pillars of learning his home" (9).

4. If there is no author, give the **title** and the **page number**.

   **EX:** Some critics, including Christopher Ricks, feel that Thomas Hardy overuses trite coincidences to generate the action in his novels (*Spectator* 5).

5. If you are quoting a direct quotation from a secondary source, you must identify it as such.

   **EX:** According to Derek Montana, "...the critic's worst enemy is himself" (qtd. in *Paris* 87).

6. If a quotation or information appears in the middle of your own idea, then insert the documentation immediately after the quotation.

   **EX:** Derek Montana's idea, "...the critic's worst enemy is himself" (qtd. in *Paris* 87), parallels the idea that interpretation reveals one's own biases.

7. If the quoted material exceeds two lines in your text, you should either:

   a) indent both margins of the quotation (and single space if possible on your word processor)

   b) or indent both margins, single space, and use a smaller font.

8. Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, omit numbers from your in-text documentation and use only the main entry, author, or title in parenthesis.

   **EX:** A recent CNN.com review noted that the book's purpose was "to teach cultures that are both different from and similar to world status quo" (Allen).

If your source includes fixed page numbers or section numbering (such as numbering of paragraphs), cite the relevant numbers. Give the appropriate abbreviation before the numbers (Moulthrop, pars. 19-20). In this case "pars" is used for numbered paragraphs. For a Web document, the page numbers of a printout should NOT be cited, because the pagination may vary in different printouts.
Specific Examples

Corporate or Committee Authorship
It is best to include the name of the agency within the text.

EX: The Thomas Hardy Literary Society has called Hardy the "Victorian-modern father of literature" (34).

Work in a Multiple Volume
It is unnecessary to use the word "volume" or the abbreviation if you identify by both the volume and the page number. The order is to give the volume number first then a colon, a space and then the page.

EX: Dvorak is nicknamed "Old Borax," but it is never mentioned by some critics (Hall 5: 87-88).

Magazine Article
Give the author if available, otherwise use the title of the magazine.

EX: Jude can be surveyed from a Biblical point of view as a "martyr" (New Yorker 16).

Plays
Generally you use Arabic numbers for both acts and scenes, but you may still use Roman numerals for acts and lower case ones for scenes. List line numbers last and separate them with a colon.

EX: In Julius Caesar perhaps the most quoted line comes from Caesar: "Et, tu, Brute!" (3:1:23).

Poetry
For short quotations, separate lines of poetry with / marks and list line numbers as if they were page numbers.

EX: "When I was half the man I was/And serve me right as the preachers warn," ("Lament" 37-38).

For quotations longer than three lines, preserve the form and spacing of the original.
Web Page
Web documents generally do not have fixed page numbers or any kind of section numbering. If your source lacks numbering, omit numbers from your parenthetical references.

EX: "The Human Genome Initiative is a worldwide research effort that has the goal of analyzing the structure of human DNA and determining the location of the estimated 100,000 human genes. (National Human Genome Research Homepage)

Do not cite the page numbers of a printout. Pagination varies depending on fonts and printers.

Newspapers
List the author if given, otherwise list the newspaper title without any definite or indefinite articles that begin it (New York Times not The New York Times) and the page number.

EX: According to the New York Times, Jesse Jackson appears to have a very decent chance to win the Democratic nomination for President (Kehoe C4).

Encyclopedia
Treat encyclopedias like books. If an author's name is given, use it and the page number. If no author's name is given, use the editor's name. If neither is given, use the title of the encyclopedia.

EX: Whale communication research started in the late 1950's by Stanford University graduate students who were studying mating calls (Davis 78).

Visual Material (graphs, charts, tables, etc.)
These materials must be documented. After each graph, chart, or table write: Source: then give complete bibliographic information, end with a colon, space, then the page number.

| TABLE 1 |
|-----------------|------------------|
| Violation of the Privacy Act |          |
|                    | Violated | Not Violated |
| Tapping Telephone Lines | 35%      | 65%          |
| Mail Broken Into    | 05%      | 95%          |


Or label the visual, add a title and give the artist or author and page.
No research paper is complete without a list of the materials from which you have borrowed ideas, facts, opinions, or quotations. You created a running list of sources when you filled out your source cards. Now you must formalize the list to accompany your paper so that a reader can see your sources.

1. Go through your source information, discarding any sources you did not use.
2. The "Works Cited and Works Consulted" page should consist of all works that you specifically quoted, paraphrased, referred to in your text and all works you consulted but did not actually cite in your text.
3. Arrange information sources alphabetically according to the author's last name. If no author is indicated, alphabetize by the first prominent word in the title (ignore A, AN, THE). If the work is published by a society and no author is named, use the society as the author in order to alphabetize.
4. Generally the following publication information should be included and in this order (omit any category that is not applicable):

   - The entire Works Cited and Consulted page is double-spaced.

Head a new sheet of paper WORKS CITED AND CONSULTED in all capital letters and centered at the 1/4 page mark. Do not underline or italicize this title.

Copy the information from the alphabetized source information of all works used in your paper.

Double-space all lines on the WORKS CITED AND CONSULTED page.

The first line of each new entry starts at the left-hand margin.

Indent the second and all subsequent lines in each citation half an inch. This is called a hanging indent.

After the last entry, double-space and type your name.

Place the WORKS CITED AND CONSULTED page(s) immediately after the last page of the text.

Truncate the names of publishers.

If you have two or more works by the same author, give the author's full name for the first citation and use - - - for each additional work by that author.

Punctuate as shown in the examples that follow.
MLA 8TH EDITION BASIC BOOK FORMAT

The author’s name or a book with a single author's name appears in last name, first name format. The basic form for a book citation is:

Last Name, First Name. Title of Book. Publisher, Publication Date.

BOOK WITH ONE AUTHOR


BOOK WITH MORE THAN ONE AUTHOR

When a book has multiple authors, order the authors in the same way they are presented in the book. The first given name appears in last name, first name format; subsequent author names appear in first name last name format.


ARTICLE IN A REFERENCE BOOK (e.g. encyclopedias, dictionaries)

When a book has multiple authors, order the authors in the same way they are presented in the book. The first given name appears in last name, first name format; subsequent author names appear in first name last name format.

AN ARTICLE FROM AN ONLINE DATABASE (e.g. Gale, World Book Online, etc.)

Cite articles from online databases (e.g. Gale, World Book, JSTOR, ScienceDirect) and other subscription services as containers. Thus, provide the title of the database italicized before the DOI or URL. If a DOI is not provided, use the URL (without the http://) instead. Provide the date of access if you wish or if your teacher requires it. Many scholarly journal articles found in databases include a DOI (digital object identifier). If a DOI is available, cite the DOI number instead of the URL.


CITING AN ENTIRE WEB SITE

Be sure to include your date of access because Web postings are often updated, and information available on one date may no longer be available later.

When using the URL, be sure to include the complete address for the site except for the https://.

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), URL, DOI or permalink. Date of access (if applicable).

A PAGE ON A WEB SITE

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. If the publisher is the same as the Web site name, only list it once.


For additional formats not covered in this document, visit the OWL Writing Lab site
https://owl.english.purdue.edu/owl/resource/747/22/
MLA Conventions

Abbreviations

MLA is specific about abbreviations in citations. You will probably need to abbreviate months for any journal reference. Note that May, June and July are not abbreviated.

Jan. - January
Feb. - February
Mar. - March
Apr. - April
May - May
June - June
July - July
Aug. - August
Sep., Sept. - September
Oct. - October
Nov. - November
Dec. - December

Other common abbreviations:
trans. for translator
sec. for section
n.d. for no date
ed. for editor
eds. for editors
spec. for special
pars. for paragraphs

In works cited/consulted lists, shortened forms of publishers' names are recommended. In general, omit articles (a, an and the) and business abbreviations (Co., Corp., Inc. or Ltd.). If the publisher's name includes the name of one person, cite the surname only. (W.W. Norton would be simply Norton.) If the publisher's name includes several names, cite only the first of the surnames.

Examples:

- use Little for Little, Brown and Company, Inc.
- use ALA for The American Library Association
- use Cambridge UP for Cambridge University Press
Rules for Punctuating Titles of Sources

Italicize or underline titles of longer works:

- books
- periodicals
- databases
- full-length plays (usually three to five acts)
- movies or television series
- works of art—paintings, sculptures
- book-length poems
- major Web sites

Set in quotation marks titles of shorter works, not independently published:

- chapters
- essays
- articles in periodicals
- short poems
- Web pages
- TV episodes
- one-act plays

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Thank you to Dolly Barrios for the samples!