

Welcome to the official style guide for Piedmont High School. This guide provides instruction in documenting research, avoiding plagiarism, and formatting research papers. It is based on *The Modern Language Association Handbook for Writers of Research Papers*, 7th edition (2009).

This guide is used in all subjects at PHS, and all students are required to follow it. Students will be instructed in MLA format both in class and in the library as part of the research process. Students may purchase a copy of the *MLA Handbook* or borrow one from the school or public library. To learn more about MLA style, students should also consult the websites listed under *Additional Resources* on page 20 of this guide.

Documenting Research

Documenting research means giving credit where credit is due. Writers of research papers do this through the use of *citations* or brief parenthetical notes in the text indicating the source for the ideas, facts, figures, or other information contained in their papers. See this example:

As a result of Germany's defeat in World War I, revolution broke out in that country and German ex-army officers formed the Order Police as a counterforce to the rebels (Browning 3).

The parenthetical citation "(Browning 3)" means that the information comes from page 3 of a book by Browning. The reader can then refer to the Works Cited list at the end of the research paper for information on the book. Here is the citation as it would appear in the Works Cited list:

Browning, Christopher R. *Ordinary Men: Reserve Police Battalion 101 and the Final Solution in Poland*. New York: HarperPerennial, 1998. Print.

Citing sources establishes you, the writer, as a credible researcher and allows your reader to seek out your actual sources for more information. You cite sources to:

- Give credit to others for their work
- Identify the resources you consulted in your research
- Prove that your research is drawn from accurate, authoritative resources

Sources refers to any informational media you consulted as part of your research, including books, magazine and newspaper articles, encyclopedias and other reference books, online subscription databases, ebooks, websites, blogs, interviews, films, radio or television shows, site visits, performances and conferences.

Common knowledge does not have to be cited. For example, you do not need to credit a source for the statement "Barack Obama was elected President in 2008." However, if you cite the exact number of electoral votes he received, you do need to cite the source of that number. If you have any doubt about whether the information you are using is common knowledge, cite your source.

Your own findings or personal opinions do not have to be cited. If you conduct surveys or other research, or include your own observations, simply announce your findings as your own.

The parenthetical citation relates directly to your text. If you mention the author's name in the text, include the page number only in parenthesis. If you do not mention the author in the text, then include it in the parenthetical reference. See these examples:

Author's name in the text:

Degler argues that America's isolationist past was a major factor in shaping U.S. foreign policy in the 1920's and 1930's (525).

Author's name in the citation:

America's isolationist past was a major factor in shaping U.S. foreign policy of the 1920's and 1930's (Degler 525).

The parenthetical citation relates directly to your Works Cited List: Every parenthetical citation must match an entry in the Works Cited list. See the example below:

In-text citation:

America's isolationist past was a major factor in shaping U.S. foreign policy of the 1920's and 1930's (Degler 525).

Entry in the list of Works Cited:

Degler, Carl N. *Out of Our Past*. New York: HarperPerennial, 1984. Print.

General rules regarding in-text citations:

- The parenthetical citation is placed before the period.
- There is no comma between author and page number.
- If the author's name is mentioned in the text, include the page number only.
- There is no abbreviation for page (i.e. pg.) in the parenthetical citation.
- When you cite a quotation, put the end quotation mark after the quote, then the parenthetical citation, and then the punctuation to end the sentence, as in the following example:

MLA format requires adherence to specific rules; however, "the mechanics of the research paper, important as they are, should never override the intellectual challenge of pursuing a question that interests you" (Gibaldi 5).

- When the citation is from a webpage, do **not** use page numbers. Use the author's last name (see #1 below) or, if the author is not given, use the title of the webpage (see #2).

1. The procedure for adopting a child varies from state to state (Johnson).

2. Strict rules governed daily life in the Japanese internment camps (JARDA).

- When two authors have the same last name, write the author's first name after the last name. Example: (Johnson, Paula 694)
- When there are two sources by the same author, use the first key word in the title of the work instead of the author's name. Example: (Segregation 8-9)

Example Text with Citations & Explanations

Alexander Fleming's discovery of penicillin in 1928 was a major scientific breakthrough. Fleming was returning from a summer vacation to work in his lab when he noticed a green mold growing in a petri dish **(Ho)**. This mold resembled a halo surrounding the common bacterium *staphylococcus aureus* and Fleming noted that, "It was astonishing that for some considerable distance around the mold growth the staphylococcal colonies were undergoing lysis (the dissolution or destruction of cells)" **(Horvitz 117)**. He hypothesized that the mold killed the bacteria and conducted a number of tests to prove this. However, according to Calvo, the mold was too perishable for practical use so penicillin was neglected for a decade **(373)**. Fleming's discovery was fully realized in 1940 when Howard Florey and Ernst Chain conducted more sophisticated tests to uncover the therapeutic properties of penicillin **(Penicillin)**.

(Ho). Info from website. Author's last name - no page number.

(Horvitz 117). Info from book. Author's last name and exact page in the book where the researcher found this information.

(373). Book: page number only because the author's name (Calvo) is mentioned in the sentence.

(Penicillin). Website: Begins with title of the article because no author is given. No page number.

Citation Format for the Works Cited list

Works Cited is an alphabetical list of the sources to which you have referred in your essay; it is included at the end of your paper. If your instructor asks you to list everything you have read as background, call the list *Works Consulted*. Follow these important general guidelines:

- Put entries in alphabetical order by first word, omitting *a, an, the*.
- Do **not** number the entries.
- Indent all lines **after** the first line (this is called a *hanging indent*).
- Double-space each entry.
- Write dates in this form: 23 Feb. 2009 and abbreviate all months except May, June and July.
- Do **not** precede page numbers with *p.* or *pg.*
- Designate page ranges as follows: 21-48; use a plus sign (21+) if the article skips pages.
- Use periods between parts of the entry and at the end.
- If no author is given, begin with the title.
- Every punctuation mark serves a purpose! Punctuate exactly as shown.

NOTE:

The Works Cited list below uses the citations from the example text on the previous page. The entries are color-coded to correspond with those specific citations. Do **not** color-code your citations! We have done this for instructional purposes only.

Works Cited

Calvo, Sherri. "Sir Alexander Fleming." *Science and Its Times*. Ed. Neil Schlager. Vol. 6. Detroit: Gale Group, 2000. Print.

Ho, David. "Bacteriorologist." *Time Online*. Time, Inc., 29 Mar. 1999. Web. 10 Dec. 2010.

Horvitz, Leslie Alan. *Eureka!* New York: John Wiley & Sons, 2002. Print.

"Penicillin." *Encyclopedia Britannica 2011*. Encyclopedia Britannica Online. Web. 6 Dec. 2010.

Encyclopedia Article from common encyclopedias: (*World Book, Britannica, Americana*) Author. "Title of article." *Name of Encyclopedia*. Year of publication ed. Medium of publication.

Author **Title of article** **Name of encyclopedia** **Year**
 ↓ ↓ ↓ ↓
 French, Warren G. "Steinbeck, John." *Encyclopedia Americana*. 2007 ed. Print. ← **Medium of Publication**

Encyclopedia Article from less familiar encyclopedias: (*those not specified above*)
 Author. "Title." *Name of Encyclopedia*. Editor (first name, last name). Volume #. City: Publisher, Date. Medium of Publication.

Author **Title of article** **Name of encyclopedia** **Editor** **Volume**
 ↓ ↓ ↓ ↓ ↓
 Lichtenberg, Dan. "Big Bang Theory." *Macmillan Encyclopedia of Energy*. Ed. John Zumerchik. Vol. 1.
 New York: Macmillan, 2001. Print.
 ↑ ↑ ↑ ↑
City **Publisher** **Date** **Medium of Publication**

Anthology selection (an anthology is a collection of literary works, i.e. poems, essays, etc.)
 Author of selection. "Title of Selection." *Title of Anthology*. Editor (first name, last name). City: Publisher, Date. Page numbers. Medium of Publication.

Author **Title** **Title of Anthology** **Editor** **City** **Publisher** **Date** **Pgs**
 ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
 Lazard, Naomi. "In Answer." *The Norton Book of Poetry*. Ed. Russell Baker. New York: Norton, 1986. 52-
 54. Print. ← **Medium of Publication**

Article Reprinted in Reference Book
 Author of article. "Title of article." *Original Source of Article* Date of article: page #. Rpt. in *Name of Reference Book*. Editor (first name, last name). Volume. City: Publisher, Date. Page(s) in reference book. Medium of Publication.

- Notice that there is no period between the original source of article and the date
- Rpt. stands for "reprinted"

Author **Title of article** **Original source of article** **Date of article Pg. #** **Name of Reference Book**
 ↓ ↓ ↓ ↓ ↓
 Jones, Allan. "Nyro's Spring Fever." *Melody Maker* 8 July 1978:17. Rpt. in *Contemporary Literary Criticism*. Ed. Sharon R. Gunton. Vol. 17. Detroit: Gale, 1981. 320. Print. ← **Medium**
 ↑ ↑ ↑ ↑ ↑ ↑
Editor **Vol.** **City** **Publisher** **Date** **Page**

Online Images (photographs, sculpture, paintings)

Artist (if known). Description or Title of Image. Date of Image. Physical Location of Image (if available). Title of Database or Website. Medium of Publication. Date of access.

Artist	Title	Date	Physical Location	WebSite	Medium	Access Date
↓	↓	↓	↓	↓	↓	↓
Van Gogh, Vincent.	<i>Irises.</i>	1889.	Getty Museum.	<i>Getty Museum Online.</i>	Web.	20 July 2010.

Citing Sources from the Internet

Internet sources follow the format below.

Author or Editor's name. "Title of article." *Title of the website.* Publisher or sponsor, Date of publication (day, month, and year, as available) or last update. Medium of publication. Date of access.

Each item is followed by a period except the publisher or sponsor, which is followed by a comma.

It may sometimes be difficult to find all the information. Below are guidelines to follow when the information is not given on the site.

- No author: begin with editor
- No editor: begin with the title
- Untitled sites: assign a title such as "Home Page" or "Introduction" or "Online Posting"
- No publisher or sponsor: use n.p. in place of this information
- No date of publication: use n.d. if no date is given

Website with author

Author	Title	Website	Publisher	Date
↓	↓	↓	↓	↓
Hornick, Ed..	"Reality check: Repealing health care reform."	<i>CNN.com.</i>	Cable News Network,	19 Jan.
				2011.
				Web. 20 Jan. 2011.
				← Date of Access
				↑
				Medium

Citing Articles from Subscription Databases

Use the following general format. If you cannot find a particular piece of information, skip it and go on to the next. For example, if there is no author listed, begin with the title. Do not use a period between the name of the periodical and the date.

Author (if given). "Title of article." *Name of periodical* Date of publication: number range or total # of pages. Name of database. Medium of publication. Date of access.

Wilson Web Science Full Text Select

Title	Publication	Date	page	Database	Medium	Accessed
↓	↓	↓	↓	↓	↓	↓
"Dolphin Safe." <i>Environment</i> 2 Sept. 2000: 6. Wilson Web Science Full Text Select. Web. 26 Jan. 2011.						

Encyclopedia Britannica

Authors (if given). "Title of article." *Name of Encyclopedia* Date. Name of Database. Medium of publication. Access Date.

Title	Name of Encyclopedia	Date	Database	Medium	Accessed
↓	↓	↓	↓	↓	↓
"Fresco Painting." <i>Encyclopædia Britannica</i> 2011. Encyclopædia Britannica Online. Web. 8 Feb. 2011.					

Gale Student Resources in Context— Newspaper, magazine or journal article:

Author. "Article Title." *Original Source of the Article* Date: Pages. Title of database. Medium of publication. Access date.

Author	Title	Orig. Source	Date:Page
↓	↓	↓	↓
Moore, Martha T. "Cities are frozen but frustrated people get hot." <i>USA Today</i> 29 Dec. 2010:2A. Gale Student Resources in Context. Web. 28 Jan. 2011.			
↑	↑	↑	
Database	Medium	Access date	

Avoiding Plagiarism

The information below is adapted from Indiana University's Bloomington Campus *Writing Tutorial Service* and Joyce Valenza's *Power Tools Charged*.

You can and should borrow from the works of other writers as you research. The purpose of a research paper, according to the MLA Manual, is "to synthesize previous research and scholarship with your ideas on the subject." However, the material you borrow must be cited!

Plagiarism is using other people's ideas and words without clearly acknowledging the source of that information. It is a serious academic offense and a violation of the PHS Academic Integrity Policy.

To avoid plagiarism, you must give credit whenever you use:

- Another person's idea, opinion, or theory.
- Any facts, statistics, graphs, drawings – any piece of information – that is not common knowledge.
- Quotations of another person's actual spoken or written words (details below).
- Summary or paraphrase of another person's spoken or written words (details below).

Quoting, summarizing and paraphrasing

Good writers use three strategies –quoting, summarizing and paraphrasing – to blend source materials into their own writing.

Quotations are the exact words of an author, copied directly from the source word for word. Quotation must be set off by quotation marks, and they must be cited! Use quotations when:

- You want to add the power of an author's actual words to support your argument.
- You want to disagree with an author's argument.
- You want to highlight particularly eloquent or powerful phrases or passages.
- You are comparing and contrasting specific points of view.
- You want to note the important research that precedes your own.

Summarizing involves putting the main idea(s) of one or several writers into your own words, including only the main point(s). Summaries are significantly shorter than the original; they take a broad overview of the source material and the ideas are not necessarily presented in the same order as in the original source. Summaries must be cited! Summarize when:

- You want to establish background or offer an overview of a topic.
- You want to describe information from several sources about a topic.
- You want to determine the main ideas of a single source.

Here is an example of summarizing one writer's work:

Original Source: Reich, Robert B. Supercapitalism. New York: Knopf, 2007

Since the 1970's and notwithstanding three recessions, the United States economy has soared. Consumers have been treated to a vast array of new products – personal computers, iPods, antidepressants, hybrid cars, to name just a few – while the prices of standard goods and services have declined, adjusted for inflation. Health care costs more, but Americans live almost fifteen years longer than they did in 1950 on average, largely due to new drugs and new medical equipment.

Companies have also become far more efficient and the stock market has surged. In 1975, the Dow Jones Industrial Average hovered close to 600. It had not advanced very far in years. By late 2006, it hit 12,000. Moreover, since the early 1980s inflation has been well under control.

Some observers rightly point out that these gains have been accompanied by widening inequalities of income and wealth. The gains have also accompanied other problems such as heightened job insecurity, and environmental hazards such as global warming. Strictly speaking, though, these are not failings of capitalism. Capitalism's role is to enlarge the economic pie. How the slices are divided and whether they are applied to private goods like personal computers or public goods like clean air is up to society to decide. This is the role we assign to democracy.

The following is an unacceptable summary because the writer does not acknowledge the author of the original source:

The United States economy is growing stronger all the time; however, society must decide if the problems associated with a strong economy are worth the materialistic gain.

The following is an acceptable summary because the writer includes the source (Robert Reich) and the page number (4) where the original information can be found:

According to Robert Reich, the United States economy is growing stronger all the time; however, society must decide if the problems associated with a strong economy are worth the materialistic gain (4).

The reader can then refer to the Works Cited list to find more information on the source material. Here is the citation as it would appear in the Works Cited list:

Reich, Robert B. *Supercapitalism*. New York: Knopf, 2007.

Paraphrasing means rephrasing the words of an author, putting his/her thoughts in your own words. A paraphrase can be viewed as a “translation” of the original source. When you paraphrase, you rework the source's ideas, words, phrases and sentence structures with your own. Paraphrased text is often, but not always, slightly shorter than the original work. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information. Paraphrases must be cited! Paraphrase when:

- You want to avoid overusing quotations.
- You want to use your own voice to present information.
- You feel you can phrase the information more clearly for your particular audience.

Practice paraphrasing by carefully reading over what you want to paraphrase; cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking. Then check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

How to Recognize Unacceptable and Acceptable Paraphrases

Here is the original text from page 49 of *Brilliant: the Evolution of Artificial Light* by Jane Brox:

It was said that the open flame of the first known lighthouse, the Pharos, could be seen a hundred miles away. Although that is certainly an exaggeration, the Pharos was an impressive structure. Built for the port of Alexandria in the third century B.C., its light – which was intensified and projected by a curved mirror or polished metal disk – was housed in the cupola of a rectangular marble structure that rose about four hundred feet above the low-lying Egyptian shore. At the time, only the pyramids stood taller. By comparison, eighteenth-century shore lights were far more modest, and on a clear night a well-maintained beacon might be seen five, six, maybe seven miles away, which was far short of some of the worst ocean perils. For instance, the rocks of the Eddystone reef, which lie nine miles off the south coast of England, extend for half a mile, and nearly all of them are submerged, the most prominent rising only three feet above water during the highest tides.

Here is an unacceptable paraphrase that is plagiarism:

The first known lighthouse was called the Pharos which projected light for hundreds of miles. It was built in the third century B.C. and its light was intensified and projected by a curved mirror or polished metal disk. It rose four hundred feet above the shore and back then only pyramids were taller. In comparison, well-kept 18th c. lighthouses shone light six or seven miles away which didn't reach all ocean perils such as the rocks of Eddystone reef, most of which are under water. These rocks go out for half a mile.

The preceding passage is considered plagiarism for these reasons:

- The writer has only changed a few words and phrases, has inaccurately conveyed information or has changed the order of the original's sentences.
- The writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarizing.

Here's an acceptable paraphrase:

Brox reports that the first known lighthouse, the Pharos, built in the 3rd century B.C., employed a curved mirror to brighten and project the light from an open flame, though it is not known how far the light reached. Lighthouses in the 18th century projected light up to seven miles away, not far enough to illuminate dangers in the water (49).

This is acceptable paraphrasing because the writer:

- Accurately conveys the information in the original text.
- Cites the source of the information.
- Uses her own words.

Here's an acceptable example of a quotation and paraphrase used together:

The first known lighthouse, the Pharos, built in the 3rd century BC, employed a “curved mirror or polished metal disk” to brighten and project the light from an open flame, though it is not known how far the light reached. Lighthouses in the 18th century projected light up to seven miles away, not far enough to illuminate dangers in the water (Brox 49).

This is acceptable paraphrasing because the writer:

- Records the information in the original passage accurately.
- Gives credit for the ideas in this passage.
- Indicates which part is taken directly from her source by putting the phrase in quotation marks and citing the page number.

Note that if the writer had used this original phrase in her own paper without quotation marks, she would be plagiarizing. Using another person's phrases or sentences without putting quotation marks around them is considered plagiarism *even if the writer cites in her own text the source of the phrases or sentences she has quoted*.

Formatting the Research Paper

Follow these general guidelines, unless instructed otherwise by your teacher:

- Type your paper and print it out on standard 8½" × 11" white paper.
- Double-space the text of your paper and do not add extra line spaces above or below the title of the paper or between paragraphs.
- Use Times New Roman 12 pt. font.
- Leave only one space after periods or other punctuation marks.
- Set the margins of your document to 1 inch on all sides.
- Left-align the text.
- Indent the first line of each paragraph one half-inch or five spaces (press tab once) from the left margin.
- 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.
- Use Arabic numbers (1, 2, 3, and so on) for page numbers.
- Use either italics **or** underlining (not both) when writing book titles.
- When a quotation is longer than four typed lines of prose or three lines of verse, set it off from the text by indenting the entire quotation one inch (or ten spaces) from the left margin. Double-space the indented quotation; do not add extra space above or below it. This format is known as a "block quote." The citation for block quotes *follows* the last mark of punctuation, which is different from other in-text citation.
- Quotation marks are not used around a block quote. The special indentation of the block quote signals to readers that the words are a direct quotation.

Johnson 1 }
Header with last name
number aligned to right
margin

Sally Johnson

Professor Doe Heading double-spaced

English 3-4

8 May 2008

Your Title Goes Here Title Centered

This is a template showing the essential features of MLA format: margins, indentations, font, and line spacing. A title page is not required. On the first page of your paper, place your name, your instructor's name, the course title, and the date on separate double-spaced lines against the left margin. Then center your title. If you use a block quotation, follow the format that follows.

}
1 inch margin on
left and right

A quotation that occupies more than four typed lines should be indented one inch (or ten spaces) from the left margin. It should be double spaced, without quotation marks at the beginning or end of the quoted material. The right margin should be set at 1".

Indent 1/2 inch

Block quotation indented 1 inch

Formatting the First Page of Your Paper

- A title page is not required.
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date on separate, double-spaced lines.
- Double space again and center the title. Do not underline your title or put it in quotation marks.
- Write the title in Title Case, not in all capital letters, and use Times New Roman 12 pt.
- Use quotation marks and underlining or italics when referring to other works in your title, just as you would in your text, i.e. Pride & Prejudice as Original Chick Lit or Family Dysfunction in *Plainsong*.
- Double space between the title and the first line of the text.
- See example below:

Example **Works Cited** Page

Johnson 10

Works Cited

Fountain, Henry. "Human Viruses Cause Respiratory Outbreaks in Ivory Coast Chimps." *New York Times*
5 Feb. 2008, natl. ed.: 3+. Print.

Gibaldi, Joseph. *MLA handbook for Writers of Research Papers*. 7th ed. New York: MLA, 2007. Print.

Grantz, Nelson. "Penicillin" *World Book*. 2004 ed. Print.

Ho, David. "Bacteriorologist". *Time Online* 29 Mar. 1999. Time, Inc. Web. 10 Oct. 2007.

Kusnitz, Marc, and Brian Hoyle. "Bacteria." *Gale Encyclopedia of Science*. Eds. K. Lee Lerner and Brenda
Lerner. Vol. 1. 3rd ed. Detroit: Gale, 2004. Gale Virtual Reference Library. Thomson Gale. Web. 13
Nov. 2007.

Neushul, Peter. "Fleming, Sir Alexander." *Biographical Encyclopedia of Scientists*. Ed. Richard Olson.
Vol. 2. New York: Marshall Cavendish, 1998. Print.

Each line double spaced

Notice the following:

- Your last name and the page number appear in the upper right hand corner.
- Title the page Works Cited, centered, with no bolding, underlining, or italics.
- Use Times New Roman, 12 pt. font.
- Double space throughout.
- Use hanging indents: the first line is left aligned with subsequent lines indented 5 spaces under the first line.

Index to Example Citations

Anthology	6
Articles:	
magazine	7
newspaper	7
reprints in reference books	6
Artwork (online)	8
Books:	
edited	5
single author	5
two or more authors	5
Databases:	
ABC-CLIO	11
Encyclopedia Britannica	10
Wilson Web	10
Gale Student Resources in Context	10-11
Ebooks	101
Email	7
Encyclopedias:	
common	6
less familiar	6
Film	7
Interviews	7
Photographs	7
Websites	8-9

Additional Resources for MLA Style

Purdue University

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

Modern Language Association

<http://www.mla.org/style>

Cornell University

http://www.library.cornell.edu/newhelp/res_strategy/citing/mla.html

Diana Hacker

<http://www.dianahacker.com/resdoc/>

University of North Carolina at Chapel Hill

<http://www.lib.unc.edu/instruct/citations/mla/>

Additional Resources for Avoiding Plagiarism

Purdue University

<http://owl.english.purdue.edu/owl/resource/589/01/>

Indiana University

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml#plagiarized>

Duke University

<http://library.duke.edu/research/plagiarism/>