

**Pre-AP English I Research Project**

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**PRE-AP ENGLISH I RESEARCH PROJECT**

**OBJECTIVE** You will complete a three to five page research paper that defines and discusses the influences of a poet’s style. Your research project will require you to immerse yourself into the work of one poet in order to better understand and define his or her style and its influences.

**PURPOSE** You will use research skills and the research process to complete your outlines and essay. You will use literary analysis skills and close reading skills to complete your poetry analysis and style emulation.

**MATERIALS** \* 3x5 note cards \*4x6 note cards  
 \* research envelope \* pen   
 \* pocket folder with brads \* highlighter

**REQUIRED SOURCES**

* Total of **THREE** required sources and **THIRTY** note cards
* One Book Source
* One Periodical Source (scholarly journal, newspaper, magazine, etc.)
* One Internet Source
* Must include printouts of all internet sources used with URL at the bottom of the page (highlight this URL)
* Must have copyright date or last date modified on internet sources (highlight this date on each printout)
* Must have all internet sources approved by the teacher prior to submission or they will not be accepted (signature required for approval)
* All internet sources must be reliable and accurate. You may not use any of the following: Wikipedia, Urban Dictionary, About.com, Pink Monkey, personal blogs, etc.

**WARNING** Outlines and essays submitted without parenthetical documentation and/or a Works Cited page will receive a **ZERO**. Plagiarism will also result in serious grade penalties such as a zero.

**AREAS TO COVER**

1. **Research biographical data on your poet’s life.** Information to include might be about the poet’s childhood, education, occupation, relationships, adulthood, and any major historical events or the time period in which they lived if it was an influence to the subject matter or the style of his or her poetry. Also include information on their poetry such as their particular style, subject matter, awards and accolades, and criticisms by other poets or authors.
2. **Research noted selections of your poet’s work.** Read as much of your poet’s poetry as possible. Select three of your poet’s most notable works that best illustrate their style. You will choose one of the three poems to annotate using the TPCASTT format. Write clearly in penand use a highlighter for Connotation.You will also write an original poem in the same style as your chosen poem. Pay careful attention to theme, literary devices, diction, punctuation, length, rhyme scheme, capitalization, and grammatical phrasing. Type the poem with an original title and list your name as the author.

**WRITTEN PRODUCT**

* Incorporate all of the materials of your research into a pocket folder with brads.
* Arrange the materials in the following order, punch holes in each, and place them in the brads:

1. Research Paper (correct heading, typed, double spaced, Times New Roman 12-point font, proper parenthetical documentation for each concrete detail)
2. Two typed poems by your poet
3. Typed TPCASTTed poem
4. Typed original poem emulating your poet’s style
5. Typed Works Cited page
6. All Internet / database printouts with highlighted information and teacher signature

* In the front pocket, place only the note card s you used in your research paper (arranged in the order of use) and secure them in a Ziplock bag or with a rubber band / paper clip.
* In the back pocket, place the source cards you cited on your Works Cited page. Arrange them in alphabetical order by the first thing listed on the card (usually the author’s last name).

**GRADES** Grades will be taken over the following:

* 1 source and 5 note cards
* 1 source and 10 note cards
* 2 source and 15 note cards (total)
* 2 source and 20 note cards (total)
* 3 source and 25 note cards (total)
* 3 source and 30 note cards (total)
* Topic Outline with Works Cited page and PDs
* Sentence Outline with Works Cited page and PDs
* Research Essay Rough Draft
* C:\Documents and Settings\Maureen.Luyun\Local Settings\Temporary Internet Files\Content.IE5\AAUHJ0VT\MC900282290[1].wmfC:\Documents and Settings\Maureen.Luyun\Local Settings\Temporary Internet Files\Content.IE5\244HGUTA\MC900229457[1].wmfComplete Written Product

**Plagiarism is NOT Your Friend**

**What is it –** *Plagiarism is a form of academic dishonesty in which you use other people’s words or ideas (pictures, art, charts, graphs, computations, scientific data, music, etc.*) *as your own by failing to credit the others at all or by improperly crediting them*. If you use someone else’s exact words, you must put quotation marks around them and give the person credit by revealing the source in a citation. Even if you revise, rearrange, or paraphrase the words of others or just use their ideas, you still must cite your sources(s) instead of pretending the words or ideas are your own. Your teachers will instruct you how to properly credit your sources.

**NOTE** - While some plagiarism is obviously intentional and some might be considered unintentional (missing or improper citation due to carelessness, often because of hurrying to do an assignment at the last minute), **both types are still subject to the same penalties**.

**Plagiarism takes a variety of forms…**

* Buying or using a paper from a research service or website
* Copying an article from the Web or an online or electronic database
* Copying a paper from a local source (such as other students)
* Turning in a paper someone else wrote for the student
* Cutting and pasting from one or more sources to create a paper
* Passing off borrowed passages or ideas as your own
* Paraphrasing materials without proper documentation
* Quoting less than all the words copied
* Copying material, supplying proper documentation, BUT leaving out quotation marks
* Faking a citation

**Consequences** – According to the DSHS Student Handbook, “A student found to have engaged in academic dishonesty will be subject to the disciplinary penalties per the Student Code of Conduct, as well as academic penalties. Teachers who have reason to believe a student has engaged in cheating or academic dishonesty will assign a zero for the work in question.”

RESEARCH PACKET INFORMATION

###### SOURCE CARDS

* Use 3x5 cards.
* Write down all publishing information in the proper order.
* On the top right hand corner, place a Roman numeral to identify this card.
* On the bottom right hand corner, place the Call # and library name. If it an online journal, internet article, etc. place this at the bottom of the card instead of Call #.
* Write only one source on a card.
* Be sure you use the CORRECT INDENTATION AND PUNCTUATION as shown in the example.

Please note:

* All long works (books, plays, encyclopedias, newspapers, magazines, movies, operas, television series) are underlined. NOTE: **Anything underlined on the source card needs to be italicized on the works cited page!**
* All short works (essays, articles, chapters, poems, short stories, songs, one-act plays) are placed in quotation marks.
* Periods and commas go inside of quotation marks.

**You need to fill out your source cards CORRECTLY to receive credit.**

Slide, Anthony. Aspects of American Film History Prior to 1920. Metuchon: The Scarecrow Press, Inc., 1978.

II

808.9R-DSHS Library

###### NOTE CARDS

###### NOTE CARDS

* As you read your sources, take notes on information you think you can use in your paper.
* Use 4x6 cards.
* On the top line, put a heading or title that summarizes the contents of the information. Each card should have a different title.
* At the top right hand corner, place the ROMAN NUMERAL that corresponds to the correct source card on the note card.
* If you have more than one card for a source, place an Arabic number after the Roman numeral to indicate the card order in relation to the source.
* Write one idea per card.
* Write on the front of the card only.
* Paraphrase the information or use quotation marks if you are taking it word for word from your source.
* At the bottom right hand corner, place the author’s last name and the page number(s) from which the information is taken.
* If an author’s name is not available, use the title of the source.

**You must fill out each note card CORRECTLY to receive credit!**

As a *quote*: As a *note* (paraphrased)

Hidden talent

“It is an established fact, if I am not mistaken, that these morbid feelings of sin, which have no evident cause, are the result of having transgressed some life-demand peculiar to one’s nature.”

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Hidden talent

Brooks thinks that Mark Twain felt guilty about his talent as a writer, because it was so different from how he actually saw himself. He goes on to say that keeping this guilt inside, kept Twain from fully expressing himself in his work.

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Brooks 283

Brooks 283

**DOCUMENTING SOURCES**

**Basic Forms for Sources in Print**

The MLA Handbook for Writers of Research Papers provides extensive examples covering a wide variety of potential sources. If your particular case is not covered here, use the basic forms to determine the correct format or consult the MLA Handbook.

**Basic Format**

The first-give 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*. Place of Publication: Publisher, Year of Publication. Medium of Publication.

**Book with One Author**

Gleick, James. *Chaos: Making a New Science*. New York: Penguin, 1987. Print.

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999. Print.

**Book with More Than One Author**

The first given name appears in last name, first name format; subsequent author names appear in first name last name format.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

**NOTE:** If there are more than three authors, you may choose to list only the first author followed by the phrase et al. (Latin for "and others") in place of the subsequent authors' names, or you may list all the authors in the order in which their names appear on the title page. (Note that there is a period after “al” in “et al.” Also note that there is never a period after the “et” in “et al.”).

**Book by a Corporate Author or Organization**

*American Allergy Association*. Allergies in Children. New York: Random, 1998. Print.

**Book with No Author**

*Encyclopedia of Indiana*. New York: Somerset, 1993. Print.

**Anthology or Collection (e.g. Collection of Essays)**

To cite the entire anthology or collection, list by editor(s) followed by a comma and "ed." or, for multiple editors, "eds" (for edited by). This sort of entry is somewhat rare. If you are citing a particular piece within an anthology or collection (more common), see A Work in an Anthology, Reference, or Collection below.

Hill, Charles A., and Marguerite Helmers, eds. *Defining Visual Rhetorics*. Mahwah, NJ: Lawrence Erlbaum Associates, 2004. Print.

**A Work in an Anthology, Reference, or Collection**

Works may include an essay in an edited collection or anthology, or a chapter of a book. The basic form is for this sort of citation is as follows:

Last name, First name. "Title of Essay." *Title of Collection*. Ed. Editor's Name(s). Place of Publication: Publisher, Year. Page range of entry. Medium of Publication.

**An example:**

Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." *A Tutor's Guide: Helping Writers One to One*. Ed. Ben Rafoth. Portsmouth, NH: Heinemann, 2000. 24-34. Print.

**Note on Cross-referencing**: If you cite more than one essay from the same edited collection, MLA indicates you *may* cross-reference within your works cited list in order to avoid writing out the publishing information for each separate essay. You should consider this option if you have several references from a single text. To do so, include a separate entry for the entire collection listed by the editor's name as below:

Rose, Shirley K., and Irwin Weiser, eds. *The Writing Program Administrator as Researcher*. Portsmouth, NH: Heinemann, 1999. Print.

Then, for each individual essay from the collection, list the author's name in last name, first name format, the title of the essay, the editor's last name, and the page range:

L'Eplattenier, Barbara. "Finding Ourselves in the Past: An Argument for Historical Work on WPAs." Rose and Weiser 131-40. Print.

Peeples, Tim. "'Seeing' the WPA With/Through Postmodern Mapping." Rose and Weiser 153-67. Print.

**Poem or Short Story Examples**:

Burns, Robert. "Red, Red Rose." *100 Best-Loved Poems*. Ed. Philip Smith. New York: Dover, 1995. 26. Print.

If the specific literary work is part of the an author's own collection (all of the works have the same author), then there will be no editor to reference:

Whitman, Walt. "I Sing the Body Electric." *Selected Poems*. New York: Dover, 1991. 12-19. Print.

**Article in a Reference Book (e.g. Encyclopedias, Dictionaries)**

For entries in encyclopedias, dictionaries, and other reference works, cite the piece as you would any other work in a collection but do not include the publisher information. Also, if the reference book is organized alphabetically, as most are, do not list the volume or the page number of the article or item.

"Ideology." *The American Heritage Dictionary*. 3rd ed. 1997. Print.

**A Multivolume Work**

When citing only one volume of a multivolume work, include the volume number after the work's title, or after the work's editor or translator.

Quintilian. *Institutio Oratoria*. Trans. H. E. Butler. Vol. 2. Cambridge: Loeb- Harvard UP, 1980. Print.

When citing more than one volume of a multivolume work, cite the total number of volumes in the work. Also, be sure in your in-text citation to provide both the volume number and page number(s). (See Citing Multivolume Works on the In-Text Citations – The Basics page, which you can access by following the appropriate link at the bottom of this page.)

Quintilian. *Institutio Oratoria*. Trans. H. E. Butler. 4 vols. Cambridge: Loeb- Harvard UP, 1980. Print.

If the volume you are using has its own title, cite the book without referring to the other volumes as if it were an independent publication.

Churchill, Winston S. *The Age of Revolution*. New York: Dodd, 1957. Print.

**Article in a Magazine**

Cite by listing the article's author, putting the title of the article in quotations marks, and italicizing the periodical title. Follow with the date of publication. Remember to abbreviate the month. The basic format is as follows:

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of publication.

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

**Article in a Newspaper**

Cite a newspaper article as you would a magazine article, but note the different pagination in a newspaper. If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g., 17 May 1987, late ed.).

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post* 24 May 2007: LZ01. Print.

If the newspaper is a less well-known or local publication, include the city name and state in brackets after the title of the newspaper.

Behre, Robert. "Presidential Hopefuls Get Final Crack at Core of S.C. Democrats." *Post and Courier* [Charleston, SC] 29 Apr. 2007: A11. Print.

**An Article in a Scholarly Journal**

In previous years, MLA required that researchers determine whether or not a scholarly journal employed continuous pagination (page numbers began at page one in the first issue of the years and page numbers took up where they left off in subsequent ones) or non-continuous pagination (page numbers begin at page one in every subsequent issue) in order to determine whether or not to include issue numbers in bibliographic entries. *The MLA Handbook for Writers of Research Papers* 7th edition (2009) eliminates this step. Always provide issue numbers, when available.

Author(s). "Title of Article." *Title of Journal* Volume.Issue (Year): pages. Medium of publication.

Bagchi, Alaknanda. "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature* 15.1 (1996): 41-50. Print.

**Other Print/Book Sources**

Certain book sources are handled in a special way by MLA style.

**The Bible**

*The New Jerusalem Bible*. Ed. Susan Jones. New York: Doubleday, 1985. Print.

**A Government Publication**

United States. Cong. Senate. Committee on Energy and Natural Resources. *Hearing*

*on the Geopolitics of Oil*. 110th Cong., 1st sess. Washington: GPO, 2007.

Print.

**A Pamphlet**

Cite the title and publication information for the pamphlet just as you would a book without an author. Pamphlets and promotional materials commonly feature corporate authors (commissions, committees, or other groups that does not provide individual group member names). If the pamphlet you are citing has no author, cite as directed below. If your pamphlet has an author or a corporate author, put the name of the author (last name, first name format) or corporate author in the place where the author name typically appears at the beginning of the entry. (See also Books by a Corporate Author or Organization above.)

*Women's Health: Problems of the Digestive System*. Washington: American College of Obstetricians and Gynecologists, 2006. Print.

**Electronic Sources (Web Publications)**

MLA lists electronic sources as *Web Publications*. Thus, when including the medium of publication for electronic sources, list the medium as *Web*. It is always a good idea to maintain personal copies of electronic information, when possible. It is good practice to print or save Web pages or, better, using a program like Adobe Acrobat, to keep your own copies for future reference. Most Web browsers will include URL/electronic address information when you print, which makes later reference easy. Also, you might use the Bookmark function in your Web browser in order to return to documents more easily.

**Important Note on the Use of URLs in MLA**

MLA no longer requires the use of URLs in MLA citations. Because Web addresses are not static (i.e. they change often) and because documents sometimes appear in multiple places on the Web (e.g. on multiple databases), MLA explains that most readers can find electronic sources via title or author searches in Internet Search Engines.

*For instructors or editors that still wish to require the use of URLs*, MLA suggests that the URL appear in angle brackets after the date of access. Break URLs only after slashes.

Aristotle. *Poetics*. Trans. S. H. Butcher. *The Internet Classics Archive*. Web Atomic and Massachusetts Institute of Technology, 13 Sept. 2007. Web. 4 Nov. 2008. <http://classics.mit.edu/Aristotle/poetics.html>.

**Basic Style for Citations of Electronic Sources (Including Online Databases)**

Here are some common features you should try and find before citing electronic sources in MLA style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

* Author and/or editor names (if available)
* Article name in quotation marks (if applicable)
* Title of the Website, project, or book in italics. (Remember that some Print publications have Web publications with slightly different names. They may, for example, include the additional information or otherwise modified information, like domain names [e.g. .com or .net].)
* Any version numbers available, including revisions, posting dates, volumes, or issue numbers.
* Publisher information, including the publisher name and publishing date.
* Take note of any page numbers (if available).
* Date you accessed the material.
* URL (if required, or for your own personal reference).

**Citing an Article on a Web Site**

Author(s). “Article Title.” *Name of web site.* Date of posting/revision.

Name of institution/organization affiliated with site. Date of

access.<url>.

**Citing an Entire Web Site**

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site.

Remember to use *n.p.* if no publisher name is available and *n.d.* if not publishing date is given.

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). Medium of publication. Date of access.<url>.

*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 April 2008.<http://owl.english.purdue.edu/owl/...>.

**An Article in a Web Magazine**

Provide the author name, article name in quotation marks, title of the Web magazine in italics, publisher name, publication date, medium of publication, and the date of access. Remember to use *n.p.* if no publisher name is available and *n.d.* if not publishing date is given.

Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*. A List Apart Mag., 16 Aug. 2002. Web. 4 May 2009.

<url>.

**An Article in an Online Scholarly Journal**

For all online scholarly journals, provide the author(s) name(s), the name of the article in quotation marks, the title of the publication in italics, all volume and issue numbers, and the year of publication.

**Article in an Online-only Scholarly Journal**

MLA requires a page range for articles that appear in Scholarly Journals. If the journal you are citing appears exclusively in an online format (i.e. there is no corresponding print publication) that does not make use of page numbers, use the abbreviation *n. pag.* to denote that there is no pagination for the publication.

Dolby, Nadine. “Research in Youth Culture and Policy: Current Conditions and Future Directions.” *Social Work and Society: The International Online- Only Journal* 6.2 (2008): n. pag. Web. 20 May 2009.<url>.

**Article in an Online Scholarly Journal That Also Appears in Print**

Cite articles in online scholarly journals that also appear in print as you would a scholarly journal in print, including the page range of the article. Provide the medium of publication that you used (in this case, *Web*) and the date of access.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 595-600. Web. 8 Feb. 2009.<url>.

**An Article from an Online Database (or Other Electronic Subscription Service)**

Cite articles from online databases (e.g. LexisNexis, ProQuest, JSTOR, ScienceDirect) and other subscription services just as you would print sources. Since these articles usually come from periodicals, be sure to consult the appropriate sections of the Works Cited: Periodicals page, which you can access via its link at the bottom of this page. In addition to this information, provide the title of the database italicized, the medium of publication, and the date of access.

**Note**: Previous editions of the MLA Style Manual required information about the subscribing institution (name and location). This information is no longer required by MLA.

Junge, Wolfgang, and Nathan Nelson. “Nature's Rotary Electromotors.” *Science* 29 Apr. 2005: 642-44. *Science Online*. Web. 5 Mar. 2009.<url>.

Langhamer, Claire. “Love and Courtship in Mid-Twentieth-Century England.” *Historical Journal* 50.1 (2007): 173-96. *ProQuest*. Web. 27 May 2009.<url>.

**E-mail (including E-mail Interviews)**

Give the author of the message, followed by the subject line in quotation marks. State to whom to message was sent, the date the message was sent, and the medium of publication.

Kunka, Andrew. "Re: Modernist Literature." Message to the author. 15 Nov. 2000.

E-mail.

**Other Common Sources**

Several sources have multiple means for citation, especially those that appear in varied formats: films, DVDs, videocassettes; published and unpublished interviews, interviews over email; published and unpublished conference proceedings. The following section groups these sorts of citations as well as others not covered in the print, periodical, and electronic sources sections.

**An Interview**

Interviews typically fall into two categories: print or broadcast published and unpublished (personal) interviews, although interviews may also appear in other, similar formats such as in email format or as a Web document.

**Personal Interviews**

Personal interviews refer to those interviews that you conduct yourself. List the interview by the name of the interviewee. Include the descriptor Personal interview and the date of the interview.

Purdue, Pete. Personal interview. 1 Dec. 2000.

**Published Interviews (Print or Broadcast)**

List the interview by the name of the interviewee. If the name of the interview is part of a larger work like a book, a television program, or a film series, place the title of the interview in quotation marks. Place the title of the larger work in italics. If the interview appears as an independent title, italicize it. Determine the medium of publication (e.g. print, Web, DVD) and fill in the rest of the entry with the information required by that medium. For books, include the author or editor name after the book title.

Note: If the interview from which you quote does not feature a title, add the descriptor *Interview* (unformatted) after the interviewee’s name. You may also use the descriptor *Interview* by to add the name of the interview to the entry if it is relevant to your paper.

Gaitskill, Mary. Interview with Charles Bock. *Mississippi Review* 27.3 (1999): 129-50. Print.

Amis, Kingsley. “Mimic and Moralist.” *Interviews with Britain’s Angry Young Men*. By Dale Salwak. San Bernardino, CA: Borgo, 1984. Print.

**Online-only Published Interviews**

List the interview by the name of the interviewee. If the interview has a title, place it in quotation marks. Cite the remainder of the entry as you would other exclusive Web content. Place the name of the Website in italics, give the publisher name (or sponsor), the publication date, the medium of publication (Web), and the date of access. Remember that if no publisher name is give, insert the abbreviation *n.p*.

Note: If the interview from which you quote does not feature a title, add the descriptor *Interview* (unformatted) after the interviewee’s name. You may also use the descriptor Interview by to add the name of the interview to the entry if it is relevant to your paper.

Zinkievich, Craig. Interview by Gareth Von Kallenbach. *Skewed & Reviewed*. Skewed & Reviewed, 2009. Web. 15 Mar. 2009.<url>.

**Speeches, Lectures, or Other Oral Presentations (including Conference Presentations)**

Provide the speaker’s name. Then, give the title of the speech (if any) in quotation marks. Follow with the name of the meeting and organization, the location of the occasion, and the date. Use the descriptor that appropriately expresses the type of presentation (e.g. Address, Lecture, Reading, Keynote speech, Guest Lecture). Remember to use the abbreviation *n.p.* if the publisher is not known; use *n.d.* if the date is not known.

Stein, Bob. *Computers and Writing Conference*. Purdue University. Union Club Hotel, West Lafayette, IN. 23 May 2003. Keynote address.

**Films or Movies**

List films (in theaters or not yet on DVD or video) by their title. Include the name of the director, the film studio or distributor, and the release year. If relevant, list performer names after the director’s name. Use the abbreviation perf. to head the list. List film as the medium of publication. To cite a DVD or other video recording, see “Recorded Films and Movies” below.

*The Usual Suspects*. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995. Film.

To emphasize specific performers (*perf*.) or directors (*dir*.), begin the citation with the name of the desired performer or director, followed by the appropriate abbreviation.

Lucas, George, dir. *Star Wars Episode IV: A New Hope*. Twentieth Century Fox, 1977. Film.

**Recorded Films or Movies**

List films (in theaters or not yet on DVD or video) by their title. Include the name of the director, the distributor, and the release year. If relevant, list performer names after the director’s name. Use the abbreviation *perf*. to head the list. End the entry with the appropriate medium of publication (e.g. DVD, VHS, Laser disc).

*Ed Wood*. Dir. Tim Burton. Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia Arquette. Touchstone, 1994. DVD.

**Broadcast Television or Radio Program**

Begin with the title of the episode in quotation marks. Provide the name of the series or program in italics. Also include the network name, call letters of the station followed by the city, and the date of broadcast. End with the publication medium (e.g. *Television, Radio*). For television episodes on Videocassette or DVD refer to the “Recorded Television Episodes” section below.

"The Blessing Way." *The X-Files*. Fox. WXIA, Atlanta. 19 Jul. 1998. Television.

**Recorded Television Episodes (e.g. DVD, Videocassette)**

Cite recorded television episodes like films (see above). Begin with the episode name in quotation marks. Follow with the series name in italics. When the title of the collection of recordings is different than the original series (e.g., the show Friends is in DVD release under the title Friends: The Complete Sixth Season), list the title that would be help researchers locate the recording. Give the distributor name followed by the date of distribution. End with the medium of publication (e.g. *DVD, Videocassette, Laser disc*).

Note: The writer may choose to include information about directors, writers, performers, producers between the title and the distributor name. Use appropriate abbreviations for these contributors (e.g. *dir., writ., perf., prod.*).

"The One Where Chandler Can't Cry." *Friends: The Complete Sixth Season*. Writ. Andrew Reich and Ted Cohen. Dir. Kevin Bright. Warner Brothers, 2004. DVD.

**Sound Recordings**

List sound recordings in such a way that they can easily be found by readers. Generally, citations begin with the artist name. They might also be listed by composers (*comp*.) or performers (*perf*.). Otherwise, list composer and performer information after the album title.

Use the appropriate abbreviation after the person’s name and a comma, when needed. Put individual song titles in quotation marks. Album names are italicized. Provide the name of the recording manufacturer followed by the publication date (or *n.d.*, if date is unknown). List the appropriate medium at the end of the entry (e.g. CD, LP, Audiocassette). For MP3 recordings, see the “Digital Files” section below.

Note: If you know and desire to list the recording date, include this information before the manufacturer name. Use the abbreviation for “recorded” (*Rec*.) and list the recording date (dd mm year format) before the manufacturer name.

Foo Fighters. *In Your Honor*. RCA, 2005. CD.

Nirvana. "Smells Like Teen Spirit." *Nevermind*. Geffen, 1991. Audiocassette.

Beethoven, Ludwig van. *The 9 Symphonies*. Perf. NBC Symphony Orchestra. Cond. Arturo Toscanini. RCA, 2003. CD.

**Digital Files (PDFs, MP3s, JPEGs)**

Determine the type of work to cite (e.g. article, image, sound recording) and cite appropriately. End the entry with the name of the digital format (e.g. PDF, JPEG file, *Microsoft Word* file, MP3). If the work does not follow traditional parameters for citation, give the author’s name, the name of the work, the date of creation, and the medium of publication. Use *Digital file* when the medium cannot be determined.

Beethoven, Ludwig van. *Moonlight Sonata*. Crownstar, 2006. MP3.

Smith, George. “Pax Americana: Strife in a Time of Peace.” 2005. *Microsoft Word* file.

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Advertisement in nonprint media

Staples. Advertisement. CBS. 3 Dec. 2000.

# Making a Topic Outline

1. Use words or phrases, not complete sentences, since this is a topic outline.
2. Do NOT use the terms Introduction, Body or Conclusion in the outline. These are NOT subtopics to be discussed in the paper; they are simply organizational units in the writer’s mind.
3. Number main headings with Roman numerals; then follow the model below for subtopics. Indent the subtopics so that all corresponding letters or numbers are in a vertical line.
4. Never allow a subtopic to stand alone; use two or more subtopics or none at all.
5. Begin each topic and subtopic with a capital letter; otherwise, capitalize only proper nouns and adjectives. In a topic outline such as this one, do NOT follow the words or phrases of a topic with periods because they do not form a sentence that needs end punctuation.
6. All main topics should be parallel in form; each group of subtopics should also be parallel in form. For example, if the first main topic is a noun, the other main topics must also be nouns. If the first subtopic under the main topic is an adjective, for example the corresponding subtopics must also be adjectives.

EXAMPLE MODEL:

## Not Just for Word Processing

Thesis: Computers are helpful for people who have disabilities.

### I. Computers helping people with language disabilities (main topic)

A. Program for children slow in speech development (subtopics)

B. “Light talkers” for cerebral palsy victims

C. Computer and speech synthesizer

II. Computers helping people with vision disabilities

A. “Seeing eye” computers

B. Reading machines

1. Convert print into vibrating rods (supporting details)

1. Convert print into speech and Braille text

(Your outline must include subtopics and supporting details ONLY through the third level (such as the Arabic numbers shown in the example).

**SENTENCE OUTLINE (Develop a Title)**

* Follow your topic outline.
* Write in complete sentences.
* Use parenthetical documentation (if you did your note card correct, you should just be taking it straight off the bottom of the note card and putting parenthesis around it).
* Refer to the following example as guide.
* Place a heading at the top left hand corner.
* Double space the heading and outline.

1. Attention Getter
2. Introduce the subject
3. Give a brief summary of the subject
4. State the thesis
5. Topic Sentence
6. Commentary
7. Concrete Detail (Wordsworth 50).
8. Concrete Detail (Smith 15).
9. Commentary
10. Concrete Detail (Wordsworth 60).
11. Concrete Detail (Jones 115).
12. Commentary
13. Concrete Detail (Smith 16).
14. Concrete Detail (Jones 115).
15. Concluding Sentence
16. Topic Sentence - etc. (next body paragraph)

NOTE: This is a guide. You may use more concrete details than indicated here; you also may move the concrete details around the commentary as needed. Good research produces numerous, relevant concrete details with your commentary (opinion/synthesis) of those details.

###### Parenthetical Documentation

**&**

**Handling Quotations In Your Paper**

Author's Name

MLA format follows the author-page method of citation. This means that 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 should appear in your works-cited list. The author's name may appear either in the sentence itself or in parentheses following the quotation, but the page number(s) should always appear in the parentheses, not in the text of your sentence.

NOTICE: the word “page” does not appear with the number nor “pg.” etc. The page number in parenthesis goes inside the period.

Examples:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings"(Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

**For non-print (films, TV series, etc.) or electronic sources**, try to include the name that begins the entry in the Works Cited page. Sometimes you may have to use an indirect quotation, that is, a quotation that you found in another source that was quoting from the original. For such indirect quotations, use "qtd. in" to indicate the source:

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd.in Weisman 259).

Sometimes more information is necessary to identify the source from which a quotation is taken. For instance, if two or more authors have the same last name, provide both authors' first initials (or even her or his full name if different authors share initials) in your citation. If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the other works by that same person.

Examples:

**Two authors with the same last name:**

Although some medical ethicists claim that cloning will lead to designer children (R. Miller 12), others note that the advantages for medical research outweigh this consideration (A. Miller 46).

**Two works by the same author:**

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

Short Quotations

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks and incorporate it into your text. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference in the works-cited list. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.

Examples:

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Cullen concludes, "Of all the things that happened there/ That's all I remember" (11-12).

Long Quotations

Place quotations longer than four typed lines in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented one inch from the left margin, and maintain double-spacing. Your parenthetical citation should come after the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay.)

Examples:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her

narration:

They entirely refused to have it in bed with them, or even in

their room, and I had no more sense, so, I put it on the

landing of the stairs, hoping it would be gone on the

morrow. By chance, or else attracted by hearing his voice,

it crept to Mr. Earnshaw's door, and there he found it on

quitting his chamber.(Bronte 78)

In "Sources," Adrienne Rich explores the roles of women in shaping their world:

The faithful drudging child

the child at the oak desk whose penmanship,

hard work, style will win her prizes

becomes the woman with a mission, not to win prizes

but to change the laws of history. (23)

Adding or Omitting Words In Quotations

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text. For example:

Jan Harold Brunvand, in an essay on urban legends, states: "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

If you omit a word or words from a quotation, you should indicate the deleted word or word by using ellipsis marks surrounded by brackets. For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some

individuals make a point of learning every recent rumor or tale [...] and in a short time a lively exchange of details occurs" (78).

Note: If there are ellipsis marks in the quoted author's work, do not put brackets around them; only use brackets around ellipsis marks to distinguish them from ellipsis marks in the quoted author's work.

### Citing sources in the text

In MLA style, references to sources are placed in the text of the paper in order to briefly identify sources for readers and enable them to locate the source of the cited information in the Works Cited list. These parenthetical references should be kept as brief and as clear as possible.

* Give only the information needed to identify a source. Usually the author's last name and a page reference are all that is needed.
* Place the parenthetical reference as near as possible to the material being documented, and where a pause would naturally occur, preferably at the end of a sentence.
* Parenthetical material should complement, not repeat, information that is given in your text. If you include an author's name in a sentence, you do not need to repeat it in your parenthetical statement.
* The parenthetical reference should precede the punctuation mark that concludes the sentence, clause, or phrase that contains the cited material.
* Electronic and online sources are cited just like print resources in references cited in the text. If an online source lacks numbering, omit numbers from the parenthetical references. If a source includes fixed page numbers or section numbering, such as numbering of paragraphs (pars.), cite the relevant numbers.

#### Examples:

|  |  |  |
| --- | --- | --- |
| **Author's name in text** | Dover has expressed this concern (118-21). |  |
| **Author's name in reference** | This concern has been expressed (Dover 118-21). |  |
| **Multiple authors of a work** | This hypothesis (Bradley and Rogers 7) suggested this theory (Sumner, Reichl, and Waugh 23). |  |
| **Two locations** | Williams alludes to this premise (136-39, 145). |  |
| **Two works cited** | (Burns 54, Thomas 327) |  |
| **Multivolume works** | |  |
| References to volumes and pages | (Wilson 2:1-18) |  |
| References to an entire volume | (Henderson, vol. 3) |  |
| In text reference to an entire volume | In volume 3, Henderson suggests |  |
| **Corporate authors** | (United Nations, Economic Commission for Africa 51-63) |  |
| **Works with no author** When a work has no author, use the work's title or a shortened version of the title when citing it in text. (If abbreviating a title, omit initial articles and begin with the word by which it is alphabetized in the Works Cited list.): | | |
|  | as stated by the presidential commission (Report 4). |  |
| **Online source with numbered paragraphs** | (Fox, pars. 4-5) |  |

# Works Cited

This list, alphabetized by the first word in each entry (usually the author's last name), should appear at the end of your essay. It provides the information necessary for a reader to locate and be able to read any sources you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in your text.

Basic Rules

1. Works Cited is centered 1 inch from the top of the page.
2. Double space and begin your entries in alphabetical order.
3. Double space throughout the entire document.
4. Authors' names are inverted (last name first); if a work has more than one author, invert only the first author's name, follow it with a comma, then continue listing the rest of the authors. If you have cited more than one work by a particular author, order them alphabetically by title, and use three hyphens in place of the author's name for every entry after the first. When an author appears both as the sole author of a text and as the first author of a group, list solo-author entries first.
5. If no author is given for a particular work, alphabetize by the title of the piece (excluding “The,” “A,” and “An”) and use a shortened version of the title for parenthetical citations.
6. The first line of each entry in your list should be flush left. Subsequent lines should be indented five spaces. This is known as a hanging indent.
7. The entries are NOT numbered.
8. Capitalize each word in the titles of articles, books, etc. This rule does not apply to articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle.
9. Italicize titles of books, journals, magazines, newspapers, and films.
10. Use quotation marks around the titles of articles in journals, magazines, and newspapers. Also use quotation marks for the titles of short stories, book chapters, poems, and songs.
11. List page numbers efficiently, when needed. If you refer to a journal article that appeared on pages 225 through 250, list the page numbers on your Works Cited page as 225-50.
12. Web addresses in entries are NOT underlined or colored (see below to stop this).
13. **New Abbreviations for web addresses.** If publishing information is unavailable for entries that require publication information such as publisher (or sponsor) names and publishing dates, MLA requires the use of special abbreviations to indicate that this information is not available. Use *n.p.* to indicate that neither a publisher nor a sponsor name has been provided. Use n.d. when the Web page does not provide a publication date.

When an entry requires that you provide a page but no pages are provided in the source (as in the case of an online-only scholarly journal or a work that appears in an online-only anthology), use the

abbreviation *n. pag*.

***To stop Microsoft Word from coloring and underlining web URLs. . .***

In its relentless drive to be "helpful," Microsoft Word defaults to settings that automatically color and underline and make "hot" any internet URL (such as http://www.mta.link75.org) that's typed in.

To put a stop to this behavior, go to Tools and select AutoCorrect...

In the resulting dialog box, select the “AutoFormat as You Type” tab and de-select “Internet and network paths with hyperlinks.”

If you've already typed some links, and they are already hot, you can still remove that formatting. Highlight the offending text, and go to Insert Hyperlink... Ctrl+K In the resulting dialog box, click Remove Link.

HUNTER COLLEGE READING/WRITING CENTER

THE DOCUMENTED ESSAY/RESEARCH PAPER

Sample Pages of a Research Paper in MLA Style

First page of Research Paper

**8 ½”**

**11”**

Josephson 1

½ ”

Double-Space

1”

Laura N. Josephson

Mrs. Johnson

English IV

8 May 2013

Ellington’s Adventures in Music and Geography

In studying the influence of Latin American, African, and Asian music on modern American composers, music historians tend to discuss such figures as Aaron Copland, George Gerschwin, H

enry Cowell, Alan Hovhaness, and John Cage (Bringle; Griffiths 104-39; Hitchcock 173-98). They usually overlook Duke Ellington, whom Gunther Schuller rightly calls “one of America’s great composers” (318), probably because they are familiar only with Ellington’s popular pieces, like “Sophisticated Lady,” “Mood Indigo,” and “Solitude.” Still little known are the many ambitious orchestral suites Ellington composed, several of which, such as *Black, Brown, and Beige* (originally entitled *The African Suite*), *The Liberian Suite*, *The Far East Suite*, *The Latin American Suite*, and *The Afro-Eurasian Eclipse*, explore his impressions of the people, places, and music of other countries.

**Indent ½”**

Not all music critics, however, have ignored Ellington’s excursions into longer musical forms. Raymond Horricks compared him with Ravel, Delius, and Debussy:

**Indent 1”**

The continually enquiring mind of Ellington… has sought to extend steadily the imaginative boundaries of the musical form on which is subsists… Ellington since the mid-1930’s has been engaged upon extending both the imagery and the formal construction of written jazz. (122-23)

**1”**

**1”**

Ellington’s earliest attempts to move beyond the four-minute limit imposed by the Jazz Players Society we

**8 ½”**

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Double-Space

1”

Josephson 15

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Indent ½”

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**1”**

**1”**

Lawrence, A.H. *Duke Ellington and His World: A Biography*. New York: Routledge,

2001.

1”

Reminders:

* Use 12 pt. Times New Roman font
* Double space entire Works Cited
* Italicize what is underlined on your note card
* URLs should not be blue or underlined