The Lutheran High School Format Guide for Essays, Research Papers, and the Senior Project

The following guidelines must be followed when writing papers unless your instructor states otherwise. For more detailed explanations and examples consult the *MLA Handbook for Writers of Research Papers.*

THE THESIS STATEMENT

The thesis statement of an essay or research paper is a "short statement, usually one sentence, that summarizes the main point or claim of the essay, research paper, etc." (Dictionary.com). The author develops the thesis through use of concrete detail (cited), example, textual evidence, and commentary, all of which is used as evidence.

Never begin your thesis with the following words: "In this paper I am going to prove…" or "My/This research paper is about…" The thesis statement should be placed either as the first sentence or the last sentence of your introductory paragraph.

FORMATTING

COMPUTER GENERATED PAPERS

Type, double-spaced on one side only of good quality, white 8 ½ x 11 inch unlined paper. Make sure that your printer produces dark, clear type. Use only 12 point Times New Roman font. Use lower and uppercase lettering; do not type any part of the paper in all capital letters.

MARGINS

Margins on all sides of the paper should be 1 – inch. Use **unjustified** right margins (flush left, ragged right). The button for **unjustified** right margins in Microsoft Word looks like this:
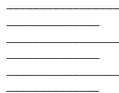
and is usually found in the upper right hand corner of the document. Indent the first word of each paragraph one-half inch (or one stroke of the Tab key) from the left margin.

SPACING

Double space the entire paper, including the title, quotations that are part of the text, and the Works Cited (selected bibliography) page. **Do not triple or quadruple space between paragraphs.**

PAGINATION

Starting with the first page of the text and ending with the Works Cited page, number consecutively by typing your last name and the page number one-half inch from the top in the upper right-hand corner of the paper, flush with the right margin. **Do not use "p".**

½ INCH

Jones 1

1 INCH   1 INCH
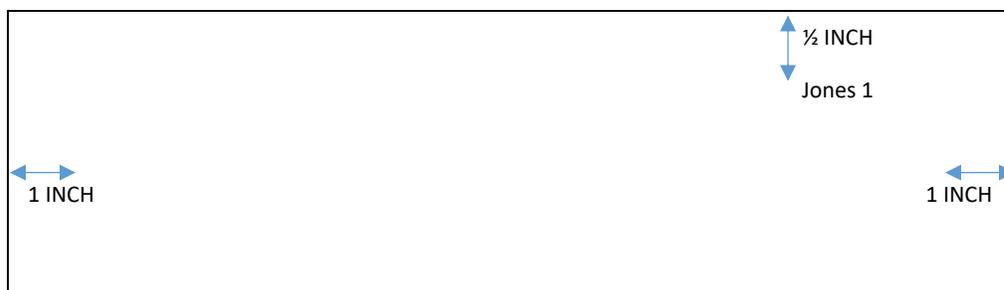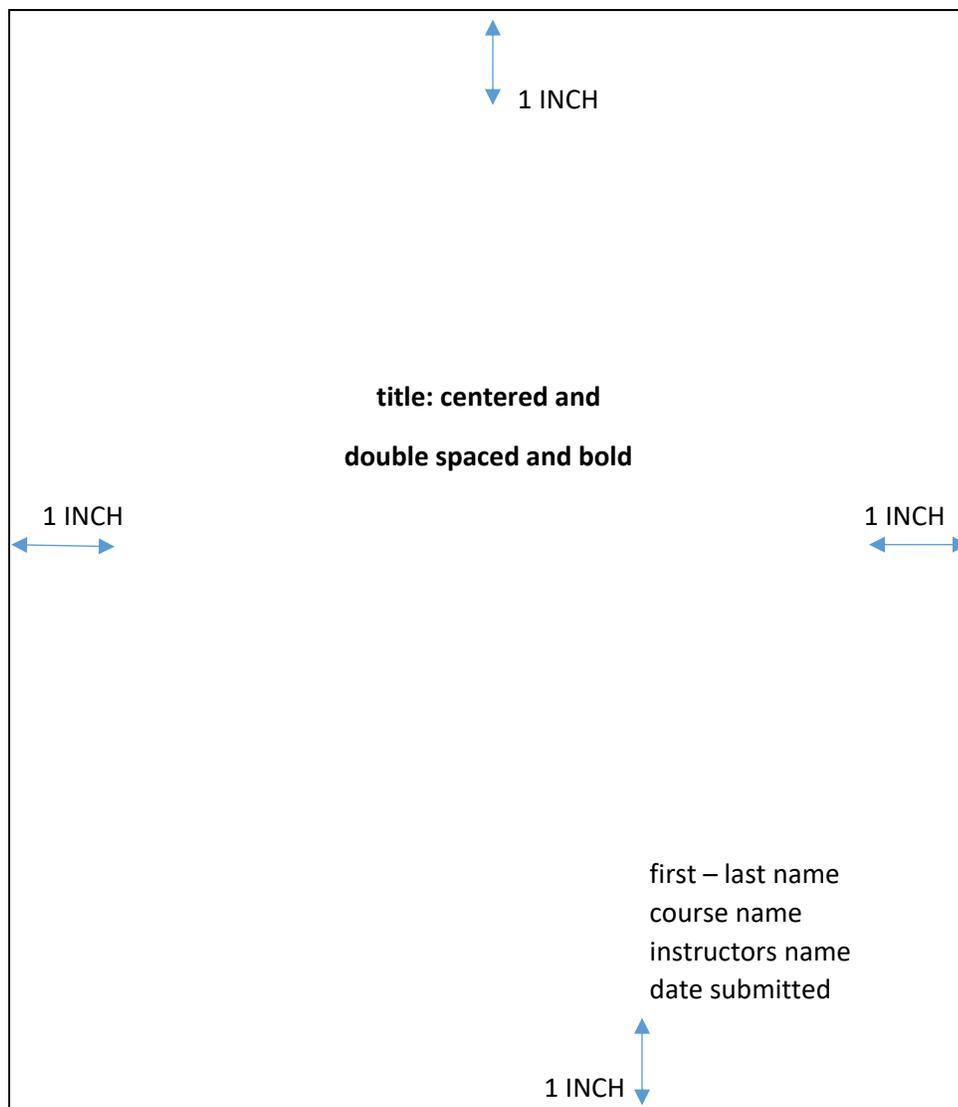
TITLE PAGES AND TITLES

Unless otherwise instructed, title pages and cover pages should conform to the following format guidelines.

DO not number the title page. Because your paper begins with the titles, titles should be very specific since they preview the entire text. Embed the author's name and title of the work in original titles (e.g. Ray Bradbury's *Fahrenheit 451:* Confronting Censorship). **Do not put a period after the title and do not use quotation marks or underlines to "set off" original titles. Additionally, capitalize all major words in the title, and do not use your thesis statement for your title.**

Italicize the following titles and in the text: titles of books, long poems, plays, newspapers, pamphlets, magazines, films, CD's, television programs, and paintings. You may use underlines instead of *italics* as long as you are consistent in your choice.

Use quotation marks to enclose the following in titles and in the text: poems, short stories, articles, essays, chapters in books, songs, lectures, and speeches.

Title Page Example

↕ 1 INCH

title: centered and

double spaced and bold

1 INCH ↔   1 INCH ↔

first – last name
course name
instructors name
date submitted

↕
1 INCH

PAGE ONE OF THE TEXT

Use this format:

<div style="border: 1px solid black; padding: 20px;">

Jones 1

John Jones
English 100
Ms. Wright
September 1, 2007

Title: centered and

double spaced

Your text begins here, indented one-half inch.

</div>

- **Do not use a page number if your paper is only one page long.**

INTRODUCTION PARAGRAPH

An introductory paragraph is the first paragraph in any essay, research paper, or report. The purpose of this paragraph is to (1) identify the topic of the paper; (2) identify the purpose or position of the paper; (3) attract the reader's interest and attention. **The thesis statement should appear, usually at the end of the paragraph.**

BODY PARAGRAPHS

The body paragraphs in a paper develop the thesis and purpose of the paper. This is done with a combination of cited concrete detail, example, and commentary. Unless told otherwise, students should use one of these three formats for each body paragraph.

        Example 1: Sent. 1 – topic sentence
                 Sent. 2 – concrete detail (cited)
                 Sent. 3 – commentary statement
                 Sent. 4 – commentary statement
                 Sent. 5 – summative or transitional statement

        Example 2: Sent. 1 – topic sentence
                 Sent. 2 – concrete detail (cited)
                 Sent. 3 – commentary statement
                 Sent. 4 – concrete detail (cited)
                 Sent. 5 - commentary statement
                 Sent. 6 – summative or transitional statement

Example 3: Sent. 1 – topic sentence
          Sent. 2 – concrete detail (cited)
          Sent. 3 – commentary statement
          Sent. 4 – concrete detail (cited)
          Sent. 5 – commentary statement
          Sent. 6 – concrete detail (cited)
          Sent. 7 – commentary statement
          Sent. 8 – summative or transitional statement

Topic Sentence: This sentence is the topic to be discussed in this paragraph. Remember that a paragraph may only discuss and develop **one topic**, no more.

Concrete Detail: These are quotes taken directly from source material and are not your words and therefore, must be cited properly to give proper credit to the author(s). These are the proof you are offering the reader.

Commentary: These sentences are your words explaining the importance of the concrete detail that you have used. These sentences should **NOT** re-state what the detail says, but explain why it is important.

Conclusive Sentence: This sentence does one of the following: summarizes and completes the paragraph; provides a smooth transition to the next paragraph.

SAMPLE PARAGRAPH

English 100
Sample 2 – Concrete detail Paragraph

One of the most important people of British theatre in the 19th century was a director and actor named Edmund Kean. "Although handicapped by poor vocal projection and an unprepossessing physical appearance, Kean compensated by perfecting the details of each performance. As manager of the Princess's Theatre (1850-59) in London, he staged a series of successful Shakespearean revivals that were notable for their historical accuracy" (Brittannica.com). He realized that he was not a skilled actor, but brought something new and exciting to the theatre of London. Of the changes he made, most important was he "developed antiquarianism further than did any English producer. His first attempt to insure accuracy in every detail came in 1852 with *King John"* (Brocket, 431). The accuracy of his productions drew in the wealthy patrons that had stopped attending plays. His work lead to a revival of interest in plays in London.

QUOTATIONS

SOME TIPS:

*Avoid excessive quoting from primary and secondary sources. Direct quotes should comprise no more than one-fourth to one-third of your paper.

*Type periods and commas **inside** quotation marks when there is no parenthetical insert.

   A. "_____."   B. "_____," _____.

*When there is a parenthetical citation, type the period **after** the parentheses (unless a punctuation mark is part of the original text).

   A. "_____" (Luther 31).   B. "_____!" (Lowe 123-4).

- **Avoid** using the passive voice when quoting (e.g., "as shown in" or "as stated by").

- **Avoid** using the actual word "quote" (e.g. "in this quote" or "as quoted on page 123").

- Introduce the quotation with a "lead-in" phrase followed by a comma, or a "lead-in" sentence followed by a colon; avoid "stacking" two or three quotes one after the other without intervening commentary or explanatory content; however, you may integrate a few interrelated quotations in a sentence, but commentary must follow which needs to address how they connect.

- For prose quotations of four or more typed lines, double indent the quotation (ten spaces form the left margin), type it single spaced, **do not enclose in quotation marks.**

- For prose quotations of three typed lines or less, simply double space the quotation as part of your text enclosing the material in quotation marks.

- For three or less lines of poetry, double space the lines as part of your text and type a slash line (/) where each line ends.

- For four or more lines of poetry, double indent (ten spaces form the left margin), type them as they appear in the original text, and do not enclose the lines in quotation marks. Preserve the line breaks as they appear in the original text; this may require you to type the lines in a 10 point font.

- Use brackets [ ] to insert an explanatory word within directly quoted material.

  - "He [Mathew] …" (27).

Use ellipsis marks (…) for omitted parts of quotations.

(A.)   _____ "_____. . . _____."
(B.)   _____ "_____ . . . _____" (Keller 51).
(C.)   ". . . _____" (Miller 92-3).
(D.)   _____ "_____. . ."
(E.)   _____ "_____. . ." (Johnson 99-100)

MLA CITATION FORMAT

When inserting a quotation or summary into an essay or paper, the following form should be used:

Known Author:

With a Lead-in:

Wordsworth stated that Romantic Poetry was marked by a "spontaneous overflow of powerful
 Feelings' (263)

**Page number in the text where the exact quote can be found.

Quote only:

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

**This form would be used whether there is a lead in or not if there is no reference to the author.

Summation:

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

**This form must be cited because the information is not yours.

Example with author's name in text:

Johnson argues this point (12-13).

or

This point had already been argued (Johnson 12-13).

Citing sources with more than one author

If you use sources with the same author surnames, then include a first name initial. If the two sources have authors with the same initials, then include their full names:[su_spacer]

Example:

(J. Johnson 12-13).

or

(John Johnson 12-13).

If there are two or three authors of the source, include their last names in the order they appear on the source:

Example:

(Smith, Wollensky, and Johnson 45).

If there are more than three authors, you can cite all the authors with their last name, or you can cite the first author followed by "et al." Follow what is shown the works cited list.

Example:

(Smith et al. 45).

Citing sources without an author

Some sources do not have authors or contributors – for instance, when you cite some websites. Instead, refer to the name of the source in your parenthetical citation in place of the author. Shorten / abbreviate the name of the source but ensure that your reader can easily identify it in your works cited (abbreviate the title starting with the same word in which it is alphabetized). Punctuate with quotations or italicize as you would in its works cited form (a book is italicized; an article is in quotes).

Examples:

Double agents are still widely in use (Spies 12-15, 17).

With prices of energy at new highs, bikes have been increasingly used ("Alternative Transportation" 89).

Citing part of a work

When citing a specific part of a work, provide the relevant page or section identifier. This can include specific pages, sections, paragraphs or volumes. When the identifier is preceded by an abbreviation or word, place a comma between the identifier and the source reference.

Part of a multivolume work

Example:

It is arguably the most innovative period in history (Webster, vol 4).

Chapter within a book (if no specific numbers can be referenced)

Example:

The Electoral College undermines democracy (Sanders, "Government Injustices").

Article in a periodical

Example:

Allen claims there is an inverse correlation between higher taxes and patriotic feelings worldwide (B2).

When citing a specific page(s) of a multivolume work, precede the page number by the volume number and a colon. Do not separate by a comma.

It was arguably the most innovative period in history (Webster 4:12-15).

Use "par." or "pars." when referring to specific paragraphs.

The marketing dollars of big studio films has overshadowed good indie movies (Anderson, pars. 12-34).

Citing group or corporate authors

In your parenthetical citation, cite a corporate author like you would a normal author. Preferably, incorporate the corporate author in your text instead of the parenthetical citation.

Example:

Facial transplants pose significant risk to the autoimmune system (American Medical Association 12-43).

As noted by the American Medical Association, facial transplants pose significant risk to the autoimmune system (12-43).

Citing an entire source

When citing an entire work, there are no specific page numbers to refer to. Therefore it is preferable to refer to the source within the text itself with either the author or the title of the source.

Example:

Hartford suggests the Internet provides more distractions than it does information.

Citing multiple works by the same author

If you reference more than one source by the same author, distinguish the parenthetical citations by including the name of the source. Use a comma to separate the author from the source.

Example:

Wars can be economic catalysts (Friedman, World 77-80).

Industrialized nations are better equipped to rebound from recessions (Friedman, "High Tides" 56).

Citing indirect sources

When an original source is unavailable, then cite the secondhand source – for instance, a lecture in a conference proceedings. When quoting or paraphrasing a quote, write "qtd. in" before the author and pages.

Example:

John Murray calls Tim Smith "interesting but egotistical" (qtd. in Jesrani 34).

Citing literary / classic and religious works

For works such as novels, plays and other classic works, it's helpful to provide further identifying information along with the page information. Do this by adding a semicolon and then the identifying information following the page number.

Example:

(Tolstoy 5; pt. 2, ch. 3).

When citing classic poems and plays, replace page numbers with division numbers (part, book, scene, act). The below refers to book 10 line 5. Bear in mind the divisions and the way they are written can vary by source.

Example:

Fear plays a role in Homer's Odyssey (10.5).

The title of books in the Bible and other famous literary works should be abbreviated.

(New Jerusalem Bible, Gen. 2.6-9).

Placing parenthetical citations in direct quotations

When directly quoting a source, place the parenthetical citation after the quote.

Example:

Sanders explains that economic woes are due to "the mortgage crisis and poor risk assessment" (20).

Place the parenthetical citation at the end of an indented quotation. There should be no period after the parenthetical citation. The last sentence of the indented quote should look like:

Example:

It's unclear whether multilateral tariffs are disruptive to bilateral talks. (Evert 30-31)

Citing online sources

Generally, follow the same principals of parenthetical citations to cite online sources. Refer to the author, and if possible, a permanent identifier that would be the same for any reader.

Examples:

The economy will rebound with the new monetary policies (Smith).

Solar power will become the primary source of energy (Williams 2).

Citing online sources with no author

If there is no author, use the title that begins the citation, either the article or website title. Be sure it also takes the same formatting, i.e. articles are in quotes and website titles are italicized. Shorten / abbreviate the name of the source but ensure that your reader can easily identify it in your works cited (abbreviate the title starting with the same word in which it is alphabetized).

Examples:

Elephants are thought to be one of the smartest mammals ("Smart Elephants").

Nineteen men and women were convicted (Salem Witchcraft Trials).

Note: Ideally, when citing online sources, try to reference the source within your sentence, with either the author or the title to avoid writing a parenthetical citation.

Where to put the parenthetical citations:

• Place parenthetical citations at the end of the sentence you are paraphrasing and quoting. For example: The destruction of the argentine is due to many socioeconomic factors (Taylor 33).
• Even when quoting, place the parenthetical citations after the quotations.
Example:

"Mamma always said stupid is as stupid does" (Gump 89).

Long quotes:

When quoting four lines or more, indent every line you are quoting by one inch (or 10 spaces) and do not use quotes.

Example:

The use of nuclear weapons in today's society is strikingly

alarming. Though the United States is the only country to

employ it in the past, they are at the same time the country

that condemns its use the most. While this may seem

hypocritical, is it the most proper action for the United States

to make as the global leader. (Taparia 9)

PLAGIARISM

What exactly is plagiarism: It is a form of cheating and is defined as "stealing and using the ideas or writings of another as one's own" (William Morris, Ed. <u>The American Heritage Dictionary of the English Language.</u> High School ed. [Massachusetts: Houghton Mifflin Company, 1978] 1001). Plagiarism represents intellectual theft and carries severe penalties, ranging from failure of an assignment, to failure in a course, to expulsion from school.

DOCUMENTATION

It is necessary to acknowledge sources in the text through the use of parenthetical citations that refer the reader to an alphabetical list of works, called Works Cited, which appears at the end of the research paper. Do not use footnotes or endnotes unless otherwise instructed by your teacher.

Insert the appropriate information when citing through parenthetical reference. Write the author and the page number from which you gathered the information in parentheses after the words, ideas, facts, or quotations that you borrowed from the source. Example: (McMillan 15)

Parenthetical references are usually placed at the end of a sentence; however, they may be inserted within a sentence as long as the reference doesn't disrupt readability. References must refer to sources listed in the Works Cited section (the last page of your research paper). While works in parenthetical reference must appear in your Works Cited, the opposite is also true; works in your Works Cited must also appear as citations within your paper.

You may also use on-line sites to format your works cited pages such as easybib.com.

<u>Citing Sources</u>

Parenthetical References

Keep two things in mind when citing sources:

- Indicate as precisely as you can where you found the information. (Use page numbers, volume numbers, acts, chapters, etc.)
- Make sure all of your sources are listed in the Works Cited section of your paper.

<u>One Author: Citing a Complete Work</u>

No parenthetical reference is needed if the author is identified within the text. However, you must give the author's last name in a parenthetical reference if it is not mentioned in the text. A parenthetical reference could begin with an editor, a translator, a speaker, or an artist instead of the author if that is how the work is listed in the Works Cited section.

With Author In Text (This is the preferred way of citing a complete work.)
In No Need for Hunger, Robert Spitzer recommends that the U.S. government develop a new foreign policy to help Third World countries overcome poverty and hunger.

Without Author In Text

No Need for Hunger recommends that the U.S. government develop a new foreign policy to help Third World countries overcome poverty and hunger (Spitzer)

One Author: Citing Part of a Work

List the necessary page numbers in parentheses if you borrow words or ideas from a particular work. Leave a space between the author's last name and the page reference. No punctuation is needed.

With Author In Text
Bullough writes that genetic engineering was dubbed "eugenics" by a cousin of Darwin's, Sir Francis Gaiton, in 1885 (5).

Without Author In Text
Genetic engineering was dubbed "eugenics" by a cousin of Darwin's, Sir Francis Galton, in 1885 (Bullough5).

Two or Three Authors

Give the last names of every author in the same order that they appear in the Works Cited section. (The correct order of the author's names can be found on the title page of the book.)

Students learned more than a full year's Spanish in ten days using the complete supermemory method (Ostrander and Schroeder 51)

More Than Three Authors

Give the first author's last name as it appears in the Works Cited section followed be *et al.* or *and others* with no punctuation in between.

According to Guerin and others, Huck Finn reflects "those same nightmarish shadows that even in our own time threaten to obscure the American Dream" (149)

Corporate Author

If a book or other work was written by a committee or task force, it is said to have a corporate author. If the corporate name is long, include it in the text (rather than in parentheses) to avoid disrupting the flow of your writing. Use a shortened form of the name in the text and in references after the full name has been used at least once. For example, Task Force may be used for Task Force on Education for Economic Growth after the full name has been used at least once.

The thesis of the Task Force's report is that economic success depends on our ability to improve large scale education and training as quickly as possible (14).

An Anonymous Book (Work)

When there is no author listed, give the title or a shortened version of the title as it appears in the Works Cited section. (No page numbers are needed for single-page articles or nonprint sources.)

The Information Please Almanac states that drinking water can make up 20 percent or more of a person's total exposure to lead (572).

Two or More Works by the Same Author

Give the author's last name (unless it appears in the text), the title or a shortened version of the title, and the page reference.

> The average person will have taken more than 2,600 quizzes, tests, and exams if he or she finishes college (Von Oech, Whack 21).

One or More Works in a Reference
Cite each work as you normally would; separate the references with a semicolon.

> Both poet-teachers believe in the benefits of dream writing for beginning writers (Koch 137; Ziegler 34).

Indirect Source
If you cite an indirect source – someone's remarks published second-hand – give the abbreviation *qtd. in* (quoted in) before the indirect source in your reference.

> Paton improved the conditions in Dlepkloof [a prison] by "removing all the more obvious aids to detention. The dormitories are open at night; the great barred gate is gone" (qtd. in Callan xviii).

Literary Works: Verse Plays and Poems
Cite verse (plays and poems) by divisions (act, scene, canto, book, part) and lines, using Arabic numerals for the various divisions unless your teacher prefers Roman numerals. Use periods to separate the various parts. If you are citing lines only, use the word line or lines in your first reference and numbers only in additional references.

> When she learns that Romeo is a Montague, Juliet exclaims, "My only love sprung from my only hate! / Too early seen unkown, and known too late! (1.5 136-139).

Note * A diagonal is used to show where each new line of verse begins.

> Verse quotations of more than three lines should be indented 10 spaces and double – spaced. Each line of the poem or play begins a new line of the quotation; do not run the lines together or separate tham with diagonals (I). Diagonals are used to separate lines only when you are quoting wihin the main text of your paper.

> Elizabeth Bishop's poem "The Fish' contains layer upon layer of specific details:
>> He was speckled with barnacles
>> Five rosettes of lines
>> And infested
>> with tiny white sea-lice
>> and underneath two or three
>> rags of green weed hung down. (16-21)

Literary Works: Prose
To cite literary prose works, list more that the page reference if the work is available in several editions. Give the page reference first, and then add a chapter section, or book number in abbreviated form after a semicolon.

> In Cry, the Beloved Country, Alan Paton presents Steven Kumalo as "a man who lives in a world not made for him, whose own world is slipping away, dying being destroyed, beyond recall" (14, ch. 3).

When you are quoting prose that takes more than four typed lines, indent each line of the quotation 10 spaces and double-space it. In this case, you put the parenthetical citation (the page and chapter numbers) outside the end punctuation mark of the quotation itself. \

> Kumalo would describe the land as he wanted his sister to remember it, beautiful and inviting. Then suddenly his missing son would darken his thoughts and feelings about the land:
>> And then in one fraction of time the hills with deep melodious names stood out waste and desolate beneath the pitiless sun, the streams ceased to run, the cattle moved thin and listless over the red and rootless earth. It was a place of old women and mothers and children, from each something was gone. His voice would falter and die away, and he would fall silent and muse. (61; ch. 10)

Works Cited

The Works Cited section lists all of the sources you have cited in your text. It does not include any sources you may have read or studied but did not refer to in your paper (that's a bibliography). Begin your list of works cited on a new page (the next page after the text), and number each page, continuing the numbering from the last page of the text. The guidelines that follow describe the form of the Works Cited section in detail.

The Works Cited Section: Quick Guide

1. Type the page number in the upper right hand corner, one-half inch from the top of the page.
2. Center the title Works Cited one inch from the top. Double-space before the first entry.
3. Begin each entry flush with the left margin. If the entry runs more than one line, indent additional lines five spaces
4. Double-space each entry; also double-space between entries.
5. List each entry alphabetically by the author's last name. If there is no author, use the first word of the title. (disregard A, An, The)
6. A basic entry for a book would be as follows:
    a. Guillermo, Kathy Snow. Monkey Business. Washington, DC: National Press Books, 1993
7. A basic entry for a periodical (a magazine) would be as follows:
    a. Murr, Andrew. "The High Cost of Defense. "Newsweek 21 Mar. 1994: 70.
8. Check the following pages for specific information on other kinds of entries.

Model Works Cited Entries: Books
The entries that follow illustrate the information needed to cite books, sections of a book pamphlets, and government publications.

One Author

Shaw, Arnold. Black Popular Music in America: From the Spirituals. Minstrels, and Ragtime to Soul Disco, and Hip-Hop. New York: Schirmer Books, 1986.

Two or Three Authors

Bystydzlenski, Jill M., and Estelle P. Resnik. Women In Cross-Cultural Transitions. Bloomington, IN: Phi Delta Kappa Educational Foundation, 1994.

More Than Three Authors

Marine, April, et al. <u>Internet: Getting Started</u>. Englewood Cliffs, NJ: PTR Prentice Hail, 1994.

A Single Work from an Anthology

Rich, Adrienne. "Re-Forming the Crystal." <u>Contemporary American Poetry</u>. Ed. A. Pouiin, Jr. 3rd ed. Boston: Houghton Mifflin Company, 1980. 396.

Note * If you cite a complete anthology, begin the entry with the editors.

Paulin, A., Jr., ed. <u>Contemporary American Poetry</u>. 3rd ed. Boston: Houghton Muffin Company, 1980.

Two or More Books by the Same Author
List books alphabetically by title. After the first entry, use three hyphens for the author's name.
Von Oexh, Roger. <u>A Kick In the Seat of the Pants.</u> New York: Perennial-Harper, 1986.
---. <u>A Whack on the Side of the Head</u>. New York: Warner, 1983.
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A Corporate Group Author

Task Force on Education for Economic Growth. <u>Action for Excellence</u>. Washington: Education Commission of the States, 1983

An Anonymous Book

<u>The World Almanac Book of the Strange</u>. New York: New American Library, 1977.

Note * The Bible is considered an anonymous book. Documentation should read exactly as it is printed on the title page. (Translations and editions of the Bible vary, which is why you must be precise)

<u>The Jerusalem Bible</u>. Garden City, NY: Doubleday, 1966.
<u>The English Revised Bible with the Apocrypha</u>. N.p.: Oxford UP and Cambridge UP, 1989.

A Multivolume Work

Ziegler, Alan. The Writing Workshop. Vol. 2. New York: Teachers and Writers, 1984.

Note * If you cite two or more volumes in a multivolume work, give the total number of volumes after the title.

Israel, Fred L, ed. Major Peace Treaties of Modem History. 1648-1967. 4 vols. New York: Chelsea, 1967.

An Introduction, a Preface, A Foreword, or an Afterword

Callan, Edward. Introduction. Cry. the Beloved Country. By Alan Paton. New York: Macmillan, 1987. xv-xxxii.

Note * Give only the author's last name after By if he is the author of the piece cited and the complete work.

Buscaglia, Leo F. Introduction. Love. By Buscaglia. New York: Fawcett Crest, 1972. 9-12.

An "Edition"
An edition refers to the particular publication you are citing, as in the 3rd edition. But "edition" also refers to the work of one person that is prepared by another person, and editor.

Shakespeare, William. <u>Macbeth</u>. Ed. Sylvan Barnet. New York: Signet-NAL, 1963.

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A Translation

Turgenev, Ivan Sergeevich. Fathers and Sons. Trans. Michael R. Katz. New York: W. W. Norton, 1994.

An Article in a Reference Book
It is not necessary to give full publication information for familiar reference works (encyclopedias and dictionaries). For these titles, list only the edition (if available) and the publication year. If an article is initialed, check the index of authors (in the opening section of each volume) for the author's full name.

"Euthanasia." Merriam-Webster's Collegiate Dictionary. 10th ed. 1003. "Costume."
    Encyclopedia Americana. 1985 ed.
Vorhaus, Louis J. "Bursitis." Collier's Encyclopedia 1993 ed.

Pamphlet with No Author or Publication Information Stated
If known, list the country of publication [in brackets]. Use n.p. (no place) if the country isn't known.

Pedestrian Safety. [United States]: n.p., n.d.

Note * In the entry n.p. (after the colon) means "no publisher given'; n.d. means no date of publication given."

Signed Pamphlet
Treat a pamphlet as you would a book.

Grayson, George W. The North American Free Trade Agreement. New York: Foreign Policy Assoctiation, Inc., 1993.

A Book in a Series
Give the series name and number (if any) before the publication information.

Bishop, Jack. Ralph Ellison. Black Americans of Achievement. New York: Chelsea House, 1988

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A Book with a Title within a Title
If the title contains a title normally in quotation marks, keep the quotation marks and underline the entire title.

Harte, Bret. "The Outcasts of Poker Flat" and Other Stories. New York: Signet-NAL, 1961.

Note * If the title contains a title normally underlined, do not underline in your entry as in this example:

A Tale of Two Cities <u>as History</u>

A Reference Book on CD-ROM
If you use an encyclopedia or other reference book on CD-ROM, use the format below.

Software Toolworks Mulitmedia Encyclopedia. Computer software. Novato, CA: Software Toolworks, 1991. CD-ROM.

Model Works Cited Entries: Periodicals
The entries that follow illustrate the information and arrangement needed to cite periodicals.

Signed Article in a Magazine

Tully, Shawn. "The Universal Teenager." <u>Fortune</u> 4 Apr. 1994: 14-16

Unsigned Article in a Magazine

"Speak, Hillary." <u>The New Republic</u> 28 Mar. 1994: 14-16.

An Article in a Scholarly Journal

Cartwright, David E. "The Last Temptation of Zarathustra." <u>Journal of the History of Philosophy</u> 31 (1993: 49-69.

Note * Journals are usually issued no more than four times a year. Number 31 refers to the volume. The issue number is not needed if the page numbers in a volume continue from one issue to the next. If the page numbers start over with each issue, then put a period between the volume number and the issue number: 31:2.

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Signed Newspaper Article

Stanley, Alessandra. "Russians Find Their Heroes in Mexican TV Soap Operas." <u>New York Times</u> 20 Mar. 1994, national ed.:1.

Note * Cite the edition of a major daily newspaper (if given) after the date (20 Mar. 1994, national ed. : 1) To Cite an article in a lettered section of the newspaper, list the section after the page number. (For example, 4A would refer to page 4 in section A of the newspaper.) If the sections are numbered, however, use a comma after the year; then indicate sec. 1, 2, 3, etc., followed by a colon and the page number.

Unsigned Newspaper Article

"African Roots of American Music Traced at Westchester College Program." <u>Amsterdam News</u> [New York] 29 Jan. 1994, sec 1:21.

Note * If the unsigned article is an editorial, put Editorial after the title. Also, if the city of publication is included in the newspaper's name, you do not have to add it in brackets.

A Letter to the Editor

Epsy, Mike. Letter. " Abolishing the Farmer's Home Administration." <u>Washington Post</u> 5 Mar. 1994, 5A.

A Review

Drew, Bettina. "Hollywood on Wry." Rev, of Delusions of Grandma, by Came Fisher. <u>Chicago Tribune</u> 10 Apr. 1994, sec. 1:5.

Note * If you cite the review of a work by an editor or a translator, use ed. or trans. instead of by.

Published Interview

Orbison, Roy. 'Roy Orbison; 1936-1988." By Steve Pond. <u>Rolling Stone</u>. 26 Jan. 1989:22+.

Note * Type the word Interview after the interviewee's name if the interview is untitled.

Title of Quotation within an Article's Title

Merrill, Susan F. "Sunday Morning' Thoughts." English Journal 76.6 (1987): 63.

Note * Use single quotation marks around the shorter title if it is a title normally punctuated with quotation marks.

Model Works Cited Entries: Other Print and Nonprint Sources
Computer Software

Wordstar Professional. Vers. 4. Computer software. MicroPro, 1987. IBM PCDOS 2.0, 256KB, disk.

Television and Radio Programs
If your reference is primarily to the work of an individual, cite that person before the title. Otherwise, other pertinent information (writer, director, producer, narrator, etc.) may be given after the main title of the program (underlined).

'An Interview with Elton John." <u>Barbara Walters Special</u>. ABC. WISN, Milwaukee. 21 Mar. 1994.

Recordings

Shocked, Michelle. <u>Arkansas Traveler</u>. Polygram Records, Inc., DI 10521.1992.

Note * D110521 refers to the catalog number. The person cited first in a recording (the composer, conductor, performer, etc.) depends on the emphasis you want in the entry. If citing jacket notes, give the author's name, the title of the material (if given), and the words Jacket notes before the regular bibliographic information.

Recorded Interview

Orbison, Roy. 'Roy Orbison: 1936-1988." By Steve Pond. <u>Rolling Stone</u>. 26 Jan 1989: 22+.

Films

If is important, cite the size and length of the film (for example: 16mm, 32mm.) after the date.
<u>Rebel Without a Cause.</u> Dir. Nicholas Ray. With James Dean, Natalie Wood, Sal Mineo, and Dennis Hopper. Warner, 1955.

Filmstrips. Slide Programs. and Videotapes
Cite the medium (filmstrip, slide program, etc.) after the title.

<u>Going Bac,. A Return to Vietnam.</u> Videocassette. Virginia Productions, 1982. 55 mm.

Published Letters

Bottomley, Edwin. 'To Father." 6 Dec. 1843. <u>An English Settler In Pioneer Wisconsin: The Letters of Edwin Bottomley.</u> Ed. Milo M. Quaife. Madison: State Historical Society. 1918.60-62.

Note * "To Father" and 6 Dec 1843 refer to the cited letter.

Letter Received by the Author (Yourself)

Smith, Thomas. Letter to the author. 20 Jun. 2007.

Personal Interview

Larson, Sheila. Personal interview. 15 Dec 2006.

Note * If you spoke to your interviewee by phone, cite the entry this way: Telephone Interview.

Cartoons

Trudeau, Garry. Doonesbury." Cartoon. <u>Chicago Tribune</u> 23 Dec. 1988, sec. 5:6.

Lectures. Speeches. and Addresses

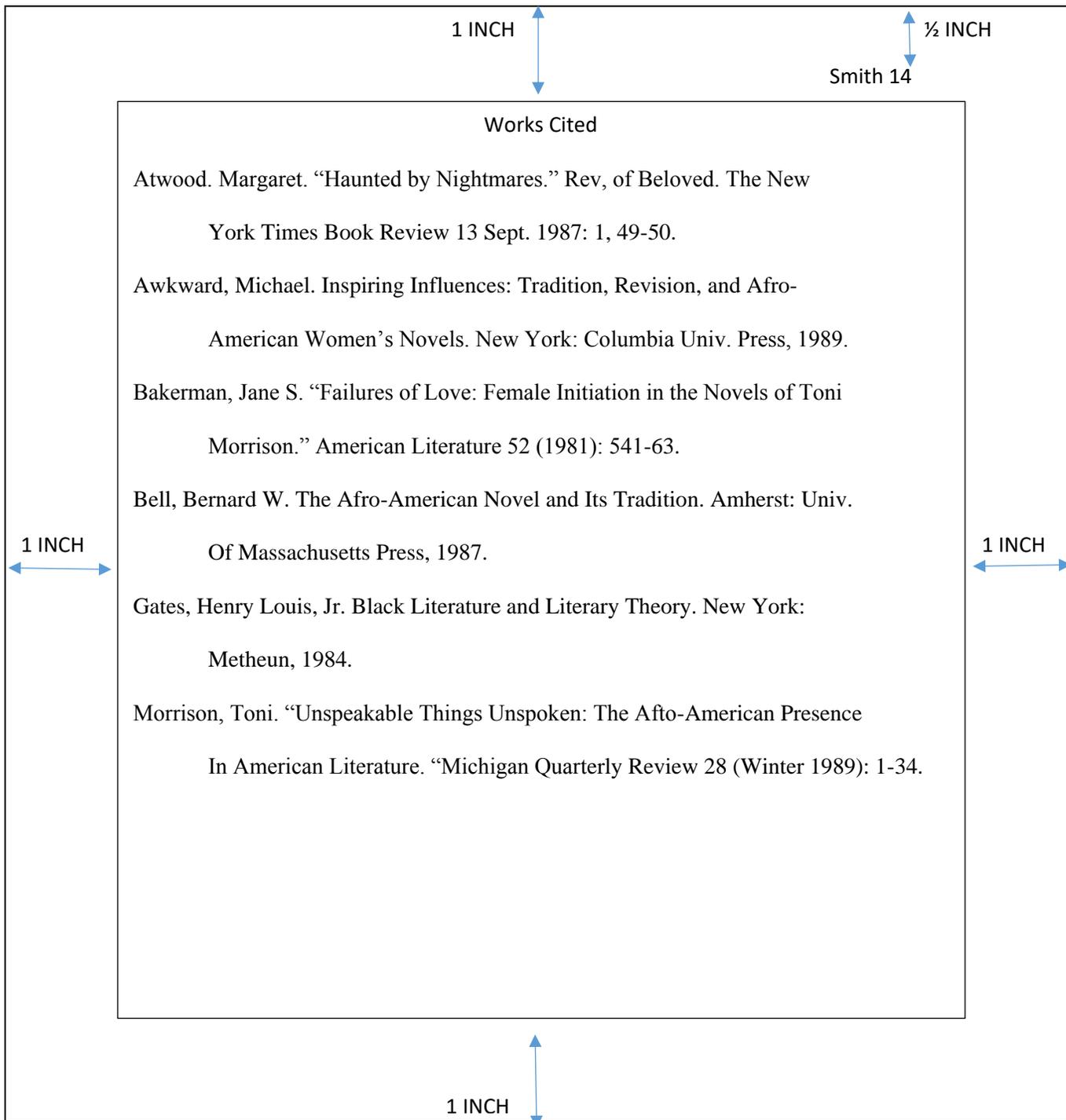Angleou, Maya. Address. Opening General Sess. NCTE Convention. St. Louis, 18 Nov. 1988.

Note * If known, give the speech's title in quotation marks instead of the label Address, Lecture, or Speech.

Web Sites
To cite files available for viewing/downloading from the internet, give the author's name (if available), the date of the web post (if available), the full title of the work in quotation marks, the title of the complete work if applicable in italics, the full web address, and the date of visit.

Hooker, Richard. 1996. (6 Jun. 1999). "Martin Luther." *World Civilizations: An Internet Classroom and Anthology.* http://www.wsu.edu/-dee/REFORM/LUTHER.HTM (15 Jun 2007).

A Sample Works Cited Page

Works Cited

Atwood. Margaret. "Haunted by Nightmares." Rev, of Beloved. The New

      York Times Book Review 13 Sept. 1987: 1, 49-50.

Awkward, Michael. Inspiring Influences: Tradition, Revision, and Afro-

      American Women's Novels. New York: Columbia Univ. Press, 1989.

Bakerman, Jane S. "Failures of Love: Female Initiation in the Novels of Toni

      Morrison." American Literature 52 (1981): 541-63.

Bell, Bernard W. The Afro-American Novel and Its Tradition. Amherst: Univ.

      Of Massachusetts Press, 1987.

Gates, Henry Louis, Jr. Black Literature and Literary Theory. New York:

      Metheun, 1984.

Morrison, Toni. "Unspeakable Things Unspoken: The Afto-American Presence

      In American Literature. "Michigan Quarterly Review 28 (Winter 1989): 1-34.

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If you wish to follow up on any of these requirements or want further information, use the site listed below:

* Purdue Owl site -- https://owl.english.purdue.edu>OWL>Research and Citation>MLA Style