My Creative Title is Placed Here

My Name

Mrs. Hickethier

English 10

21 Apr. 2016

My Name

Mrs. Hickethier

English 10

21 April 2013

The Modern Language Association (MLA) provides guidelines for documentation style. This template is based on commonly used guidelines from the MLA Handbook for Writers of Research Papers (6th edition) and the MLA Style Manual and Guide to Scholarly Publishing (2nd edition). For more information about MLA style and publications, go to the MLA website at: www.mla.org.

For example, quotations with fewer than four lines of prose or three lines of verse are quoted directly in the sentence. Enclose them in quotation marks, followed by the author’s last name and the page or pages of the source from which you are quoting in parenthesis, for example: “inline quotation here” (Lastname 31).

Quotations that are longer than four lines of prose or three lines of verse follow different guidelines. Introduce these quotations with a colon:

Start long quotations on a new line. Indent the quote one inch from the left margin. Double-space the lines and omit quotation marks. Reference the source as you would for a shorter quotation. To quickly format a quotation of over four lines or three lines of verse, use the Long quotation style provided in this Microsoft Word template.

Per MLA guidelines, all sources must be listed on a Works Cited page at the end of the paper. Center the title, Works Cited, and then list sources in alphabetical order by author last name. Some examples are provided on the next page. To format sources, start with the Works cited style provided in this template but refer to the MLA publications listed above for complete formatting guidelines.

**NOTE:** See Next Two Pages for

Works Cited Information, Formatting Guidelines, and Plagiarism Examples…

Works Cited

Author’s last name, first name. Title of Book. City: Publisher, Year. Print.

Author’s last name, first name. “Title of Article.” Title of Publication Date Published: Pages. Print.

Author’s last name, first name. “Title of Online Article.” Title of Online Publication or Site Title. Site sponsor (if available), Medium of Publication. Date accessed.

“Title of Article.” Title of Media. CD-ROM. City: Publisher, Year. DVD.

**www.citationmachine.net**

**Reminders:**

* Use of Dates = 1 Mar. 2013
* Three months spelled out = May, June, July / Others = Three-letter Abbreviation
* Use Control + T for hanging indentation

1. Use 1” margins on the top, bottom, and sides.
   1. “Home” tab – click on Page Layout – Margins – Select “Normal”
   2. Check that the top, bottom, left and right margins are set to 1”
   3. Leave the Gutter at zero and the Gutter Alignment on the left.
   4. Press OK.
2. Double space throughout the paper.
   1. On the Home tab, (near Heading 1, Heading 2, etc.) right-click on NORMAL and then select MODIFY
   2. Click the FORMAT button in the bottom left corner
   3. Select PARAGRAPH from the drop-down menu & make adjustment

⇨ An easier way to do this is to select all of your text (Control + A) and then switch it to the desired spacing: Control + 2 = Double space

[Control + 1 = Single space / Control + 5 = 1.5 spaces]

1. Use **Times New Roman**, size **12** font throughout your paper.

## Plagiarism – automatic failure of the research paper

* There are no internal citations within the paper.
* Student has downloaded, copied, or bought a paper from someone else and turned it in as his/her own work.
* Student has copied an entire article from a website or electronic database and turned it in as his/her paper.
* Student has cut and pasted from several works and called the product his/her own work.
* Student has faked citations.
* Student has citations within the paper that do not match any on the works cited page.
* The student has rearranged the author’s original words (this is not paraphrasing because the student did not put the original words in his or her own words—just merely rearranged them.  Example:  Because the government has overspent, schools are poorly funded.  Student’s Words:  Schools are poorly funded because the government overspends.)
* Using the author’s original words but changing the adjectives—this is still plagiarism—the student is using the author’s words but only changing one or two and calling the words his/her own.
* Failing to put quotation marks around directly quoted material.
* Placing quotation marks around directly quoted material and ending the quotation prematurely.  (Continuing to copy from the source word for word without putting the rest of the quote in quotation marks.)
* Sources on the Works Cited page are not used within the paper
* Sources used within the paper are not on the Works Cited page

**WORKS CITED PAGE - CHECKLIST**

|  |  |
| --- | --- |
| Works Cited – The Words | |
| 1 | centered at the top of the page |
| 2 | uses Times New Roman font, size 12 |
| 1 | uses plural format (works, not work) |
| 1 | not in bold |
| 1 | uses capital letters for the W and the C (nothing else) |

|  |  |
| --- | --- |
| Format of the Works Cited Page | |
| 5 | uses Times New Roman font, size 12 |
| 5 | entries start directly below “Works Cited” – no extra spaces |
| 8 | entries are in alphabetical order |
| 5 | hanging indentation is used |
| 5 | entries are double spaced |
| 3 | no extra spaces between entries |

|  |  |
| --- | --- |
| Subtract Points | |
| -5 | hyperlinks are present (blue/underlined) |
| -7 | hyperlinks have not been manually split to retain formatting |

NOTE: The **contents** of each entry----correctness in punctuation, content, order of

items, capitalization, use of italics, etc.----will be graded by the instructor (20 Points).