Introduction

In almost every class in Ridley High School, you will be asked to turn in written work. In some classes you will be required to turn in long reports and essays. This guide presents an overview of some important topics in written communication that should provide the background necessary for the successful completion of those papers.

Basics

All essays and reports should be typed on white 8-1/2 by 11-inch paper. The type size should be no greater than 12 point, and the font should be easy to read, such as Helvetica or Times. There should be a one-inch margin on all sides of the paper.

A research paper does not need a title page. Instead, beginning one inch from the top of the first page and flush with the left margin, type your name, your teacher’s name, the course name, and the date (e.g., 4 September 2018) on separate lines, double spacing between the lines. Double space again and center the title. Double space again between the title and the first line of the text.

Your last name and the page number should appear in the upper right-hand corner of the page, within the header. Double-click in the header to access it. Word’s Formatting Palette / Toolbox contains a Header and Footer menu, which includes an “Insert Page Number” icon that will automatically number each page of your paper.

Written work should be double spaced, unless you are told to do otherwise. Double space the entire research paper, including quotes and the list of works cited. Do not try to pad your work by increasing the space between lines beyond double spacing.

Leave only one space after concluding punctuation marks (period, question mark, or exclamation point) and internal punctuation marks (colon, comma, or semicolon).

Never use a cursive or script typeface for a report. Reserve the use of *italics* for those specific times when they are called for, such as the title of a book.

Spell out numbers that can be written in one or two words, such as two, thirty-six, and four thousand. Represent other numbers by numerals, such as 101, 137, and 1,275. For large numbers, you may use a combination of numerals and words, such as 4.5 million.

This guide presents the style rules of the Modern Language Association (MLA), one of several styles that are commonly used by colleges. You will be expected to follow MLA style in most written work at Ridley High School. In college, however, you may be asked to cite material using the American Psychological Association (APA) format. A sample citation in APA format follows; for more information on APA visit www.APAtyle.org.

Writing About Research

Throughout your time in high school, you will be asked to research topics in many subjects that you study. You will also be asked to report on what you have learned as a result of that research. It is very important that in the reporting of the results of research that you indicate clearly where you located the information in your report. The purpose of research is to find out what authorities on a subject have discovered or thought.

Getting Started

There are two kinds of research projects common in high school. The first is the most common and the simplest. In this kind of research, you are asked to report on a summary of information about a subject. For example, you may be asked to report on the life cycle of an insect, the history of women in the military, or school life in France. You are not being asked to defend a point of view but merely to examine materials available on the subject and present a summary of relevant information. This is the kind of research you will do for most of your research projects in 9th and 10th grade.

A more challenging kind of research requires that you take a stand on a subject. This stand will appear as your thesis, or what you are trying to prove. For example, you may be setting out to prove that the telephone was a more important invention than the light bulb, that the giraffe has survived because it can forage on vegetation that other animals cannot reach, or that Robert Frost’s and Emily Dickinson’s poetry share common themes. Most of your research projects and papers in 11th and 12th grade will involve this kind of research.

Doing Research

There are many potential sources of information. Some projects can be completed from personal interviews; others require extensive library research. As you are doing your research, it is important that you keep accurate notes of the sources of the information that you have discovered and may wish to use in your project. Many teachers require that this information be kept either on 3x5 index cards or in NoodleTools (an online student research platform). If your research is from written materials, you must record all of the information that will be required in the listing of the works cited, either on a 3x5 card or in NoodleTools. This information usually includes author’s name, title, publisher, place of publication and page numbers. If you are in doubt as to what information you need, look in the “Works Cited” section of this Guide to see what you will be required to provide.

Whatever kind of report you are creating, whether it is an oral presentation, a slide show, a poster, or a formal essay, it is essential that you let your audience know the sources of the information and images that you have used.

Since you are a student and not an authority, it is especially important that you give credit to the authorities for the work that they have done.
**What to Cite**

<table>
<thead>
<tr>
<th>Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Although any statistics appear to be accepted facts, most can be disputed. For example, one source may say that the average family income is $36,100, and another may say it is $37,200. Which is correct? Since you do not have the means to tell, it is essential that you report the source of all statistics.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information presented as true but not widely known to be true</th>
</tr>
</thead>
<tbody>
<tr>
<td>A source may tell you that he has discovered that all humans have descended from a common dog-like creature. While he may assert that the information is true, since he is the only source of this information, you must identify the source of the information in your report.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opinions</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must give the source of all opinions used in your report. Generally an opinion differs from a widely accepted fact in that an opinion can be disputed. Other people may, quite reasonably, believe differently.</td>
</tr>
</tbody>
</table>

**What Not to Cite**

<table>
<thead>
<tr>
<th>Widely accepted facts</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you find the same information presented in several sources by several different authors, it is likely that this information is widely accepted as true. It is a fact that the cheetah is a fast animal. It is a fact that Elie Wiesel wrote <em>Night</em> as a result of his experiences during World War II. You do not have to acknowledge the sources of such widely known facts as these.</td>
</tr>
</tbody>
</table>

**Documenting Your Research**

All research for all classes should be documented — that is, you should include with your report a complete listing of all of the sources of information used in the preparation of your report. If you are doing a formal written report, you should include references to your sources within the body of your report and place a list of the works used at the end. The examples that follow show the style that you should use for written research. These rules are rules, not suggestions.
Ellington’s Adventure in Music and Geography

In studying the influence of Latin American, African, and Asian music on modern composers, music historians tend to discuss such figures as Aaron Copland, George Gershwin, and John Cage (Young 118). They usually overlook Duke Ellington, whom Gunther Schuller rightly calls “one of America’s great composers” (“All About Jazz”). His flair for unique musical textures and innovative compositions set him apart from other Depression-era musicians with whom he is often compared (Young 204). Still little known are the many ambitious orchestral suites Ellington composed which explore his impressions of the people, places, and music of other countries (59). These orchestral pieces, when considered alongside Ellington’s popular music, cement his place as not only a great American composer but also a great world musician.

Not all music critics, however, have ignored Ellington’s excursions into the longer musical forms that are usually associated with classical composers:

Ellington’s inquiring mind has sought to extend steadily the imaginative boundaries of the musical boundaries of the musical form on which it subsists. Ellington since the mid-1930s has been engaged upon extending both the imagery and the formal construction of written jazz. (Atkins)

Ellington’s earliest attempts to move beyond the three-minute limit have made his creative talents truly outstanding. He has a style and form in the jazz genre that not only has heightened the awareness of his peers to his musical genius, but also has been shared across the continents (“Duke Had That Swing”).

This source is included on the Works Cited page:

Plagiarism

Plagiarism is stealing someone’s intellectual work. Once material has been printed, it is generally acceptable to quote. There are some guidelines that need to be followed. Generally you must not quote a passage so lengthy that you are really republishing a work, even if you acknowledge the author. What most plagiarism involves, however, is shorter passages taken from a longer work.

There are two ways of presenting the work of another writer in your paper. The first of these is to paraphrase. The second is to quote directly (see page 7). To paraphrase is to take an author’s idea and restate it in your own words. You must follow the paraphrase with an internal citation. The following are examples to guide you in your writing.

Original
The work of Fitzgerald must be seen in relation to the strong and sad passion he felt for his troubled wife, Zelda. She was both an idol and a burden to the maturing writer.
From page 234 of James Miller’s *The Gatsby Connection*.

Acceptable paraphrase
Miller notes that Fitzgerald’s writing was influenced by his strong feelings for his wife, Zelda (234).

Plagiarized paraphrase
The following is a paraphrase that would be considered plagiarism. It is plagiarism because the writer takes the original words and ideas and does not credit them in any way to James Miller:

The work of Fitzgerald must be seen in relation to the passion he felt for his wife, Zelda. She was a burden to him.

Acceptable quotation
The following would not be considered plagiarism because it does indicate which words are James Miller’s. (Quotations are discussed in detail on page 6.)

James Miller points out that “Fitzgerald must be seen in relation to the strong and sad passion” that he had for Zelda. He also points out that Zelda functioned as “an idol and a burden” to him (234).

If you use the name of the writer in the body of the paragraph preceding the quote, you do not need to include the name in the internal citation, but you do need to include the page number.
Quotations

Another way to cite material is to quote directly from your source. Use direct quotations only when you cannot paraphrase the information. Direct quotations may also be chosen for their effectiveness in helping to prove your thesis or in emphasizing your point of view. Only quote passages that are especially interesting or vivid, and keep all direct quotations as brief as possible. Quotations will be formatted differently depending on the length of the quote.

Short Quotations (less than four typed lines of text)

Short quotations are enclosed in quotation marks. Punctuation marks, such as periods and commas, are placed after the internal citation. Question marks and exclamation points should be placed within the quotation marks only if they are part of the quoted passage. How you format your internal citations will depend on whether or not you have identified the author in the text of your essay (see page 7 for more information about different internal citations).

Examples of Short Quotations:

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

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

Longer Quotations (four or more typed lines of text)

Direct quotations of four or more typed lines, also known as block quotes, are set off from the rest of the paper and are not enclosed in quotation marks. The quotation is indented one inch (1”) from the left margin; the right margin is not changed. A colon is used to introduce the quotation, and the period at the end is placed BEFORE the parentheses. Maintain double-spacing throughout the essay.

Example of a Block Quote:

A description of college in the nineteenth century corrects the popular myth about the golden age of American education:

College faculties acted as disciplinary tribunals, periodically reviewing violations of rules such as those requiring students to attend chapel services early every morning. These restrictions were not relaxed for the students in their late twenties or older. Students’ rights were never considered. (Groff 25)
**Internal Citations**

An internal citation tells the reader exactly where you found the information and leads the reader to the full citation in your Works Cited.

**Example One: Author and page number**

Eudora Welty and James Smithson felt the need to explain themselves to a demanding public (Klinger 245).

In this example, after the cited material, you indicate the author and the page number of your source. Note that all the material is in parentheses, there is no punctuation between the author’s last name and page number, and the period follows the parentheses.

**Example Two: Author, title, and page number**

Marie Quinn was believed to be the first woman to attempt this feat (Jones, *Flight* 150).

In this example, the author Jones has written more than one book that has been cited in the paper. In order for the reader to know which work by Jones you are citing, use one key word from the title to note the specific book being used. Note that there is a comma between the author’s last name and the key word.

**Example Three: Page number**

Klinger indicates that Eudora Welty and James Smithson felt the need to explain themselves to a demanding public (245).

In this example, the cited author’s last name is included in the body of your paper. Therefore, at the end of the sentence, you only need to indicate the page number of the source in parentheses.

**Example Four: More than one page**

Klinger indicates that Eudora Welty and James Smithson felt the need to explain themselves to a demanding public. These authors understood the public’s need and were not concerned about revealing personal information. In the long run, it made the authors’ works more meaningful (245-246).

In this example, the paraphrased citation covers more than one sentence. In this case it is best to write the cited author’s name at the beginning of the passage. The page numbers at the end of the passage show the completion of the paraphrased ideas you have cited.

**Example Five: Title, no author, and no page number**

*Used for most Web sites*

Dr. Kaufman recommends sixty minutes of exercise every day, eating fruits and vegetables, choosing lean protein sources, and drinking water instead of soda or juice (“Lowering Your Risk”).

In this example, the work cited does not credit an author. In this case use the title of the document for the internal citation. Whether you use quotes or italics depends on the source. Put quotes around the title of an article and italicize the title of a book.

**Citing Indirect Sources: “quoted in”**

If what you quote or paraphrase is itself a quotation taken from another work, write “qtd. in” (short for quoted in) before the source you cite in the internal citation:

Samuel Johnson admitted that Edmund Burke was an “extraordinary man” (qtd. in Boswell 450).
Works Cited

At the end of your paper, it is necessary to include a “Works Cited” list of all the works that you have referenced in your paper. Each entry in the works cited list is made up of core elements given in a specific order. These core elements are basic pieces of information that are common to all sources, from books to movies.

The core elements of any entry are given below in the order in which they should appear. An element should be omitted from the entry if it is not relevant. Each element is followed by the punctuation mark shown unless it is the final element, which should always end with a period.

The works cited list also follows some very specific rules:

- **Do not** include works that you have read but have not cited.
- Double space everything.
- List entries in **alphabetical** order according to the **last name** of the author.
- If there is no author, you must then begin with the title and **alphabetize** by the first word other than definite articles, such as “A,” “An,” or “The.”
- The first line of each entry should be flush with the left margin. Indent all other lines half an inch (set the hanging indent at 0.5”).
- Number the Works Cited page(s) as a continuation of your paper.
- Italicize the titles of books, databases, newspapers, magazines, and reference works.
- Use quotation marks around shorter works that appear in longer ones, such as an article that appears in a magazine or a short story that appears in an anthology.
- Place a period at the end of every entry.
Books and Reference Materials
All bibliographic information should come from the book’s TITLE PAGE, with the exception of the copyright date, which is located on the COPYRIGHT PAGE (on the back of the title page). If there is more than one date indicated on the copyright page, use the most recent year.

BASIC FORMAT:

Author’s Last Name, Author’s First Name. Title of Book: Subtitle. Publishing Company, Date.

A book by one author


Two or more books by the same author (put titles in alphabetical order)


A book by two or three authors

Note: Only the first author is listed with the last name first.


A book by more than three authors

Note: list the first author credited on the title page, followed by et al. to indicate additional authors.


A book with no author or by “Anonymous”


A book with an editor

A book with two or three editors


A book with more than three editors


An article in an encyclopedia or reference book

Note: Many reference books do not credit the article’s author. If an author is credited, give the author’s name (last name first) in your citation. If no author is credited, give the article title first.


Work in an anthology or compilation of essays

Author’s Last Name, Author’s First Name. “Title of Essay.” *Title of Book: Subtitle*, edited by Editor’s Name, Publishing Company, Date, Essay Pages.


An article excerpted in a reference book (e.g., *Twentieth Century Literary Criticism*)

Author’s Last Name, Author’s First Name. “Title of Article.” *Title of Publication, Number, Date, Pages. Title of Reference Book, edited by Editor’s Name, Number, Publishing Company, Date, Essay Pages.*

Web Sites
Because every Web site is different, it can be difficult to locate source information. Usually, the article title and Web site title will appear at the top of the page, and the copyright date and site publisher will appear at the bottom of the page. It is generally helpful to visit the home page of the site (the Web address up to the first slash, such as www.cnn.com/) to locate as much information as possible.

Often a Web address or URL can be very long and complex. In this case, you may shorten the URL to the site’s home page, which usually contains a search feature to locate the article again, if needed.

Do not include http:// or https:// as part of the URL. It is permissible to break long URLs across lines if needed, preferably at a hyphen (see “7 Missing” example below).

BASIC FORMAT:

Author’s Last Name, Author’s First Name. “Title of Article.” Title of Web Site,

Publisher of Web Site, Publication Date, URL.

Chavez, Nicole. “7 Missing as Deadly California Wildfire Continues to Grow.” CNN,


“Robin Williams Biography.” Biography, A&E Television Networks, 17 July 2018,

**POWER Library Databases**

POWER Library is accessible on all Ridley High School computers at www.powerlibrary.net/Interface/Power.asp?ID=pl2732.

Use your Delaware County Library System card to access POWER Library databases from home at www.delcolibraries.org/explore-digital-library.

If you do not have a Delaware County Library System card, you can still access the public library’s full range of databases with the barcode number 25918018331359. You can also obtain your own Delaware County Library System “eCard” at powerlibrary.auto-graphics.com.

HTML versions of articles retrieved through the POWER Library databases do not have pagination (see Missing Information, p. 16). If you print these articles, do not use the page numbers on the print-outs for your note cards or internal citations. Only use page numbers if they appear on PDF versions of articles, because PDF files are scanned directly from the pages of the original publication.

**BASIC FORMAT:**

Author’s Last Name, Author’s First Name. “Title of Article.” *Title of Publication*, Number, Date, Pages. *Title of Database*, URL.

**Gale Databases (with sample citations):**

Access full-text journal articles on the physical and social sciences, technology, medicine, engineering, the arts, literature, and more.


Discover fiction and nonfiction books that match your interests!

Biographical information and literary analysis on more than 160,000 influential authors and their works.

Over 1,100 academic journals and reports in the field of education, especially key subject areas, such as administration, funding, technology, and testing.


Encyclopedias and specialized reference sources on topics including education, environment, government, history, law, literature, and science. See p. 15 for more information on Gale Virtual Reference Library and sample citations.

This general-interest periodical resource offers more than 15,000 magazine, newspaper, reference, and audio titles.


Access content from magazines, newspapers, reference books, and multimedia sources covering a wide range of subjects from science to sports.


*InfoTrac Student Edition*, link.galegroup.com

Discover full-text poems, short stories, novels, essays, speeches, and plays, as well as biographies, work summaries, photographs, and a glossary.

Reliable information for high school students on a variety of topics including government, history, geography, literature, sciences, and social issues.


EBSCO Databases:

*Consumer Health Complete:* Covers all areas of health, wellness, and medicine.
*eBooks:* Over 16,000 eBooks from the world’s leading publishers across all major subject areas.
*Science Reference Center:* Hundreds of full-text science encyclopedias, reference books, periodicals, and other reliable sources.


**Additional Sources**

**Electronic Book**
Note: Cite an electronic book just like a regular book but indicate the type of file (e.g., Kindle file or OverDrive ebook) as Core Element 5: Version (see page 8 for more information on Core Elements).


**Podcast**

Host’s Last Name, Host’s First Name. “Title of Podcast Episode.” *Title of Program*, Publisher of Program, Release Date, URL.

Ridley High School Subscription Databases

In addition to POWER Library, Ridley High School subscribes to several databases that support the research projects assigned by your teachers. These databases are accessible on all Ridley High School computers. You can also access CQ Researcher Online, Exploring Issues, Gale Virtual Reference Library, and Salem History from home with the user names and passwords provided below.

BASIC FORMAT:

Author’s Last Name, Author’s First Name. “Title of Article.” Title of Publication, Publishing Company, Date, Pages. Title of Database, URL.

library.cqpress.com/cqresearcher
user name: ridley
password: library


https://exploringissues.com/
user name: ridley
password: library


infotrac.galegroup.com/itweb/pl2732?db=GVRL
password: pl2732

The Gale Virtual Reference Library provides online access to numerous reference sets on topics including the Arts, Biography, Business, Education, History, Law, Literature, Medicine, Nation and World, Religion, and Science. Some of these reference sets are also available in the library.

"Oxycodone." UXL Encyclopedia of Drugs and Addictive Substances, edited by


Salem History provides online access to the following reference books, which are also available in the library:

- The 1930s in America
- The 1940s in America
- The 1960s in America
- Great Athletes
- Great Lives from History: American Women
- Great Lives from History: The 20th Century
- Great Lives from History: The 21st Century
- Great Lives from History: Notorious Lives
- Music Innovators


Salem Online, online.salempress.com.


**Missing Information**

In a Works Cited page (not in internal citations), use the following abbreviations for information you cannot supply for a source.

n.p.   No publisher given
n.d.   No date of publication given
n. pag.  No pagination given

Inserted before the colon, the abbreviation n.p. indicates no place. After the colon, it indicates no publisher. N. pag. explains why page references are not included in citations of the work.

**Examples:**

No Publisher:

No Date of Publication:

No Pagination:
### Works Cited


### Use For:

<table>
<thead>
<tr>
<th>Use For</th>
<th>Book</th>
<th>Web Site</th>
<th>Web site</th>
<th>Reference Book</th>
<th>Database (Gale)</th>
<th>Exploring Issues</th>
<th>CQ Researcher</th>
<th>Book</th>
<th>Database (Gale)</th>
</tr>
</thead>
</table>