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Introduction

This formatting guide will provide students, teachers, and parents of New Oxford High School with a consistent, academically accepted, and appropriate format for writing. The styles included in these formatting guidelines aim to prepare students for future business and academic writing that they will encounter in their lives and careers.

The structures indicated in this formatting guide are based on the Modern Language Association’s (MLA) suggestions for style and format. Please be aware that this is an ongoing document that changes periodically due to MLA formatting changes. If any student or parent has further concerns or questions related to the formatting of academic writing, he/she should reference The Purdue Online Writing Lab (OWL) found at <owl.english.purdue.edu> or the MLA Handbook for Writers of Research Papers (Seventh Edition).
Reliable Resources

Possible domain types:

→ .gov is U.S. government
→ .mil is U.S. military
→ .edu is an accredited post-secondary educational institution
→ .com is a commercial, for-profit entity
→ .org is a non-commercial, not for profit entity
→ .int is an international organization
→ .uk, .jp, ru, ca, .au, etc. are country identifiers

Evaluating the Web Page. Check for the following:
- Copyright: Found in the bottom banner. It should be current.
- Authority: Who is the author and what are his or her qualifications?
- Verifiability: Are sources provided?
- Timeliness: Is the information current? When was it posted/updated?
- Relevance: Does the material contain unsubstantiated generalizations? Is the copyright date current?
- Bias: Is the language emotional or inflammatory? Does the information represent a single opinion or range of opinions?
- Orderliness: Is the page arranged in an order that makes sense? Are underlying assumptions identifiable?
- Clarity: Is the information clearly stated? Does the author define important terms?
- Validity: Do the facts presented support the conclusions? When selecting a site, be sure it includes as many of the following as possible:
  ■ the author's name, title, and/or position.
  ■ the site's organizational affiliation, if any.
  ■ the date the page was created or updated.
  ■ contact information, such as email or snail-mail address.

* This Reliable Resources information adapted from the Derry Township School District Writing Style Guide.
General Computer Guidelines

Margins
- All margins should be set to one inch.

Spacing
- The entire document should be double spaced.
- The spacing between paragraphs (Line spacing before and after) should be set to zero.

Font
- The font of the document should be set to “Times New Roman”.
- The font size should be 12 points.

Titles
- Book titles, journal names, magazine names, movies, newspaper names, online databases, TV series, and websites should always be italicized.
- Article titles, chapters in a book, lectures, pages in a website, poems, short stories, song titles, and speeches are always in “quotes”.

Format of Essay

Header/Pg. #
- Student’s last name and the page number of the essay should be placed at the top right corner of each page on the essay. Neither the word “page” nor “#” should precede the page number. To create this, use the “Page Number” on the “Insert” tab in Microsoft Word.
- To create the header, use the “Header” option on the “Insert” tab in Microsoft Word.

Heading
- The heading is double spaced and placed at the top left corner of the first page of the essay ONLY.
- Included in the heading:
  - Student’s first and last name
  - Teacher’s name
  - Course/assignment title
  - Due date (spelled out)

Title gets centered
Works Cited

According to MLA style, you must have a Works Cited page at the end of your research paper. All entries in the Works Cited page must correspond to the works cited in your main text.

Basic Rules

- Begin your Works Cited page on a separate page at the end of your research paper. It should be written in the same font and size and have the same one-inch margins and header as the rest of your paper.
- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- All citations should be in alphabetical order by first word or first different word in the citation, unless the word is a, an, or the, then skip to the next word.
- Indent the second and all following lines of citations five spaces so that you create a hanging indent. (Paragraph, Indentation, Special, Hanging Indent or Ctrl + T in Microsoft Word)
- List page numbers of sources 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 225-250.

Additional Basic Rules New to MLA 2009

- For every entry, you must determine the Medium of Publication. Most entries will likely be listed as Print or Web sources, but other possibilities may include Film, PDF, or DVD
- Writers are no longer required to provide URLs for Web entries. However, if your instructor or publisher insists on them, include them in angle brackets after the entry and end with a period. For long URLs, break lines only at slashes.
- If you're citing an article or a publication that was originally issued in print form but that you retrieved from an online database, you should type the online database name in italics. You do not need to provide subscription information in addition to the database name.
Capitalization and Punctuation

- Capitalize each word in the titles of articles, books, etc., but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind, The Art of War, There Is Nothing Left to Lose.*

- **New to MLA 2009:** Use italics (instead of underlining) for titles of larger works (books, magazines) and quotation marks for titles of shorter works (poems, articles)

Entries are listed alphabetically by the author's last name (or, for entire edited collections, editor names). Author names are written last name first; middle names or middle initials follow the first name:

Burke, Kenneth
Levy, David M.
Wallace, David Foster

Do not list titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names. A book listing an author named "John Bigbrain, PhD" appears simply as "Bigbrain, John"; do, however, include suffixes like "Jr." or "II." Putting it all together, a work by Dr. Martin Luther King, Jr. would be cited as "King, Martin Luther, Jr.," with the suffix following the first or middle name and a comma.

**MLA Works Cited Page**

When you are gathering book sources, be sure to make note of the following bibliographic items: author name(s), book title, publication date, publisher, place of publication.

1. **Basic Format**

   *The 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.* City of Publication: Publisher, Year of Publication.
   
   Medium of Publication.
2. *Book with One Author*


3. *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.*


4. *Book with No Author*

*List by title of the book. Incorporate these entries alphabetically just as you would with works that include an author name. Always ignore a, an, the. For example, the following entry might appear between entries of works written by Smith, Samantha and White, Jonathan.*


5. *A Work Prepared by an Editor*

*Cite the book as you normally would, but add the editor after the title.*

6. 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). City of Publication: Publisher, Year. Page range of entry. Medium of Publication.


7. Poem or Short Story Examples:


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


8. 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.

9. A Government Publication

Cite the author of the publication if the author is identified. Otherwise, start with the name of the national government, followed by the agency (including any subdivisions or agencies) that serves as the organizational author. For congressional documents, be sure to include the number of the Congress and the session when the hearing was held or resolution passed. US government documents are typically published by the Government Printing Office, which MLA abbreviates as GPO.


10. A Pamphlet

Cite the title and publication information for the pamphlet just as you would a book without an author. If the pamphlet you are citing has no author, cite as directed below.


11. Database

MLA lists electronic sources as Web Publications. Thus, when including the medium of publication for electronic sources, list the medium as Web.

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

Cite articles from online databases (e.g. Student Resources in Context, Opposing Viewpoints) and other subscription services just as you would print sources. Include the title of the database italicized, the medium of publication, and the date of access.

12. 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. If a URL is required or you chose to include one, be sure to include the complete address for the site. (Note: The following examples do not include a URL because MLA no longer requires a URL to be included.)

Remember to use n.p. if no publisher name is available and n.d. if no 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.


13. A Page on a Web Site

For an individual page on a Web site, list the author or alias if known, followed by the information covered above for entire Web sites. Remember to use n.p. if no publisher name is available and n.d. if no publishing date is given.


14. An Image (Including a Painting, Sculpture, or Photograph)

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.

15. 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 December 2000.

16. 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, Conference Presentation). Remember to use the abbreviation n.p. if the publisher is not known; use n.d. if the date is not known.


17. Films or Movies

List films 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 if it is theaters. To cite a DVD, use DVD for the medium.

18. 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.

In-Text Citations/ Parenthetical Notation

Basic In-Text Citation Rules

In MLA style, referring to the works of others in your text is done by using what is known as parenthetical citation. This method involves placing relevant source information in parentheses after a quote or a paraphrase.

General Guidelines

- The source information required in a parenthetical citation depends (1.) upon the source medium (e.g. Print, Web, DVD) and (2.) upon the source’s entry on the Works Cited (bibliography) page.
- Any source information that you provide in-text must correspond to the source information on the Works Cited page. More specifically, whatever signal word or phrase you provide to your readers in the text must be the first thing that appears on the left-hand margin of the corresponding entry in the Works Cited List.
- Consecutive citations by the same source only need the full author/title in the first citation.
- A good rule of thumb is to have a citation per paragraph in a formal research paper.

For example:

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).

Both citations in the examples above, (263) and (Wordsworth 263), tell readers that the information in the sentence can be located on page 263 of a work by an author named Wordsworth. If readers want more information about this source, they can turn to the Works Cited page, where, under the name of Wordsworth, they would find the following information:


1. In-Text Citations for Print Sources with Known Author

Human beings have been described by Kenneth Burke as "symbol-using animals" (3).
Human beings have been described as "symbol-using animals" (Burke 3).
2. In-Text Citations for Print Sources with No Known Author

We see so many global warming hotspots in North America likely because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . ." ("Impact of Global Warming" 6).

3. Citing a Work by Multiple Authors

- For a source with three or fewer authors, list the authors' last names in the text or in the parenthetical citation:

Smith, Yang, and Moore argue that tougher gun control is not needed in the United States (76).

The authors state "Tighter gun control in the United States erodes Second Amendment rights" (Smith, Yang, and Moore 76).

- For a source with more than three authors, use the work's bibliographic information as a guide for your citation. Provide the first author's last name followed by et al. or list all the last names.

Jones et al. counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (4).

4. Citing Multiple Works by the Same Author

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 others. Put short titles of books in italics and short titles of articles in quotation marks.

- Citing two articles by the same author:

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged elsewhere 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).

- Citing two books by the same author:

Murray states that writing is "a process" that "varies with our thinking style" (Write to Learn 6). Additionally, Murray argues that the purpose of writing is to "carry ideas and information from the mind of one person into the mind of another" (A Writer Teaches Writing 3).
Additionally, if the author's name is not mentioned in the sentence, you would format your citation with the author's name followed by a comma, followed by a shortened title of the work, followed, when appropriate, by page numbers:

Visual studies, because it is such a new discipline, may be "too easy" (Elkins, "Visual Studies" 63).

5. Citing Non-Print or Sources from the Internet

- Include in the text the first item that appears in the Works Cited entry that corresponds to the citation (e.g. author name, article name, website name, film name).
- You do not need to give paragraph numbers or page numbers based on your Web browser’s print preview function.
- Unless you must list the website name in the signal phrase in order to get the reader to the appropriate entry, do not include URLs in-text. Only provide partial URLs such as when the name of the site includes, for example, a domain name, like CNN.com or Forbes.com as opposed to writing out http://www.cnn.com or http://www.forbes.com.

Unfortunately, people with ADHD are “six times more likely to have another psychiatric or learning disorder than most other people are, and it usually overlaps with other disorders” (“Attention Deficit Disorder: The Myths, the Facts”).

This example is from a Database with the following citation.

Title Page (Optional)

Title

Student Name
Teacher Name
Course Title
Date

Purpose

The purpose of the title page is to present the research paper as a professional-looking document. According to MLA guidelines, the title page is optional, whereas in the past, it was a required element.

Rules

1. All information should be centered and double-spaced on the page
2. The title should appear in the center of the page.
3. On the last four lines of the page, the heading used on the essay should be reproduced.
### Note Taking Skills - Outline

<table>
<thead>
<tr>
<th>Title</th>
<th>I. ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>II. ___________</td>
</tr>
<tr>
<td></td>
<td>A. ____________</td>
</tr>
<tr>
<td></td>
<td>B. ____________</td>
</tr>
<tr>
<td></td>
<td>III. __________</td>
</tr>
<tr>
<td></td>
<td>A. ____________</td>
</tr>
<tr>
<td></td>
<td>1. ____________</td>
</tr>
<tr>
<td></td>
<td>2. ____________</td>
</tr>
<tr>
<td></td>
<td>B. ____________</td>
</tr>
<tr>
<td></td>
<td>IV. ___________</td>
</tr>
</tbody>
</table>

### Purpose

The purpose of the outline is to act as a “blueprint” of the structure of the essay.

### Rules

1. Must be in Times New Roman, 12 point font
2. Must be double spaced
3. The title of your research paper is centered on the top line of the page. The rest is left-justified
4. DO NOT put your name on the outline. It is optional as to whether the teacher or professor includes this as part of the paper.
5. Use Roman Numerals (I, II, III, etc.) as your paragraph topic. There is a period after the numeral
6. Use capital letters for the subtopics
7. If you have an A you must have a B. If you have a 1 you must have a 2, and so forth.
8. Capitalize the first word.
### Note Taking Skills - Research Note Cards *(Optional)*

<table>
<thead>
<tr>
<th>Slug</th>
<th>Source #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>Page # from source/NP</td>
<td></td>
</tr>
</tbody>
</table>

**Slug**

The slug of the note card references the location of the information on an outline. This should help writers to organize their information and to know which portions of their outlines contain which information. For example, a slug would be written “II. C.” if the information being written falls in the second section of the outline and in the sub-category, “C”.

**Source #**

The source number refers to the source from which the notes are taken. The writer should number his/her sources and use this number on the notecard. The purpose of the source number is to assist writers create the in-text citations when writing the essay.

**Page Number**

This number refers to the actual page number in the print resource. If the source is from the internet, NO PAGE number is used. Instead, the writer uses “NP” at the bottom. Do not rely on printer page numbers that appear on the top right corner, nor should a writer number his/her own pages.

**Notes**

Notes should be either paraphrased or written as direct quotes to avoid plagiarism. Only one piece of information/detail should be recorded on each notecard. Bullets and abbreviations are acceptable on notecards.
Writing the Paper

Introduction Paragraph

- Should open with an attention grabbing statement that leads into the essay topic.
  Depending on the topic and purpose of the essay, the lead could be:
  - A quote
  - A rhetorical question
  - A statistic
  - An interesting fact
- Should be structured in the “funnel method” – going from a broad idea (the lead) to more specific focus (the thesis statement).
- In between the lead and the thesis statement, students should provide general information about the topic.

Thesis Statement

- A thesis statement:
  - Indicates the focus and purpose of the paper. It is the position the author will attempt to defend or prove throughout his essay.
  - Should be clearly stated in a declarative sentence as part of the introduction of the paper.
  - The most appropriate placement is in the final sentence of the introduction paragraph.

  Note: In persuasive writing the Keystone Exam terminology for a thesis statement is a “claim”.

Topic Sentence

- The topic sentence will “hook” the reader and introduce the main idea of the paragraph.
- The topic sentence will not include:
  - First or second person pronouns
  - “This paragraph will be about…” etc.
  - The word “because,” as this word is often followed by details that are too specific for the topic sentence.

Transitions

- Transitions are words or phrases that help guide the reader and make connections between ideas within a paragraph.
- Some common transitions are:
  First, next, then, finally, in conclusion, therefore, however, as opposed to, on the other hand, additionally, consequently, as a result, overall
Body Paragraphs

- Should have a topic sentence (see previous section).
- Should be grouped by topic or subtopic
- Should contain related, specific details needed to prove or defend the thesis statement.
- If information is pulled from a primary or secondary source, that information should include an in-text citation (see previous section).
- The order of the body paragraphs will depend on the text structure of the essay. For example:
  - Chronological order or sequence
  - Cause/effect
  - Problem/solution
  - Compare/contrast
  - Description
- **Note:** the text structure will also determine the appropriate transition needed for topic and concluding sentences.

Conclusion Paragraph

- Should restate the thesis statement in the first sentence
- Should sum up the main idea of each body paragraph.
- Last sentence should make a concluding statement about the topic.

Order of Submission

- Title page (optional)
- Outline (optional)
- Essay
- Works Cited
I Can’t Focus

Attention deficit hyperactivity disorder, also known as ADHD, “is a condition in which a person’s inability to focus and concentrate on a task or purpose interferes with his or her ability to be productive” (“Attention Deficit Hyperactivity Disorder” 13). Attention deficit disorders are chemical problems in the management system of the brain and are complex disorder that involves impairments in focus, organization, motivation, emotional modulation, memory, and other functions of the brain’s management system. Unfortunately, people with ADHD are “six times more likely to have another psychiatric or learning disorder than most other people are, and it usually overlaps with other disorders” (“Attention Deficit Disorder: The Myths, the Facts”).

There are three forms of ADHD: primarily inattentive, primarily hyperactive-impulsive, and combined. Primarily inattentive means an inattentiveness to tasks or activities is the primary problem. Primarily hyperactive-impulsive is when “impulsivity and inappropriate movement (fidgeting, inability to keep still) or restlessness are primary problems. Lastly, the combined form of ADHD is “a combination of the inattentive and hyperactive-impulsive forms” (“Attention Deficit Hyperactivity Disorder” 3).

Dr. George F. Still is one of the people who is accredited with naming and defining ADHD. “While the exact cause is not clear, researchers have found that ADHD tends to run in families, so a genetic factor is likely. Studies have also shown a possible link between alcohol and tobacco use during pregnancy and ADHD” (Hallahan 212). Observations of a child’s
behavior documented by parents, classroom teachers, and others who have regular contact with
the child are evaluated. Among the most reliable and popular evaluation scales are the “Conner
scales” and the “ADHD-Rating Scale IV” (216). On occasion, hyperactive symptoms may
decrease with age, usually diminishing at puberty, perhaps because people tend to learn how to
gain greater self-control as they mature. The main treatment to help diminish the affects of the
condition is stimulant medications.

ADHD is very apparent in the classroom.

Children with this disorder are frequently inattentive and exhibit significantly
higher rates of off-task behavior relative to their non-ADHD classmate… In
addition, hyperactive-impulsive behaviors that may comprise ADHD often lead to
disruptive behaviors in the classroom and other school environments including
talking without permission, leaving the assigned area, bothering other students,
and interrupting teacher instruction (Dupaul).

Usually, they have difficulty organizing their assignments and activities. Attention disorders
also affect a student’s performance on a standardized achievement test. It is said that “on
average, children with ADHD score between 10 and 30 points lower than non-ADHD…Further,
approximately 20-30% of students with ADHD also have a specific learning disability in
reading, math, or writing” (“Attention Deficit Hyperactivity Disorder” 6). Sometimes these
disabilities will cause children to be held back a grade or placed in a special education
classroom.
Works Cited


