

(This is a sample works cited page. Note that this is double spaced and entries are in alphabetical order.)

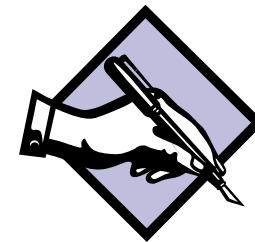
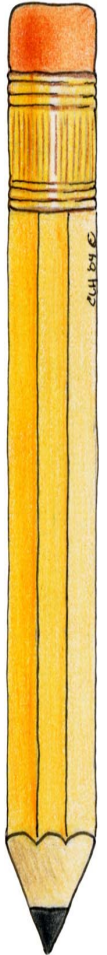
### Works Cited

- American Association of School Administrators. Annual Report. Washington: American Association of School Adm., 1984.
- Brogdan, Robert. "Religious Freedom and School Holidays." Phi Delta Kappan 68 (1984) : 700-702.
- "DNA." Encyclopedia Americana. 1984 cd.
- Gershman, Herbert S. The Surrealist Revolution in France. Ann Arbor: U of Michigan, 1986.
- Handbook of Pre-Columbian Art. New York: Johnson, 1984. 66-73.
- "Making of a Candidate for President." Time 20 July 1984: 40.
- May, Clifford. "Religious Frictions Heat up in Nigeria." New York Times 12 Aug. 1984, late ed., sec. 4: 2+. 1973.
- Poe, Edgar Allen. "The Raven." Great American Poetry. Ed. Richard Johnson New York: McGraw Hill, 1978. 98-40.
- "Pollution in the Desert." Narr. Mike Wallace. Prod. Jock Fenway. Dir. John Brett. Sixty Minutes. CBS WCBS, New York. 6 Mar 1984.
- Raffer, Bernard C., Richard Frieman, and Robert Baron. New York in Crisis. New York: Harper, 1986.
- . A Study of Life. New York: Norton, 1983.
- Smith, Richard. "Color and Light." Discoveries in Science. 1986 ed.

*Information in this document was adapted from the Glenwood High School Style Guide*

# Franklin Junior/Senior High School

# Writing Style Guide



# Franklin High School Style Guide

## Plagiarism

Because plagiarism is intellectually dishonest, and is, therefore, a form of stealing, it is an extremely serious offense and can result in severe penalties, including a loss of credit for the course. All of these constitute plagiarism:

1. Failure to document with quotation marks any material copied directly from other sources,
  2. Failure to acknowledge paraphrased material. (someone else's ideas)
  3. Failure to provide a list of works cited.
  4. Use of other's work as one's own, particularly in the arts.
- Use of other's ideas as one's own for themes, poems, musical compositions, or artwork.

## General guidelines for avoiding plagiarism

1. All information should be documented unless it is common knowledge. Material is considered plagiarized if it is from a source other than common knowledge and is not documented.
2. Include a separate works cited page.
3. Quotations are material taken directly from another source.
  - If the quotation is four lines or less in length, it is written into the content, and quotation marks must be used.
  - If the quotation is more than four lines long, it is indented 1" from the left margin and double spaced. The indentation of 1" runs the full length of the quotation on the left side and the lines quoted run to the right margin. The exception to the right margin is poetry.
  - If the first line of a quotation being used begins a paragraph in the source cited, it is indented 1.5" from the quotation margin.
  - No quotation marks are used around indented quotations, but all quoted material must be cited parenthetically.
4. In both long and short quotations, use ellipses (...) to indicate deleted information that is not relevant to the research paper

Use brackets [ ] when adding any material to a quotation-for example, when filling in the reference of a pronoun, clarifying a term that was introduced elsewhere in that source or correcting a grammatical error.

**Never copy/paste information from an electronic source into your Paper without giving credit.**

## Article in a Journal

Flannagan, Roy. "Reflections on Milton and Ariosto." Early Modern Literary Studies. 2.3 (1996). 16 pars. 22 Feb. 1997 <<http://umixg.ubc.ca:7001/0/e-sources/emls/02-3/flanmilt.html>>.

## Article in a Magazine

Landsburg, Steven E. "Who Shall Inherit the Earth?" Slate 1 May 1997. 2 May 1997 <<http://www.slate.com/Economics/97-05-01/Economics.asp>>.

## Work from a Subscription Service

Koretz, Gene. "Economic Trends: Uh-Oh, Warm Water." Business Week 21 July 1997: 22. Electric Lib. Franklin High School Lab, Franklin, IL. 17 Oct. 1997 <<http://www.elibrary.com/>>.

## Encyclopedia Article, CD-ROM

"Genetic Engineering. Compton's Interactive Encyclopedia. Version 2.0 CD-ROM. Compton's NewMedia, Inc., 1994.

## CD-ROM with a Print Counterpart

Kolata, Gina. "Men and Women use Brain Differently, Study Discovers." New York Times. 16 Feb. 1995, late ed: A1. New York Times Ondisc. CD-ROM. UMI-Proquest. 1994.

## Documenting Sources from the Internet

(date before the URL is the date the site was last accessed)

### Professional Site

Portuguese Language Page. U. of Chicago. 1 May 1997 <<http://humanities.uchicago.edu/romance/port/>>.

### Personal Site

Lancashire, Ian. Home page. 1 May 1997 <<http://www.chass.utoronto.ca:8080/~ian/index.html>>.

### Book

Nesbit, E[dith]. Ballads and lyrics of Socialism. London, 1908. Victorian Women Writers Project. Ed. Perry Willett. Apr 1997. Indiana U. 26 Apr 1997 <<http://www.indiana.edu/~letrs/vwwp/nesbit/ballsoc.html>>.

### Poem

Nesbit, E[dith]. "Marching Song." Ballads and Lyrics of Socialism. London, 1908. Victorian Women Writers Project. Ed. Perry Willett. Apr. 1997. Indiana U. 26 Apr. 1997 <<http://www.indiana.edu/~letrs/vwwp/nbesbit/ballsoc.html#p9>>.

### Article in a Reference Database

"Fresco." Britannica Online. Vers. 97.1.1. Mar. 1997. Encyclopedia Britannica. 29 mar. 1997 <<http://www.eb.com:180>>.

## Research Paper Information

In the preparation of your paper, you will need to recognize seven definite steps to follow. (order may vary)

- I. Formulating a thesis (subject to several revisions throughout the process).
- II. Preparing a working bibliography (a list of available sources)
- III. Preparing a preliminary outline
- IV. Reading and taking notes
- V. Writing the final outline
- VI. Writing the first draft
- VII. Preparing the revised final draft with parenthetical documentation and works cited page

Note: Schools set their own standards and forms for research paper writing. FHS is currently using MLA documentation for the English Department. ALWAYS consult your teacher for specific guidelines.

## Standard Outline Form

Use the form explained below for both topic and sentence outlines.

1. Double space throughout the outline.
  2. Number the outline pages with lower case Roman numerals beginning with "I" at the top right corner of the page after your last name (eg. Spencer i). Place your identification (Name, Date, Class, Period, Instructor) in the upper left hand corner.
  3. Write the word, Outline, at the top of the page. Below it write out the thesis statement.
  4. Indent each subheading, placing it directly under the first letter in the first word of the preceding heading.
  5. Avoid single subheadings; every "A" should have a "B"; every "1" should have a "2"
- Items of the same rank in a topic should be parallel; if "A" is a verb, the "B" should be a verb.

6. Capitalize the first word in each item. Topic outlines do not use end punctuation.
7. Avoid meaningless headlines such as Introduction, Conclusion, Reasons, Effects.
8. Staple and place the outline before the paper.  
Use the standard outline form, as show in this outline skeleton.

### **Format Instructions**

#### **Instructions for Formal Written and Typed Work**

*(it is preferred that all formal work be created through word processing)*

- I. Required materials
  - A. White paper, 8 ½” by 11” – No fringe
  - B. Black or blue ink if written, typed in black
- II. Appearance of Page
  - A. No blotches
  - B. No overuse of white out
  - C. No folds or “dog-eared” edges
  - D. Upper left-hand corner stapled (teacher option)
  - E. Double-spaced typed work (teacher option on written)
  - F. One side of paper used only (teacher option on written)
- III. Page One
  - A. Headline/Endorsement
    1. Name in full in upper left-hand corner
    2. Date in full
    3. Name of Course
    4. Class period
    5. Teacher’s name
    6. Single space each of the preceding items
  - B. Title
    1. Center on top line
    2. Do not underline or use quotes
    3. Capitalize initial letters in first, last , and all important words
  - C. Body
    1. One-inch margins at left, right, and bottom
    2. Clearly indent each paragraph

#### **Article—Signed in Reference Book**

Smith, Richard. “Color and Light.” Discoveries in Science. 1986 ed.

#### **Government Publications**

United States Dept. of Defense. F-14 Evaluations. Washington: GPO, 1983.

#### **Films—Include Writers, Producers, Others as Pertinent**

Raiders of the Lost Ark. Dir, Steven Spielberg. Paramount 1982.

#### **Recordings—Include Composers, Performers, Conductors, Others as Pertinent**

Gibb, Andy. Shadow Dancing. RSO, RS 893, 1978.

#### **TV and Radio—Include Writers, Producers, Directors, Others as Pertinent**

“Pollution in the Desert.” Narr. Mike Wallace. Prod. Jock Fenway. Dir. John

Brett. Sixty minutes. CBS WCBS, new York: 6 Mar, 1984.

#### **Interview**

Cole, Richard. Personal interview. 3 Feb. 1984.



**Book—Multiple Authors**

Raffer, Bernard C., Richard Frieman, and Robert Baron. New York in Crisis.

New York: Harper, 1986.

**Book—Same Author—Omit Name After First Entry**

—. A Study of Life. New York: Norton, 1983.

**Book—Edited**

Melville, Herman. Moby Dick. Ed. J. P. Small. Boston: Houghton, 1973.

**Book—Corporate Author**

American Association of School Administrators. Annual Report.

Washington: American School Adm., 1984.

**Poems, Essays, Short Stories, Plays in Anthologies**

Poe, Edgar Allen. "The Raven," Great American Poetry. Ed. Richard

Johnson. New York: McGraw Hill, 1978. 38-40.

**Article—Signed in Journal with Continuous Pages**

Brogdan, Robert. "Religious Freedom and School Holidays" Phi Delta

Kappan 68 (1084): 700-702.

**Article—Signed in Journal with Pages Issue Separately**

Jones, Mary. "Urban Poetry." American Review. 13.2 (1987): 66-73.

**Article—Signed in Newspaper or Weekly Periodical**

May, Clifford. "Religious Frictions Heat Up in Nigeria." New York Times

12 Aug. 1984, late ed, sec. 4: 2+.

**Article—Signed with Multiple Authors in Newspaper or Weekly Periodical**

Thompson, Jerry, Josh Olson, and Thomas Ericson. "Genetics: New

Research." Scientific American. 21 Sept. 1988: 56-60.

**Article—Unsigned in Newspaper or Periodical**

"Making of a Candidate for President." Time. 20 Jul. 1984: 40.

**Article—Unsigned in Reference**

"DNA." Encyclopedia Americana. 1984 ed.

IV. Additional Pages

- A. Name in upper right-hand corner
- B. Page number after name flush against right margin
- C. First Line written one inch from top of paper
- D. Margins of one inch at left, right, and bottom

V. Print (Fonts)

- A. Standard Size Print—usually 10-12
- B. Font—Times New Roman
- C. No italics or cursive print for the body of the paper



**Example: Page One**

(this line 1/2 inch down) Smith 1

James Smith (this line 1 inch down)  
October 10, 2007  
English 2 (endorsement to be single spaced)  
Period 3  
Mrs. Jones

(body of paper to be double spaced)  
A Hot Summer Day

The motionless sweltering air hung over the city like a blanket. On Lincoln Street, the Newman's sprinkler hissed as it sprayed the small, scorched patch of lawn. Nearby, Kathy Newman sat on the shaded veranda thinking....

**Example: Page Two**

(this line 1/2 inch down) Smith 2

(1 inch down to begin this line)

front steps slowly fanning herself with the day's newspaper.  
Inside the house, her sister and brother....

**Parenthetical Documentation**

(documentation or credit given within the body of the paper)

When you borrow the words of another person (or findings, figures, statistics, or graphs) to support or enrich your paper's meaning, you must give credit to that person for the information you use.

Following the MLA format, credit is given each time an author is referred to in the text. At the end of the manuscript all references are assembled in the "Works Cited" list.

\*The MLA recommends the use of parenthetical citations within the text. Usually the author's last name and a page number are sufficient to identify the source. If a period or comma is necessary, insert after the parenthetical reference.

**Example**

This point has been argued before (Frye 197).

**Example**

For two authors the form would be the same.

Others, like Welleck and Warren (310-13), hold an opposite point of view.

If a quotation comes at the end of the sentence, insert the parenthetical reference between the closing quotation mark and the concluding punctuation mark.

**Author's name in text:**

Ernst Rose writes, "The highly spiritual view of the world presented in SIDDARTHA exercised its appeal on West and East alike" (74).

**Works Cited Samples**

(you may avoid all of this by using [noodletools.com](http://noodletools.com))

**Book—No Named Author**

Hanbook of Pre-Columbian Art. New York: Johnson, 1988.

**Book—One Author**

Gershman, Herbert S. The Surrealist Revolution in France. Ann Arbor: U of Michigan, 1986.