

Val Tech Research Paper Style Guide

I. FORMAT OF THE RESEARCH PAPER

MARGINS

Leave one-inch margins at the top, at the bottom, and on both sides of the text, but your last name and page number will be one-half inch from the top in the upper right-hand corner (see diagram on page 2). Indent the first word of a paragraph five spaces from the left margin. Indent set-off quotations ten spaces from the left margin.

SPACING

The research paper must be double-spaced throughout, including quotations, notes, and the sources listed in "Works Cited."

HEADING AND TITLE OF PAPER

Research papers and essays do not need a title page. Instead, beginning one inch from the top of the page and flush with the **left margin**, type your name, your teacher's name, the course name, and the date [day month year with no commas] on separate lines with **double spacing** between the lines.

Double space again and **center** the title. **Double space** between the title and the first line of the text. **Do not underline or bold** your title; **do not add quotation marks**.

↑
1"
↓
Mary Smith
Teacher's Name
← 1" → LA II H, Pd. 2
9 September 2020
The Importance of Proper Formatting
Begin your paragraph one double-spaced line below your ← 1" →
title; the paragraph should begin with an indent. The paper's
heading goes in the upper-left corner of the first page only. Use 1"
margins all around. Double space everything, including blocked
quotes. Do not justify the right-hand margin.

	↑ 1" ↓	↕ ½" Smith 2 ← 1" →
←1"→	<p>On all consecutive pages, place a header in the upper right-hand corner; the header should include your last name followed by the page number. All the text on these pages should be double spaced. Do not add extra spaces between paragraphs. When you quote an author or use her ideas, be sure to document your source correctly with a parenthetical reference.</p>	
		← 1" →

PAGE NUMBERS

Number all pages after the first page consecutively throughout the manuscript in the upper right-hand corner, one-half inch from the top. Type your last name before page numbers after page one (see top of this page for an example). **Do not use the abbreviation *p* before a page number or add a period, hyphen, or any other mark or symbol.**

II. PREPARING A LIST OF WORKS CITED

GENERAL GUIDELINES

When writing a research paper, you must indicate exactly where you found whatever material—facts, opinions, quotations, diagrams, photos, etc.—you borrow. Although this list will appear at the end of your paper, draft that list before you start writing. List those works you will be citing so that, as you write, you have right in front of you the information you need for the parenthetical references. The “Works Cited” section of your paper should list *all* and *only* the works that you cite in your paper.

PLACEMENT

Start the “Works Cited” list on a new page. Number each page of the list, continuing the page numbers of the text. For example, if the text of your research paper ends on page 8, the list of the works cited will begin on page 9. Type the page number in the upper right-hand corner, one-half inch from the top of the paper. Type the title “Works Cited” centered and one inch from the top of the page. Double space between the title and the first entry. Begin the entry flush with the left margin. If an entry runs more than one line, indent the subsequent line(s) 5 spaces from the left margin. Double space the entire list, between entries as well as within entries.

ARRANGEMENT

In general, alphabetize entries in the list of works cited by the author's last name or, if the author's last name is unknown, by the first word in the title (not *a*, *an*, or *the*).

For two entries by the same author or editor, follow these directions: Alphabetize by title of the works. Type the first entry as usual using the first word in the title (not *a*, *an*, or *the*) to organize the sources in alphabetical order. For the second entry by this same author, do not retype the author's name. Instead, type a line five spaces long, follow it with a period, and continue the rest of the entry.

Ex: Jones, Dow. Critical Essays. New York: Bantam, 1979.

_____. Major Critics. New York: Bantam, 1980.

DOCUMENTING SOURCES

In writing your research paper, **you must document everything that you borrow—not only direct quotations and paraphrases, but also information and ideas**. Let common sense as well as ethics determine what you document. You rarely need to give sources for familiar proverbs (“You can’t judge a book by its cover”), well-known quotations (“We shall overcome”), or common knowledge (George Washington was the first president of the United States). But you must indicate the source of **any borrowed material that readers might otherwise mistake for your own**.

CITING IN THE TEXT AND THE LIST OF WORKS CITED

The list of works cited at the end of your research paper plays an important role in your acknowledgment of sources, but it does not in itself provide sufficiently detailed and precise documentation. Within your research paper, you must indicate what information you have borrowed and the source from which you borrowed it. The one way to do this is to **insert brief parenthetical acknowledgments** in your paper **wherever you incorporate another's words, facts, or ideas**. Usually the author's last name and a page reference are enough to identify the source and the specific location from which you borrowed the material. If there is no author, substitute the title of the work. Another way is to include the author's name in your sentence and only put the page in (if applicable) at the end.

Some elements required in a citation may be missing from electronic sources. Therefore, parenthetical references to electronic sources will usually include only an author's last name or, if no author's name is available, the file name and, for scientific styles, the date of publication or the date of access if no publication date is available.

For files with no designation of author or other responsible person or organization, include the file name in parentheses (i.e., cgos.html). In citations of print sources, subsequent references to the same work need not repeat the author's name, instead giving the different page number or location, if applicable.

With electronic documents that are not paginated or otherwise delineated, however, repeating the author's name may be the only way to acknowledge when information is drawn from a given source.

EXAMPLES:

Ancient writers attributed the invention of the monochord to Pythagoras (Marcuse 197).

This parenthetical reference indicates that the information on the monochord comes from page 197 of the book by Marcuse included in the alphabetically arranged list of works cited that follows the text. This note enables the reader to find complete publication information about the source.

Remember that **there is a direct relation between the source information you integrate into your text and what you place in parentheses**. If, for example, you include the author's name in the sentence with the documented material, you need not repeat it in the parenthetical page citation that follows. It will be clear that the source information refers to the work of that author. The examples below illustrate how to cite authors in the text and keep parenthetical references concise.

One author's/editor's name in text

Frye has argued that Dickens reveals the truth about society (178-180).

One author's/editor's name in reference

Dickens reveals the truth about society in this work (Frye 178-180).

Two authors'/editors' names in text

Others, like Wellick and Warren, believe that Dickens is unclear about the nature of society (310).

Two authors'/editors' names in reference

Others present the view that Dickens is unclear about the nature of society (Wellick and Warren 310).

Book when more than one volume used/editor's name in text

Only Smith has seen this relation between reality and fantasy in Dickens' works (2:256).

Book when more than one volume used/editor's name in reference

Only one critic has seen this relation between reality and fantasy in Dickens' works (Smith 2:256).

Book when more than one book is used by the same author/editor's name in text

Magil likens Dickens to a fantasy writer (Critical Survey, 178).

Book when more than one book is used by the same author/editor's name in reference

Dickens is likened to a fantasy writer (Magil, Critical Survey, 178).

Book when more than one book is used by the same author/editor with more than one volume used and name in text

Magil likens Dickens to a fantasy writer (2: Critical Survey, 178).

Book when more than one book is used by the same author/editor with more than one volume used; name in reference

Dickens is likened to a fantasy writer (Magil 2: Critical Survey, 178).

Internet sources

Internet citations follow the style of printed works. Personal or corporate author and page number should be given if they exist on the website.

Note: To avoid interrupting the flow of your writing, place the parenthetical reference where a pause would naturally occur (preferably at the end of a sentence) and as near as possible to the material it documents. Remember that all material that comes from reference sources must be documented. The parenthetical reference precedes the punctuation mark that concludes the sentence, clause, or phrase containing the borrowed material.

Gibaldi, Joseph, and Walter S. Achtert. MLA Handbook for Writers of Research Papers. 3rd ed. New York: The Modern Language Association of America, 1988. (Source for these guidelines)

QUOTATIONS

ELLIPSIS MARKS When you are using a direct quotation, especially a fairly long one, you may want to omit a sentence or even a paragraph that has no direct connection to your topic. It is necessary to indicate the omission by using ellipsis marks, a form of punctuation shown by three periods (. . .).

Example: “. . . the same discipline of sound engineering had kept architects from some of the wilder flights of fancy seen in painting and music” (Marks 30).

BRACKETS You may need to insert a word or more into a direct quotation to clarify a meaning, correct an error, or emphasize a point. For instance, it may be necessary to add a name, a date, or a pronoun.

Example: “He [Ralph] paused, defeated by the silence and the anonymity of the group guarding the entry” (Golding 145).

SHORT QUOTATIONS If the quotation should run to fewer than five lines on your typed page, enclose the passage in quotation marks and include it in your text.

Example: After awakening from his fit, Simon realizes that he must be the one to find the beast. He climbs the mountain and encounters the dead parachutist. “He saw how pitilessly the layers of rubber and canvas held together the poor body that should be rotting away . . . he took the lines in his hands; he freed . . . the figure from the wind’s indignity” (Golding 170).

LONG QUOTATIONS If a quotation runs more than four lines on your typed page, the quotation should be set off from the text:

1. Keep the spacing above and below the block quote the same as the rest of the paper.
2. Double space the entire quotation.
3. Indent each line of the quotation ten spaces from the left margin; keep the right margin in line with the rest of the paper. (Do not indent the first line of the block quote more than any other line unless you are quoting multiple paragraphs. If this is the case, indent the first line of each paragraph an additional five spaces.)
4. Note that if you have a complete sentence introducing a long quotation, the lead-in sentence usually ends with a colon.
5. Do not enclose the indented quotation in quotation marks.
6. Include the parenthetical reference immediately following the closing punctuation of the last quoted sentence. Do not place a period after the parenthetical citation.

INDIRECT QUOTATIONS

1. Since an indirect quotation is not the author’s exact words but a restatement or summary in your own words, you do not have to use quotation marks. However, you must still document the source of your information.
2. This is where you use the format given in the “Parenthetical Documentation Section” starting on page 3 of this handout.

Works Cited

The correct title is **Works Cited**, not Bibliography, Work Cited, or Works Cited Page.

Note: The following entries are single-spaced to conserve space. **Your entire works cited page should be double spaced. Do not vary the spacing within or between entries.**

Book with a SINGLE AUTHOR

Bailey, Stephen. Congress at Work. Hartford: Henry Holt and Company, 1959.

Book with an EDITOR instead of an author

Gibson, James, ed. The Complete Poems of Thomas Hardy. New York: Macmillan, 1976.

Book with TWO AUTHORS

Link, Arthur S., and William B. Catton. American Epoch: A History of the United States Since 1890. New York: Knopf, 1963.

Book with THREE AUTHORS

Adams, William, Peter Coh, and Barry Slepian. Afro-American Literature: Drama. Boston: Houghton Mifflin, 1970.

Book with FOUR or MORE AUTHORS

Goldner, Orville, et al. The Making of King Kong. New York: Ballantine, 1975.

Book with CORPORATE AUTHOR

United Nations, Statistical Yearbook, 1978. New York: United Nations, 1979.

MICROFORM

"Watch Out for Food Poisoning" (Microfilm). Changing Times. Aug. 1975, pp.36-38.

MOTION PICTURE

The Food Revolution (Motion Picture). New York: McGraw-Hill, 1968, 17 min., sd., col., 16mm.

VIDEO TAPE or VIDEOCASSETTE

Wolfe, Pamela. "Pam Wolfe Bakes Bread" (Video recording). Presented at Greenwich High School, 1977, cassette, 30 min., b & w, ½ in.

ONE VOLUME of a work in SEVERAL VOLUMES

Sullivan, Mark. Over Here: 1914-1918. Vol. 5. New York: Scribner, 1972.

* Abbreviate all months with three letters except for June and July.

An Edition Later than the First

Smith, Lucas. The Trials of the Century. 2nd ed. New York: Dodd Publishing, 1956.

Work in a COLLECTION by DIFFERENT AUTHORS

Lisca, Peter. "The Grapes of Wrath." Steinbeck: A Collection of Critical Essays. Ed. Robert Murray Davis. Englewood Cliffs: Prentice Hall, 1972.

Work in a COLLECTION by the SAME AUTHOR

Williams, Tennessee. "Summer and Smoke." In Four Plays. New York: New American Library, 1976.

GOVERNMENT PUBLICATION

United States. Dept. of State. The Canadian Situation 1971-72. Washington, DC: Government Printing Office, 1973.

PAMPHLET

Chronicle Guidance Publications, Inc. Cartoonists: Occupational Brief. 4th ed. D.O.T. 141. Moravia, New York, N.Y.: CGP, 1978.

Signed Article in a PERIODICAL -WEEKLY

Stone, Martin. "Energy Jigsaw Puzzle." U.S. News 27 Aug. 1979: 76.

Signed Article in a PERIODICAL -MONTHLY

Bugialli, George. "Share a Rustic Italian Christmas Eve." House and Garden Dec. 1978: 140-143.

Unsigned Article in a PERIODICAL -WEEKLY

"A Traffic Ban Drives Rome Crazy." Newsweek 16 Mar. 1987: 47.

Article in a NEWSPAPER

Brody, Jane E. "Nutritional Standards for the '80s." New York Times, City Ed., 19 Mar. 1980: Sec. C, p.1.

If the above article were unsigned, the citation would start with the title, "Nutritional Standards . . ."

Telephone INTERVIEW

Brown, Frederick. Telephone interview. 2 June 2001.

Personal INTERVIEW

Lewis, Bob. Personal interview at Esperanza High School. 5 May 2001.

ENCYCLOPEDIA ARTICLE (unsigned)

"Dickens, Charles." New Standard Encyclopedia. 1991 ed.

ENCYCLOPEDIA ARTICLE (signed)

Waggoner, Hyatt. "Dickinson, Emily." The Encyclopedia Americana International Edition. 1993 ed.

INTRODUCTION, PREFACE, FOREWORD, or AFTERWORD

Borges, Jorge Luis. Foreword. Selected Poems. 1923-1967. By Borges. Ed. Norman Thomas Di Giovanni. New York: Delta-Dell, 1973. xv-xvi.

Doctorow, E.L. Introduction. Sister Carrie. By Theodore Drieser. New York: Bantam, 1982. v-vi.

Johnson, Edgar. Afterword. David Copperfield. By Charles Dickens. New York: Signet-NAL, 1962. 871-79.

COMPUTER RESOURCE Works Cited Entries CD ROM Programs

For criticism citations in DISCovering Authors:

Magazine or Newspaper Article:

Atwood, Margaret. "Haunted by Their Nightmare." New York Times Book Review 13 Sep. 1987: 45-50. Excerpted in DISCovering Authors. CD ROM. Detroit: Gale Research, 1993.

Book:

Adams, Mary. "Jane Eyre: A Woman's Estate." The Authority of Experience: Essays in Feminist Criticism. University Press, 1977: 137-39. Excerpted in DISCovering Authors. CD ROM. Detroit: Gale Group, 1999.

For criticism citations in Masterplots Complete CD Rom:

Signed article should be cited: Author. "Title of Article." Masterplots Complete CD Rom. Pasadena: Salem Press, 1999.

Unsigned article should cite the whole CD Rom.

Computer Software

"Spain." Macglobe. Broderbund, 1994.

ID Software. The Ultimate Doom. New York: GT Interactive Software, 1995.

"Career Name." Choices. ISM Careerware, 2000.

HOW TO CITE CD-ROMS Encyclopedias

Author given:

Devries, Diana. "Acupuncture." Grolier Multimedia Encyclopedia. CD-ROM. 1999.

No author given:

"Acid Rain." Encarta Multimedia Encyclopedia. CD-ROM. 1998.

SIRS

Jacobson, Jodi L. "Holding Back the Sea." Futurist Sep. 1990: 20-27. SIRS, 2001. CD-ROM.

Basic Forms for Electronic Sources

The MLA Handbook for Writers of Research Papers provides extensive examples covering a wide variety of potential sources. (This information is based on style guidelines from <http://owl.english.purdue.edu/> which uses the MLA Handbook as its guideline.)

If no author is given for a web page or electronic source, start with and alphabetize by the title of the piece and use a shortened version of the title for parenthetical citations.

A web page

Author(s). Name of Page. Date of Posting/Revision. Name of institution/organization affiliated with the site. Date of Access <electronic address>.

Note: You must include a download date since information on websites may change at any time.

• Web page (sample)

Harper, Georgia. Copyright Law in the Electronic Environment. 7 Feb. 2000. University of Texas System. 2May2001<<http://www.utsystem.edu/OGC/IntellectualProperty/faculty.html>>.

An article on a web site

Author(s). "Article Title." Name of web site. Date of posting/revision. Name of Institution/organization affiliated with site. Date of access <electronic address>.

- **Article on a web site (sample)**

McKenzie, Jamie. "The Great Turning Point." FNO. 7 Apr. 2001. From Now On, The Educational Technology Journal. 28 Apr. 2001 <<http://fno.org/apr01/covapr.html>>.

An article in an online journal or magazine

Author(s). "Title of Article." Title of Journal Volume. Issue Year: Pages/Paragraphs. Date of Access <electronic address>.

Note: This format is also appropriate to online magazines; as with a print version, you should provide a complete publication date rather than just the volume and issue number.

- **Online journal article (sample)**

Leo, John. "Your Own Lincoln Bedroom." U.S. News and World Report 17 Mar. 1997: 47. 17 Apr. 1997 <<http://www.elibrary.com>>.

E-mail

Author. "Title of the message (if any)" E-mail to the author. Date of the message.

An electronic database

Author. "Title of Article." Relevant information for the database. Date of access <electronic address for retrieval>.

Note: Provide the bibliographic data for the original source as for any other of its genre. Then add the name of the database along with relevant retrieval data.

- **Article in a reference database on CD-ROM**

"World War II." Encarta. CD-ROM. Seattle: Microsoft, 1999. 31 May 2001 <<http://encarta.msn.com/>>.

Note: When line length forces you to break a Web address, always break it after a slash mark.

Val Tech Research Paper

OTHER THINGS TO KEEP IN MIND

- Be sure to read the prompt--and then be sure to do what it says!
- “Research Paper” is not a title! Please give your paper a title!
- Avoid first person (“I”) and second person (“you”).
- Avoid repeating words a couple times in a single sentence or several times in a single paragraph; clarify vague statements (the words *it* and *thing* are red flags); and trim the wordy spots (for instance, sentences that begin with *There is/are...*).
- Avoid informal speech and slang. This writing is more formal than the personal reflective essay.
- Remember basic structural guidelines...

Start the introductory paragraph with a broad statement; end that paragraph with your thesis statement that clearly sets forth your purpose in the paper and perhaps even suggests the paper’s organization.

Body paragraphs need to begin with strong topic sentences: tell your readers what they are going to learn in that paragraph. Be sure to support the assertion of your topic sentence.

The concluding paragraph will reflect the intro, but in reverse. The conclusion will begin with a restatement of your thesis statement (not verbatim, though!), and then you’ll move toward a broad closing statement that echoes your starting point in the essay.

- Be sure to connect ideas (use transition) as you move from one section of your paper to the next.
- Your ears will do a better job than your eyes when it comes to identifying awkward, wordy, and unnatural spots (missing words, incomplete sentences, unwieldy sentences, a choppy flow of ideas, etc., etc.). The read-aloud may also help you catch smaller goofs like typos and errors in punctuation.

Val Tech Reflective Essay Style Guide

I. FORMAT OF THE REFLECTIVE ESSAY

MARGINS

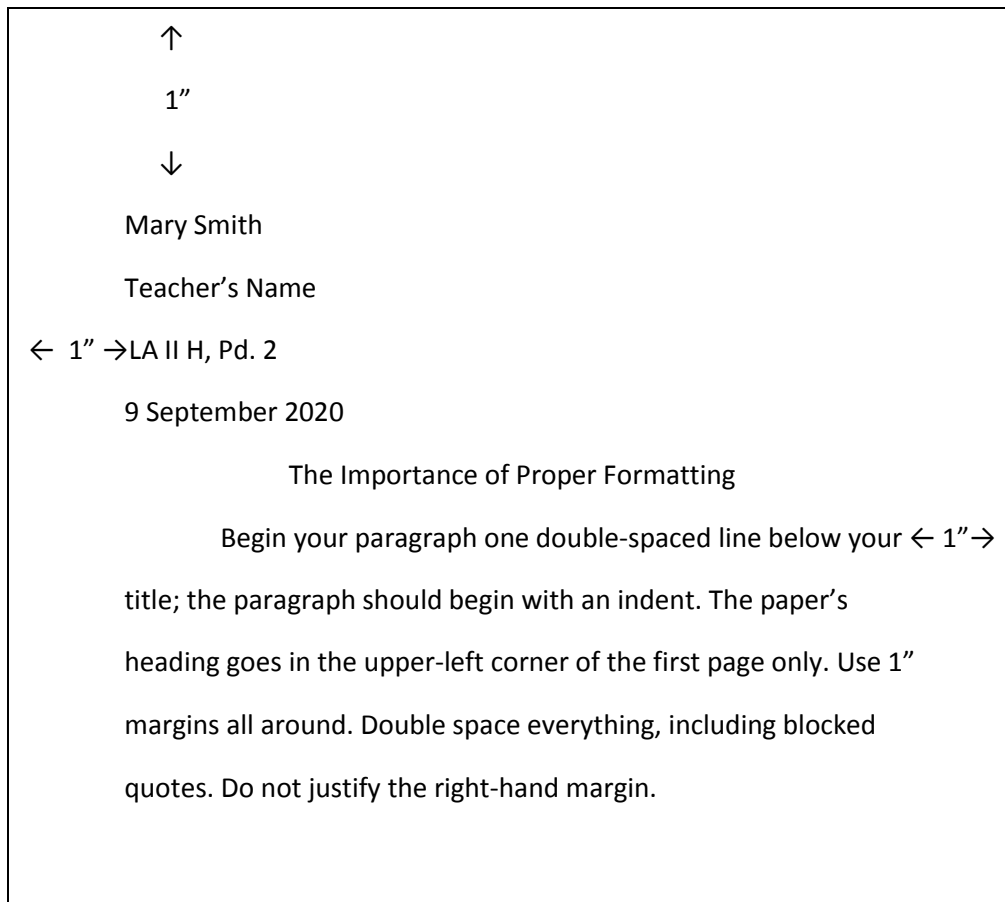
Leave one-inch margins at the top, at the bottom, and on both sides of the text, but your last name and page number will be one-half inch from the top in the upper right-hand corner (see diagram on page 14). Indent the first word of a paragraph five spaces from the left margin. Indent set-off quotations ten spaces from the left margin.

SPACING

The reflective essay must be double-spaced throughout.

HEADING AND TITLE OF PAPER

Essays do not need a title page. Instead, beginning one inch from the top of the page and flush with the **left margin**, type your name, your teacher's name, the course name, and the date on separate lines with **double spacing** between the lines. **Double space** again and **center** the title. **Double space** between the title and the first line of the text. **Do not underline or bold** your title; **do not add quotation marks**.



	↑ 1" ↓	↕ ½" Smith 2 ← 1" →
←1"→	<p>On all consecutive pages, place a header in the upper right-hand corner; the header should include your last name followed by the page number. All the text on these pages should be double spaced. Do not add extra spaces between paragraphs. When you quote an author or use her ideas, be sure to document your source correctly with a parenthetical reference.</p>	
		← 1" →

PAGE NUMBERS

Number all pages after the first page consecutively throughout the manuscript in the upper right-hand corner, one-half inch from the top. Type your last name before page numbers after page one (see top of this page for an example). **Do not use the abbreviation *p* before a page number or add a period, hyphen, or any other mark or symbol.**

OTHER THINGS TO KEEP IN MIND

- Be sure to read the prompt--and then be sure to do what it says!
- *Reflective* doesn't mean "rambling." Include a thesis statement that is a solid response to the prompt and that will give the reader an idea of the paper's organization (what main ideas will be addressed in what order).
- Be sure to reflect! We don't just want an overview or walk-through of your high school years. Offer your thoughts and feelings. Comment on why an event or decision proved significant.
- Strive for balance: talk about your internship AND about your four-year VHS experience.
- Beware of having too abrupt an opening. What internship? Don't just jump right in. Your reader needs to be oriented!
- Give your essay a title! "Reflective Essay" is not a title!
- Choose a simple verb tense: would be... have been... can probably be simplified.

- Read your paper aloud before you turn it in! Your ears will do a better job than your eyes when it comes to identifying awkward, wordy, and unnatural spots (missing words, incomplete sentences, unwieldy sentences, a choppy flow of ideas, etc., etc.). The read-aloud may also help you catch smaller goofs like typos and errors in punctuation.
- Avoid repeated words, clarify vague statements (the words *it* and *thing* are red flags), trim the wordy spots (for instance, sentences that begin with *There is/are...*).
- Even though this is more informal than a research paper, *you* can be a little jarring to the reader... because he/she wasn't at VHS, at the internship site, etc. Avoid the pronoun *you*.
- *Val Tech* is not hyphenated!
- Remember basic structural guidelines...

Start the introductory paragraph with a broad statement; end that paragraph with your thesis statement that clearly sets forth your purpose in the paper and ideally suggests the paper's organization.

Body paragraphs need to begin with strong topic sentences: tell your readers what they are going to learn in that paragraph. Be sure to support the assertion of your topic sentence.

The concluding paragraph will reflect the intro, but in reverse. The conclusion will begin with a restatement of your thesis statement (not verbatim, though!), and then you'll move toward a broad closing statement that echoes your starting point in the essay.

- Be sure to connect ideas (use transition) as you move from one section of your paper to the next. The toughest place to do that is between your discussion of your overall VHS experience and your thoughts about the internship specifically.

Val Tech Style Sheet

Based on frequently made mistakes, MLA format, and CMS spelling!

10% if you refer to percentages a lot in the text (MLA)

10 percent for infrequent use (MLA)

Frequently misspelled words:

- a lot
- Internet (CMS)
- iPod
- PlayStation
- Val Tech
- website (CMS)
- Xbox

Parenthetical in-text citations come before the sentence-ending punctuation.

*** Chicago Manual of Style**

*** Modern Language Association**