Research Paper Guidelines

Setting up your paper, creating a Works Cited page, and correctly using in-text citations.
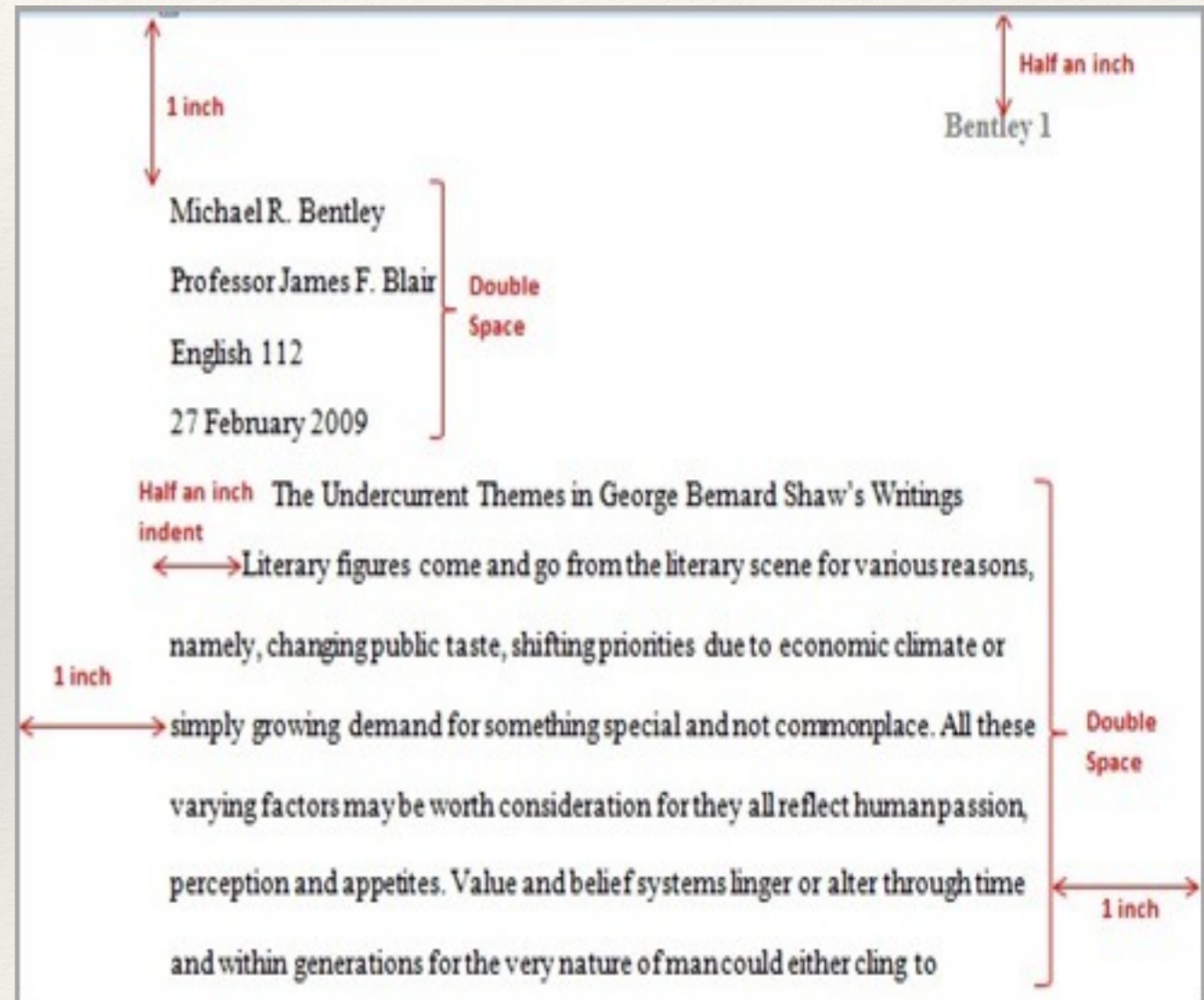
English 8

Setting Up Your Research Paper

MLA Format

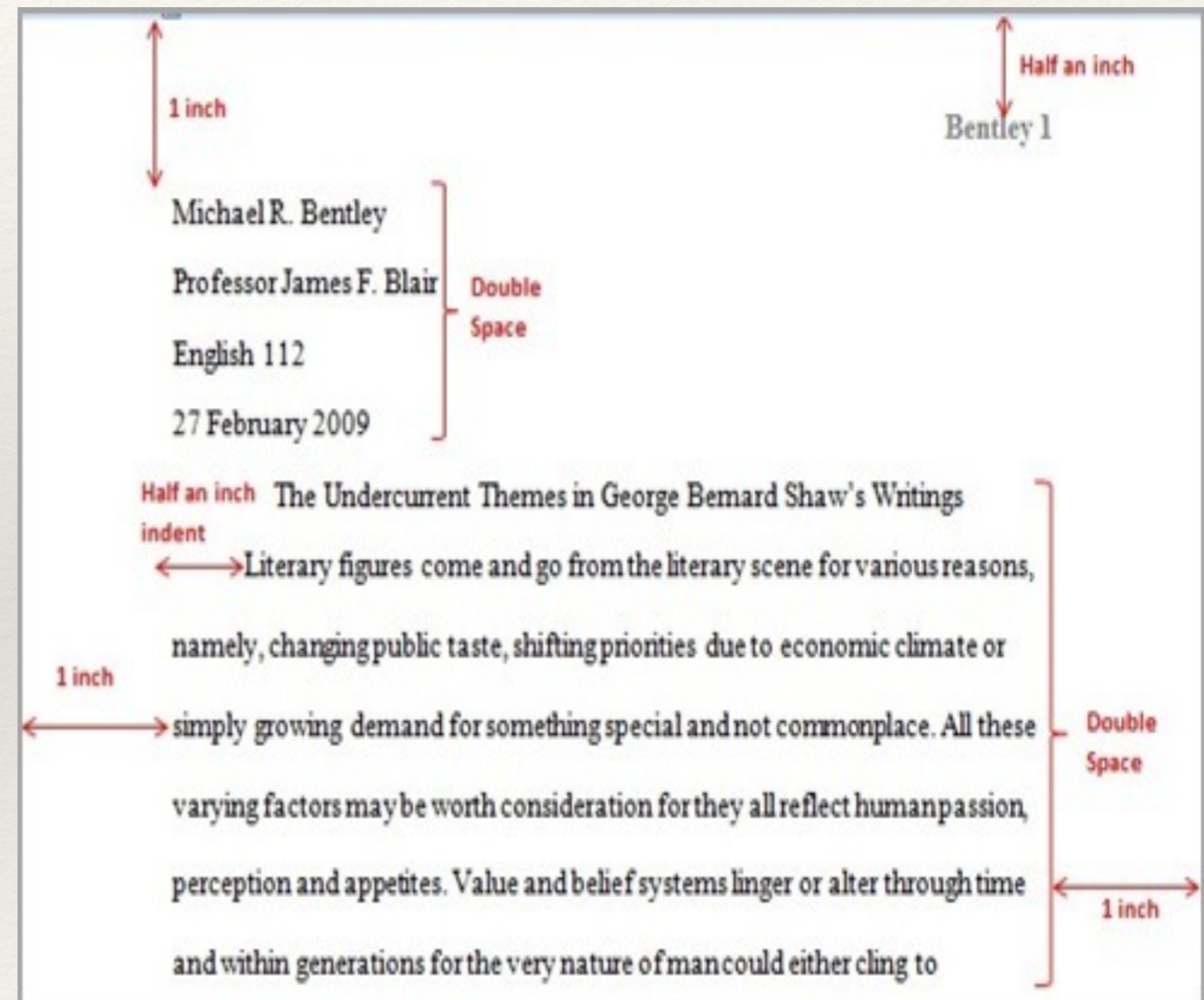# MLA Format: Creating Your Heading

MLA Format: Heading

❖ <u>Create a Header</u> (double click at the very top of the page)

   ❖ Click on the Right Alignment

   ❖ Type in your Last Name, space

   ❖ Go to "Insert," "Page Number," "Top of Page," then click the 3rd box (with the number on the right)

   ❖ By "INSERTING" page numbers this way, you pages will automatically number themselves as you go.
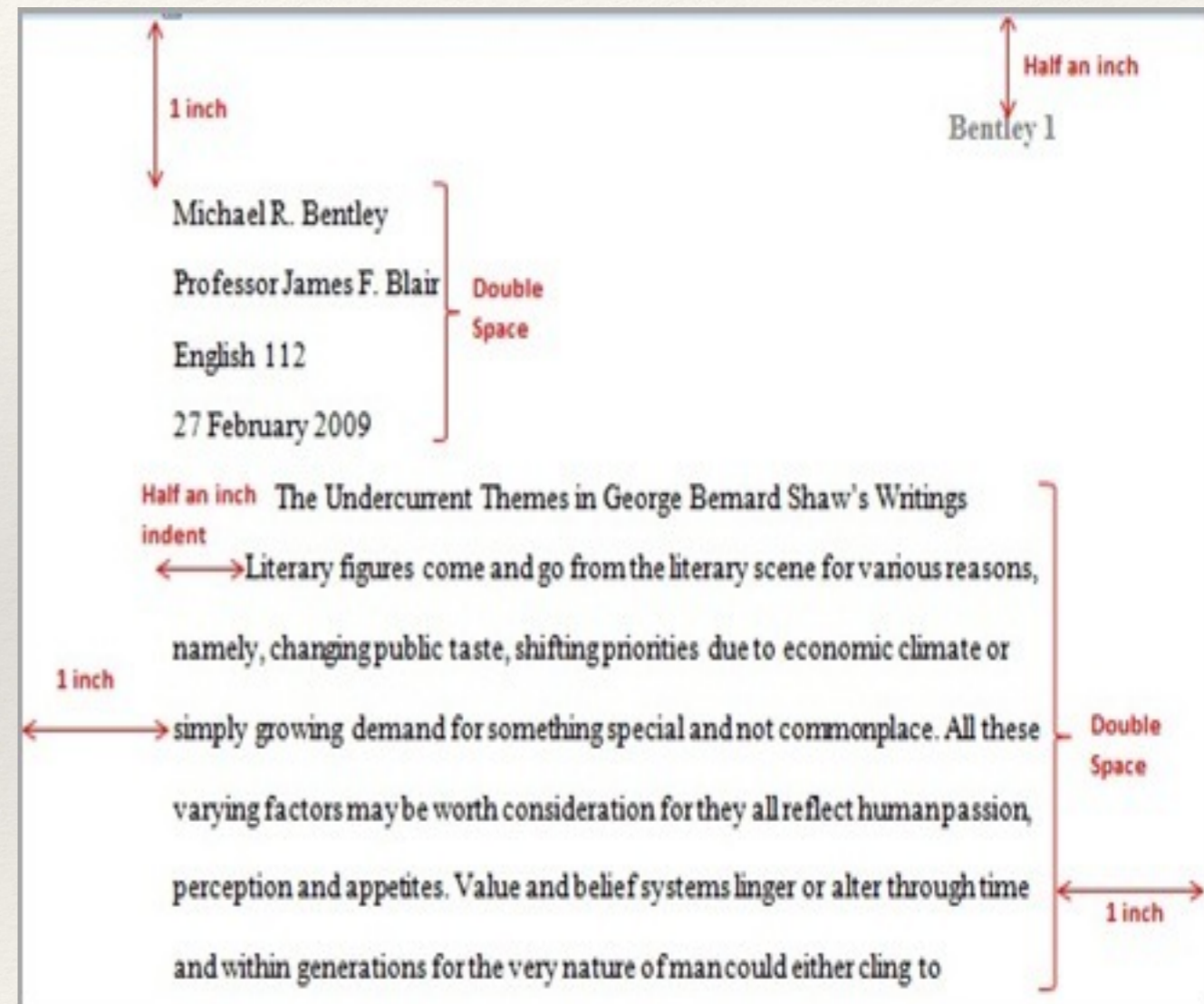
MLA Format: Heading Continued

❖ On the VERY FIRST line of your page (not your header), <u>create the rest of your heading</u>.

 ❖ Make sure your paper is formatted for double-spacing first.

 ❖ Type your full name, press Enter.

 ❖ Type your Instructor's name, press Enter.

 ❖ Type the Class name, press Enter.

 ❖ Type the date the paper is due in Day Month Year format (example: 12 March 2014). Do not use any commas!

MLA Format: Heading Continued

❖ <u>Create your Title</u>
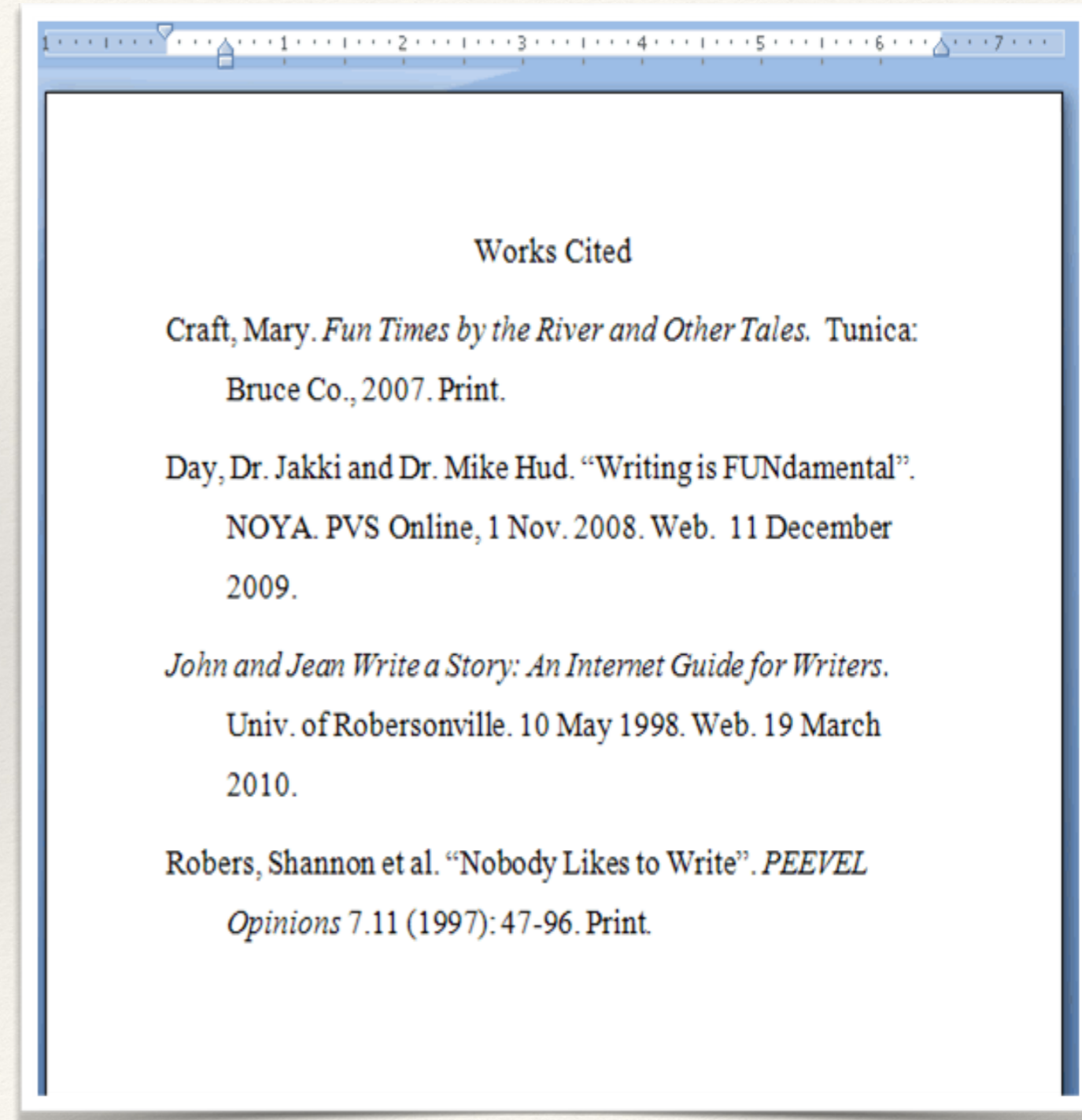
  ❖ Only press Enter ONCE from your date in your heading. Do NOT create extra spacing and do NOT change the font or the size of the font.

  ❖ Make your title aligned in the Center.

  ❖ Press Enter ONCE to begin with your introduction. Be sure to INDENT at the beginning of EVERY paragraph.

  ❖ You are now ready to begin!
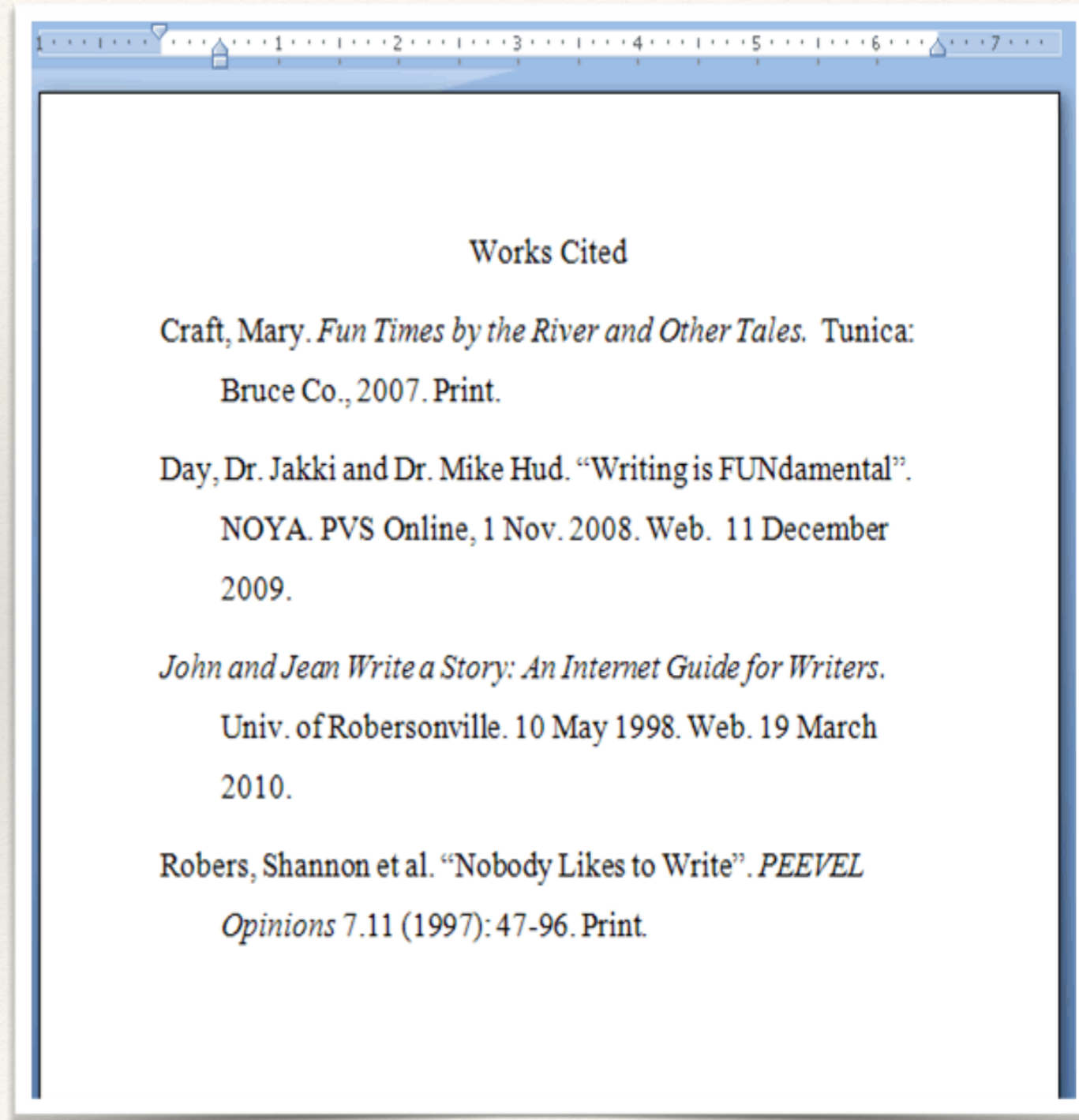
Creating Your Works Cited Page

Works Cited

- First, go to Easybib.com

- Make sure "MLA" is selected.

- Begin putting in all the sources that you used in your paper.

- When you are finished, choose to "Copy and Paste" your Works Cited page.

Works Cited

Craft, Mary. *Fun Times by the River and Other Tales.* Tunica: Bruce Co., 2007. Print.

Day, Dr. Jakki and Dr. Mike Hud. "Writing is FUNdamental". NOYA. PVS Online, 1 Nov. 2008. Web. 11 December 2009.

John and Jean Write a Story: An Internet Guide for Writers. Univ. of Robersonville. 10 May 1998. Web. 19 March 2010.

Robers, Shannon et al. "Nobody Likes to Write". *PEEVEL Opinions* 7.11 (1997): 47-96. Print.

Works Cited Continued

❖ In your Word document, create a new page at the very end of your paper.

❖ Copy and Paste your Works Cited page on that last page.

❖ It MUST be double-spaced (no extra spaces), and MUST be in either Ariel, Calibri, Cambria, or Times New Roman font, 12 pt.

❖ If it does NOT look like the picture to the right, something is wrong.

Works Cited

Craft, Mary. *Fun Times by the River and Other Tales.* Tunica: Bruce Co., 2007. Print.

Day, Dr. Jakki and Dr. Mike Hud. "Writing is FUNdamental". NOYA. PVS Online, 1 Nov. 2008. Web. 11 December 2009.

John and Jean Write a Story: An Internet Guide for Writers. Univ. of Robersonville. 10 May 1998. Web. 19 March 2010.

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In-Text Citations

In-Text Citations

❖ At the end of each fact from a source, put the FIRST word in your Works Cited page for that source within ( ) followed by the period at the end to complete that sentence.

   ❖ Example: The Iditarod trail route is said to be 1,149 miles long (Iditarod).

Here is a sentence from a paper:

. . .
There are a lot of poisonous plants, but not all of them kill you. Some may just cause you to itch or throw up (Ballantin 145).

Brief Citation (abbreviated reference to the source)

Bibliography

List of sources

Arena, Jay M., and Richard H. Drew. *Poisoning.* Springfield, Illinois: Charles C. Thomas, 1963.

Arnold, Happy. *Poisonous Plants of Hawaii.* Rutland, Vermont: Charles E. Tuttle, 1968.

Ballantin, Bryan. *Current Approaches in Toxicology.* Bristol, England: Wright Publishers, 1977.

Bibliographic citation (complete description of the source)

Bayer, Marc J., B... ...ologic Emergencies. Bowie, Maryla...

Beck, Aaron T., Harvey L. Resnick, and Dan J. Lettieri. *The Prediction of Suicide.* Philadelphia: The Charles Press, 1974.

Block, Bradford J. *Signs and Symptoms of Chemical Exposure.* Springfield, Illinois: Charles C. Thomas, 1980.

In-Text Citations Continued

❖ Most Commonly Asked Question: "Do I have to put a citation after EVER SINGLE sentence?"

   ❖ Answer: No!

      ❖ Here is the BEST way to know where to put a citation. Change the font of all your sources on your Works Cited page. For example, make your first source red, the second source green, the third orange, and so forth.

      ❖ Next, find the facts that go with each source in your paper and change the font to the colors that match their source.

      ❖ Lastly, for each of those color blocks (each time they show up), place the citation, (_____), at the very END of the color block.

      ❖ Follow this for all sources.

The Iditarod is generally 1,149 miles. The race itself takes place in Alaska and includes 24 different checkpoints. These checkpoints are scattered from Anchorage, the starting point, to Nome, the ending point. There are two different routes, a Northern and Southern, that mushers take every other year. The Northern trail is raced on even years while the Southern trail is raced on odd years. The trails themselves can be very brutal.

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This last line is just my own opinion, so it will not get a source.

Works Cited

"Iditarod 2014." *Alaska Dispatch: News   and Voices from the Last Frontier.*   Alaska Dispatch, 2014. Web. 13 Mar.   2014.

Iditarod - Last Great Race on Earth.
        Iditarod Trail Committee, Inc., 2014.
        Web. 3 Mar. 2014.

State of Alaska. State of Alaska,   2014.Web. 4 Mar. 2014.

The Iditarod is generally 1,149 miles. The race itself takes place in Alaska and includes 24 different checkpoints (*Iditarod*). These checkpoints are scattered from Anchorage, the starting point, to Nome, the ending point ("Iditarod 2014"). There are two different routes, a Northern and Southern, that mushers take every other year (*State of Alaska*). The Northern trail is raced on even years while the Soutehr trail is raced on odd years (*Iditarod*). The trails themselves can be very brutal.

Check and Recheck!

❖ Do you have a header with your LAST NAME and CORRECT PAGE NUMBER at the top right hand corner of EACH page?

❖ Do you have the correct MLA heading at the top left hand side of your first page?

❖ Is your WHOLE paper (including the Works Cited page) double-spaced with no EXTRA, added spaces?

❖ Do you have a Works Cited page that has all sources in alphabetical order?

❖ Do you have ALL of your facts cited with in-text citations CORRECTLY?

❖ Do you have any extra sources on your Works Cited page that you did not use? If so, delete them!

❖ Did you read through your final paper at least TWICE, then run spell-check one last time?

❖ Did you SAVE, SAVE, SAVE your work?!

"I shall never be ashamed of citing a bad author if the line is good."

–Seneca